higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

25 November 2022 (X-paper)
09:00–12:00

This question paper consists of 5 pages.

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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 black or blue pen.
6. Write neatly and legibly.

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QUESTION 1

1.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 The Unemployment Insurance Act regulates conditions of employment such as employment leave, working conditions and other related matters.

1.1.2 Working conditions such as working hours, leave, et cetera are in the bill of quantities.

1.1.3 The Industrial Act ensures that workers and their families are compensated for injuries or death that occurred on duty.

1.1.4 The Compensation for Occupational Injuries and Diseases Act provides for the health and safety of persons in connection with the use of plants.

1.1.5 Industrial action aims to promote economic development, social justice, and peace and democracy in the workplace.

1.1.6 The Bill of Human Rights constitutes a list of human rights as guaranteed by the law of the country.

1.1.7 Building Agreement is approved by BIFSA or ASAQS.

1.1.8 The Apprenticeship Act regulates the training of employees towards achieving artisanship.

1.1.9 Employees are compensated for the loss of income in accordance with the Unemployment Insurance Act if they lose their jobs.

1.1.10 The Industrial Act resolves disputes.

(10 × 1) (10)

1.2 Explain each of the following:

1.2.1 Why a closed tender will not be awarded to developing contractors

1.1.2 Where and why open tendering is usually used

1.1.3 Why architects do not always chair meetings on site and who it is that assists him/her

1.1.4 Why planning is regarded as one of the most important management functions

1.1.5 Why it is important to hold meetings with the departmental heads during pre-tender stage

(5 × 2) (10)

[20]

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QUESTION 2

2.1 Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A–J) next to the question number (2.1.1–2.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1.1	Work measurement	A	A bill consisting of items of work which a contractor is called upon to price or give a description of work, rate and price
2.1.2	Schedule of rates	B	Describes the work required without giving any quantities of work
2.1.3	Method study	C	Certificate issued by the architect to the contractor accepting that the practical completion of the work has been achieved
2.1.4	Arbitration	D	Those conditions normally approved by Building Industries Federation of South Africa (BIFSA)
2.1.5	Condition of contract	E	The state of completion in the opinion of the architect; the work is substantially complete and can be used effectively for the purpose it was intended
2.1.6	Practical completion	F	Application of techniques designed to establish the time for a qualified worker to carry out a specific job at a defined level of performance
2.1.7	Work study	G	Process by which parties to a dispute are, with the proposal and encouragement of the law, able to resolve the dispute without going to court
2.1.8	Bills of quantities	H	System recording and critical examination of existing and proposed ways of doing work
2.1.9	Latent defect liability	I	The period which begins on the date of commencement of the construction period and terminates on the date of certification of completion
2.1.10	Certificate of completion	J	Techniques such as a method of study and work measurement, which are used in the examination of human work in context

(10 × 1) (10)

2.2 Name FIVE techniques of work measurements. (5 × 2) (10)
[20]

QUESTION 3

3.1 Give THREE uses for the following documents:

3.1.1 Flow chart

3.1.2 String diagram

3.1.3 Multiple activity charts

(3 × 3) (9)

3.2 Explain the following terms related to the critical path method:

3.2.1 Dummies

3.2.2 Critical path

3.2.3 Event

3.3.4 Network

3.3.5 Activity

(5 × 2) (10)

3.3 Explain what is meant by the term *critical activity*. (1)
[20]

QUESTION 4

4.1 Name FIVE objectives of costing in the construction industry. (5 × 2) (10)

4.2 List FIVE classes of capital used by a private or public company. (5 × 2) (10)
[20]

QUESTION 5

5.1 Name FIVE methods supervisors can use on a building site to promote good morale amongst workers and increase productivity.

(5 × 2) (10)

5.2 List FIVE qualities of a good leader. (Any 5 × 1) (5)

5.3 Give FIVE factors/skills for good communication on site. (5)
[20]

TOTAL: 100

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