higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

CONSTRUCTION SUPERVISION
NQF LEVEL 4

20 November 2024

This marking guideline consists of 6 pages.

Copyright reserved

QUESTION 1

1.1
1.1.1 K
1.1.2 E
1.1.3 H
1.1.4 L
1.1.5 A
1.1.6 J
1.1.7 B
1.1.8 C
1.1.9 G
1.1.10 D

(10 × 1) (10)

1.2 1.2.1 This is the stage where goals are set and converted into specific plans, as well as where the procedures that the team must follow are set.

1.2.2 This is the stage where workers are communicated with and motivated to perform the tasks necessary to achieve the organisational goals and objectives.

1.2.3 This is the stage where the allocation of tools and equipment, work schedules and tasks that workers must do is done.

1.2.4 This is the stage where workers who lack skills are being guided, coached and trained in-house through the service of external providers, and the supervisor should see to it that this is done as expected.

1.2.5 Once plans are being executed, supervisors must monitor the process for performance and take corrective action if necessary. Supervisors should perform checks to ensure that the plan is being implemented correctly.

(5 × 1) (5)

1.3
- To establish short term and long term goals.
- To minimize waste.
- To set the standards to facilitate control.
- To identify and commit resources to achieve the goals.
- To decide which tasks must be done to achieve these goals.
- To mitigate any potential risk through contingency planning. (Any 3 × 1) (3)

1.4
- Assist with site clearance where required to
- Dumping of rubble into trucks
- Offloading of materials from trucks
- Packing of received materials into storeroom
- Sweeping and cleaning of building before being occupied (Any 2 × 1) (2)

[20]

Copyright reserved

QUESTION 2

2.1 2.1.1 Quality
2.1.2 Quality assurance
2.1.3 Inspection
2.1.4 National Occupational Safety Association (NOSA)
(4 × 1) (4)

2.2 2.2.1
- Management of the resident office
- Monitoring of contractor quality control activities
- Supervision of project progress and timely completion
- Managing of project funds
- Approving payments to contractors
- Coordinate communication between parties (Any 3 × 1)

2.2.2
- Ensure that the work is carried out as per client's standards
- Ensures that the correct material and workmanship are used
- Perform inspections of a large range of technical aspects
- Check if construction complies with health and safety legislation
- Keep records of different aspects of work
- Monitor compliance with contract documents (Any 3 × 1)

(2 × 3) (6)
[10]

QUESTION 3

3.1
- Lack of supervision
- Using unskilled workers
- Lack of clear communication
- Poor coordination
- Error in choosing a construction method
- Equipment shortage
- Changes by the owner
- Poor working conditions
- Lack of understanding of drawings
- Incorrect materials used
- Poor planning
- Unforeseen site conditions (Any 6 × 1) (6)

3.2
- Unventilated or poorly ventilated rooms
- Tunnels / Shafts
- Enclosed drains
- Pits
- Storage tanks
- Access shafts
- Sewer pipes
- Tanks
- Culverts (Any 4 × 1) (4)

[10]

Copyright reserved

QUESTION 4

4.1 4.1.1 All decision-making processes are handled by the leader✓ and it does not entertain and engage any suggestions or initiatives from subordinates.✓

4.1.2 Encourages decision-making by the group✓ and allows the sharing of ideas.✓

4.1.3 It gives maximum freedom to subordinates✓ and the leader does not lead, but leaves the group entirely to itself.✓

(3 × 2) (6)

4.2
- Assist in making the organization productive by ensuring that the operation runs smoothly
- Ensure that the job is done according to set standards
- Avoid unnecessary mistakes or accidents / Guarantee site safety
- Ensure that the new staff members are able to do their job effectively
- Promote team spirit
- Optimise the use of resources
- Motivate employees
- Ensure compliance with regulations (Any 5 × 1) (5)

4.3

MZANZI Construction PTY LTD ✓
2020 JUKULYN DRIVE
WESTERN PARK
0129

To: All construction workers at **Masakhane Housing Project** ✓

NOTICE OF MONTHLY HEALTH SAFETY MEETING✓

There will be a health and safety meeting at 09h00 on Friday 20 May 2020✓ next to the main office. ✓

AGENDA✓
1. Attendance register
2. Apologies
3. Minutes of the previous meeting
4. Correspondence
5. General business
6. Health and Safety inspections by the Department of labour✓
7. Service of fire extinguishers
8. AOB

Miss H.T Kruger✓
Secretary✓

(9)

[20]

Copyright reserved

QUESTION 5

5.1
- Employees have the right to make a complaint to a trade union representative concerning working conditions.
- Employees have the right to discuss their working conditions with their fellow employees.
- Employees have the right to refuse to comply with instruction contrary to this Act.
- Employees have the right to refuse to agree to any term or condition of employment that is contrary to this Act.
- Employees have the right to inspect any record kept in terms of this Act that relates to the employment of that employee.
- Employees have the right to participate in proceedings in terms of this Act.
- Employees have the right to be informed about their rights.

(Any 5 × 1) (5)

5.2 Unfair labour practice means any unfair act or omission that arises between the employer and the employee✓ about work related matters during the period of employment.✓
Example: Forcing an employee to any task that is not on their Job description✓
Or
Refusing an employee promotion due to their ethnic or social origin.✓ (2 + 1) (3)

5.3
- When finalizing the criteria for merits and bonuses
- During restructuring and drawing up new work methods
- During mergers and ownership transfer
- When finalizing development and training methods
- During Health and Safety measures discussions
- During partial or total plant closure
- During product development plans
- During job grading (Any 7 × 1) (7)

[15]

QUESTION 6

6.1
- Ensure the safety of workers
- Achieve business objectives
- Maintain morale
- Develop human capital
- Ensure quality of work (Any 3 × 1) (3)

6.2 6.2.1 Statements✓ made without proof✓

6.2.2 Acts of intimidation✓ or fear caused by threats✓

(2 × 2) (4)

6.3
- Cultural differences.
- Different values and attitudes.
- Personality clashes.
- Different levels of education, skills and knowledge.
- Different work standards.
- Different status levels and levels of power in the organisation.
- A lack of trust.
- Not understanding one another's job requirements.
- Poor communication.
- Resistance to change.
- Workload and stress. (Any 5 × 1) (5)

6.4
- It badly affects teamwork.
- The project may not be completed on time.
- It lowers turnover and profits.
- It results in low staff morale.
- It increase absenteeism.
- It results in an unhappy workplace.
- Decrease focus and concentration. (Any 3 × 1) (3)

[15]

QUESTION 7

7.1
7.1.1 False
7.1.2 False
7.1.3 False
7.1.4 False
7.1.5 False
7.1.6 False

(6 × 1) (6)

7.2
- Labour attendance
- Daily whether conditions
- Delays and reasons for delays
- Informal meetings
- Breakdown of site equipment
- Times of important events
- Telephonic conversations
- Contact details of clients
- Visitors who came to the site
- Incidents and accidents
- Deliveries (Any 4 × 1) (4)

[10]

TOTAL: 100

Copyright reserved