higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

DRAWING OFFICE PROCEDURES AND TECHNIQUES
NQF LEVEL 4
(First paper)

22 November 2024

This marking guideline consists of 4 pages.

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QUESTION 1

1.1
1.1.1 True
1.1.2 True
1.1.3 False
1.1.4 False
1.1.5 False
1.1.6 True
1.1.7 True
1.1.8 False
1.1.9 False
1.1.10 False

(10 × 2) (20)

1.2
- Coordination and collaboration
- Accuracy and consistency
- Client satisfaction
- Issue resolution
- Project monitoring
- Knowledge sharing (6)

1.3
- Project initiation
- Requirement gathering
- Conceptual design
- Detailed design
- Review and approval
- Construction documentation
- Quality assurance and control (7)

1.4
- Resource management
- Scheduling and coordination
- Change management and risk mitigation (3)

1.5
- Regular progress updates
- Issue identification and reporting
- Change control and scope management
- Milestone and progress reporting (4)

[40]

QUESTION 2

2.1
2.1.1 E
2.1.2 D
2.1.3 A
2.1.4 B
2.1.5 C

(5 × 1) (5)

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2.2
- Project initiation
- Planning and scope definition
- Execution
- Monitoring and control
- Closing
- Post-implementation and evaluation (6)

2.3
- Direct labour costs
- Material costs
- Overhead costs
- Software and technology costs (4)

2.4 STEP 1: Cost estimation
STEP 2: Budget allocation
STEP 3: Budget documentation
STEP 4: Review and approval (4)

2.5 Unit costs are costs associated with producing or delivering a single unit of a specific product,✓ service,✓ or work element in a project.✓ (3)

2.6 Fixed costs refers to those expenses that remain constant.✓ They do not change with the level of project activity or output.✓ These costs are incurred regardless of whether the project is producing or delivering any specific quantity of goods or services.✓ (3)

2.7
- Scope definition
- Task breakdown
- Resource allocation
- Time estimation
- Scheduling (5)

[30]

QUESTION 3

3.1 3.1.1 They can be measured or expressed in quantitively terms, such as quantities, dimensions, percentages, or units.✓ They provide clarity, allow for progress tracking, and serve as criteria for project success.✓

3.1.2 These are significant events or achievements in a project that mark key progress points✓ and are used to track and measure the project's advancement.✓

3.1.3 This refers to specific durations or time periods✓ associated with different aspects of a project, including tasks, milestones, and the overall project timeline.✓

3.1.4 This is reviewing and documenting the steps,✓ decisions and outcomes of a project or task.✓

3.1.5 It refers and involves planning, scheduling,✓ and tracking the allocation of resources and tasks in a project to ensure it is completed on time.✓

3.1.6 This refers to the various assets,✓ that are allocated and utilized to accomplish project objectives.✓

(6 × 2) (12)

3.2
- Administrative support
- Resource allocation
- Communication and stakeholder management (3)

3.3
- Verbal and written communication skills
- Strong organisational skills
- Decision-making skills
- Team management skills (motivating and coordinating)
- Adaptability skills (5)

3.4
- Clear objectives
- Stakeholder engagement
- Scope management
- Resource allocation
- Risk management
- Monitoring and control (6)

3.5 3.5.1 Project planning is the process of defining the objectives, scope, tasks, resources, timelines, and strategies required to successfully complete a specific project.

3.5.2 Project scheduling is the monitoring and adjusting as the project progresses.

(2 × 2) (4)
[30]

TOTAL: 100

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