higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

2 December 2022

This marking guideline consists of 4 pages.

Copyright reserved

QUESTION 1

1.1	1.1.1	False	
	1.1.2	False	
	1.1.3	False	
	1.1.4	False	
	1.1.5	False	
	1.1.6	True	
	1.1.7	True	
	1.1.8	True	
	1.1.9	True	
	1.1.10	False	
		(10 × 1)	(10)

1.2	1.2.1	They are not experienced; usually these tenders require experience and expertise.	
	1.2.2	Usually used by the municipalities to give developing contractors to the opportunity to gain experience.	
	1.2.3	Architect is not always on site; the clerk of works chairs the meetings at his/her absence.	
	1.2.4	Planning is regarded as an important managerial role because information is gathered and scheduled, and every member is tasked with duties and responsibilities at this stage.	
	1.2.5	They play a major role in planning and preparations.	
		(5 × 2)	(10)
			[20]

QUESTION 2

2.1	2.1.1	F	
	2.1.2	B	
	2.1.3	H	
	2.1.4	G	
	2.1.5	D	
	2.1.6	E	
	2.1.7	J	
	2.1.8	A	
	2.1.9	I	
	2.1.10	D	
		(10 × 1)	(10)

Copyright reserved

2.2
- Activity sampling
- Analytical estimating
- Pre
- determined motion – time system
- Synthesis from elemental data
- Time study (5 × 2) (10)

[20]

QUESTION 3

3.1 3.1.1 Flow chart
- Used to trace the movement of the individuals and mobile plants
- Assists in layout and equipping the site workshop
- Sequence of events is recorded using symbols

3.1.3 String diagram
- Used to determine the most economical route to be travelled
- Indicates transporting activity within a process in which the movement of vehicles has to be analysed in detail
- Scope plan of site
- Workshop in which lengths of column string cotton are used to show distance travelled by workers or vehicles in the course of work

3.1.3 Multiple activity chart
- Helps to reduce content of job to be done to a minimum
- To determine a right content of work
- To arrange for minimum waiting time and loss of continuity
- To provide means of setting down a service of inter-related jobs measured against common time (Any THREE from each)

(3 × 3) (9)

3.2 3.2.1 Dummies – Dashed arrows which are activities of zero duration which represent no work but are introduced to keep network logically correct

3.2.2 Critical path – Sequence of activity or operations representing the longest path from start to finish of the project

3.2.3 Event – Point in time where one or more activities start and finish

3.2.4 Network – Logical picture of the project which shows which activities are to start before others and which ones are to be done at the same time

3.2.5 Activity – Individual jobs of operations

(5 × 2) (10)

3.3 Activities along critical path. (1)

[20]

QUESTION 4

4.1
- Measure of equal performance
- Suggestion of corrective actions where variance is indicated and indication why it is necessary
- Comparison actual performance in detail and in total against pre-determined standards
- Establishes target of performance
- Establishes pre-determined standards (Any 5 × 2) (10)

4.2
- Issued capital
- Subscribed capital
- Authorised or nominal or registered capital
- Paid-up capital
- Called-up capital (5 × 2) (10)

[20]

QUESTION 5

5.1
- Encourages self-discipline.
- Encourages teamwork.
- Treats everyone fair and with respect.
- Inspires confidence and respect by fair judgement.
- Assists ambitions by encouraging workers.
- Develops harmony and sense of participation.
- Gives rewards where they are due or financial incentives.
- Shows appreciation to workers. (Any 5 × 1) (5)

5.2
- Honest and respectful
- Time-conscious and reliable
- Hardworking and disciplined
- Leads by example and courageous
- Practices compassion (Any 5 × 1) (5)

[20]

TOTAL: 100

Copyright reserved