higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N6
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a blue or black pen.
6. Write neatly and legibly.

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QUESTION 1

Various options are given as possible answers to the following questions regarding work study. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 It works best when it is used continuously.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.2 It works best when workers compete against their equals.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.3 It can be expanded to measure quality , waste control, attendance and security.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.4 It is used to achieve a mutual aim.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.5 If motivation is used as an incentive, cooperation will be achieved.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.6 Although workers cannot be the same, they can find satisfaction in what they do.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.7 It leads to a decrease in the cost and an increase in productivity and efficiency.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

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1.8 Workers' salaries depend on the results they obtain. This encourages them to strive for better results so that they earn higher salaries.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.9 Incentive schemes may increase productivity and will enable workers to increase their wages.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

1.10 Cooperation between skilled and unskilled workers will lead to discipline.

A Financial incentives
B Competition as an incentive
C Cooperation as an incentive

(10 × 1) **[10]**

QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing 'True' or 'False' next to the question number (2.1–2.10) in the ANSWER BOOK. Give ONE reason for each answer.

2.1 Arbitration – Clause 26

2.2 Damage upon completion – Clause 19

2.3 Insurance – Clause 17

2.4 Certificate of payment – Clause 25

2.5 Date of possession and completion – Clause 18

2.6 Extras – Cause 20

2.7 The Occupational Health and Safety Act regulates conditions of employment.

2.8 The Industrial Conciliation Act regulates the standards of qualifications.

2.9 The Basic Conditions of Employment Act regulates standard wages according to the levels of the same job, regardless of gender and race.

2.10 The Unemployment Insurance Act regulates fair conditions of employment at the workplace, including time, wages and leave.

(10 × 1) **[10]**

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QUESTION 3

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (3.1–3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
3.1	Investigate how much work is done	A	work study
3.2	Study the critical work done	B	work measurement
3.3	Select, record, examine, develop, install and maintain	C	method study
3.4	Used to time an isolated element	D	time study
3.5	When the knob is set at zero and each element is recorded	E	in effective time
3.6	Comprises the parallel technique of method study	F	flyback time
3.7	Aims to increase productivity	G	selective timing
3.8	The systematic investigation and recording of an existing and determined method of work performance	H	principles of method study
3.9	Work measurement technique for recording the times and rates of work	I	method study's aims
3.10	Time that is not necessary part of a job	J	work measurement 's aim

(10 × 1) (10)

3.2 Mention FIVE activities performed during a time study. (5 × 2) (10)

[20]

QUESTION 4

4.1 Complete the following paragraph by choosing a word from the list below that relates to the capability of handling a contract. Write only the answer next to the question number (4.1.1–4.1.10) in the ANSWER BOOK.

company; management; policy; contractor; tender; profits; competition; medium-size; small-size; resources

It is important that particularly (4.1.1) … or (4.1.2) … contractors know their potential. Obtaining a (4.1.3) … is about (4.1.4) … . The key thing is the method to do the work. It is important that (4.1.5) … have a long-term plan for their companies. Any (4.1.6) … should pertain to the work that a (4.1.7) … can handle. Management must strike the right balance between turnover and (4.1.8) … . Sometimes, (4.1.9) … submit two or more tenders in the hope of obtaining at least one. They need to withdraw one than to force the work without (4.1.10) … .

(10 × 1) (10)

4.2 Mention the FIVE objectives of pre-tender planning. (5 × 2) (10)

[20]

QUESTION 5

5.1 Complete the following sentences by choosing the correct word or words in the list below. Write only the word or words next to the question number (5.1.1–5.1.10) in the ANSWER BOOK.

costing aim; costing objective; costing department; cost; unit cost; direct cost; indirect cost; historical costing; job costing; spot cost; earnings

5.1.1 The costing that is carried out for a particular element or section of a contract is called …

5.1.2 … is used when cost can be identified with and allocated to a specific job.

5.1.3 … is used for identical units.

5.1.4 … is a value of economic resources used to produce something that is costed.

5.1.5 Costs that are calculated and analysed after the expenditure has taken place, are called ……..

5.1.6 … is a cost that arises solely from the existence of whatever is costed.

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5.1.7 If its existence does not depend on what has been costed, it is …..

5.1.8 … results in successful contracting and even jobbing work.

5.1.9 … provide data for comparison of the cost.

5.1.10 … develop cost for planning purposes, that is, estimating.

(10 × 1) (10)

5.2 Name FIVE headings that adjustments of the estimator's original calculations may fall under. (5)

[15]

QUESTION 6

Answer the following questions in regard to tendering.

6.1 What is tendering? (1 × 2) (2)

6.2 Mention NINE tender rules or tender bylaws. (9 × 2) (18)

[20]

QUESTION 7

Name FIVE characteristics of a Gantt or bar chart. **[5]**

TOTAL: 100

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