higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

CONSTRUCTION SUPERVISION
NQF LEVEL 4

24 November 2023

This marking guideline consists of 6 pages.

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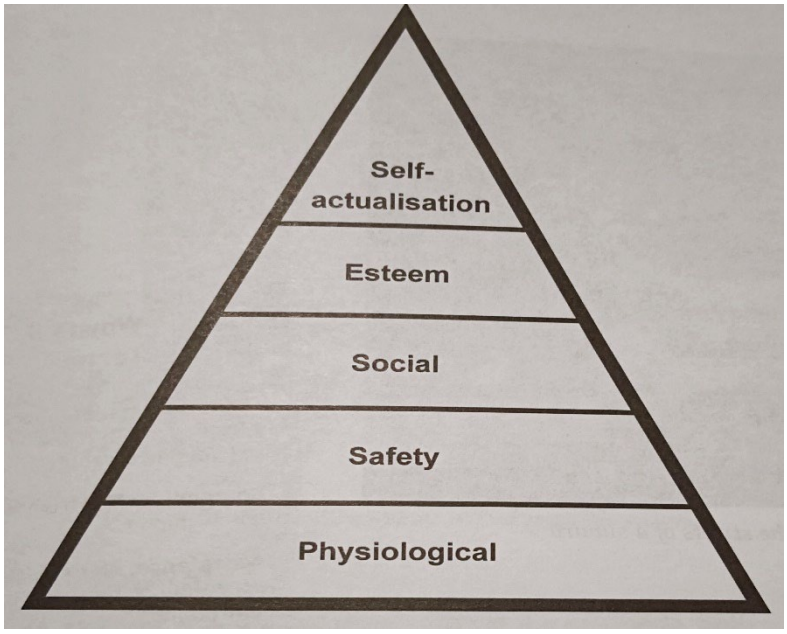
SECTION A

QUESTION 1

1.1
- Remove all unwanted and unused rubble
- Loading all waste and rubble into trucks and lorries
- Perform hoarding duties at the site
- Cleaning surfaces before the hand-over process
- Helps in packing items in the storerooms and locked-up sheds
- Offloading bricks and materials from trucks and lorries
- Perform stocktaking activities (Any 5 × 1) (5)

1.2



(5 × 1) (5)

1.3
- Good personal characteristics
- Well-recognised educational qualification
- At least FIVE years of experience in the relevant trade
- Ability to plan, lead, nurture, organise and control
- Good communication skills
- Good state of health (Any 5 × 1) (5)

1.4
- Loyalty is demonstrated to workers when praised in public
- When praising workers in front of other workers, you clearly show what the organisation really believes in
- Workers will feel good about themselves
- Workers become motivated and start to work harder
- The level of respect among workers and management will increase
- The level of productivity will increase (Any 5 × 1) (5)

[20]

QUESTION 2

2.1
- Ensure that work is carried out to the client's satisfaction.
- Ensure that correct materials and workmanship are used at all times.
- Do inspections of a large range of technical aspects of the work.
- Check if construction is going according to health and safety legislation.
- Advise contractors about certain aspects of the work, particularly if something has gone wrong.
- Keep detailed records of various aspects of the work that can help when drafting or writing reports. (Any 5 × 1) (5)

2.2 Quality control means identifying products or services✓ that do not meet the company's standards. ✓ They must either be adapted to meet the standard or be discontinued. (2 × 1) (2)

2.3
- It shows the progress and changes that occur during the planning and preliminary design phases.
- It adds significant value to a project.
- It allows project managers to determine whether the project is on schedule or not.
- It monitors the project very well.
- It is an essential component of good project management. (Any 3 × 1) (3)

[10]

QUESTION 3

3.1
- Use proper barriers and signage.
- Take time to do the job correctly.
- Report unsafe working conditions immediately.
- Refuse to work in unsafe conditions and learn to say "No".
- Wear and use the correct PPE's at all times.
- Observe safety rules and regulations at all times.
- Learn to know your equipment and use them correctly.
- Think of the safety of others in everything you do. (Any 5 × 1) (5)

3.2
- Protective welding apron
- Safety shoes/boots
- Ear muffs/ear plugs
- Welding gloves
- Welding goggles/face shields
- Protective work-suits (Any 5 × 1) (5)

[10]

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QUESTION 4

4.1
- To introduce each item and its purpose
- To encourage participation
- Ensure that others do not dominate the meeting
- To request donations
- To delegate tasks during the meeting
- To make sure the meeting keeps to time (Any 5 × 1) (5)

4.2 **Direct cost**
A cost or expense✓ is directly related to the work of a cost centre in a business.✓

Example:
In a construction business cost centres could be the bricklaying team, the carpentry team, and the plumbing team.✓ (2 + 1) (3)

Indirect cost
A cost or expense✓ that cannot be directly related to a specific cost centre.✓

Example:
Security on a construction site.✓ (2 + 1) (3)

4.3
- Consumables
- Fuel
- Tools
- Materials
- Labour (5 × 1) (5)

4.4
- Health and Safety meetings
- Induction programme meetings
- Status review meetings
- New development meetings
- Pre-tender discussions
- Regular team meetings
- Stakeholder meetings (Any 4 × 1) (4)

[20]

QUESTION 5

5.1
5.1.1 False
5.1.2 False
5.1.3 False
5.1.4 False
5.1.5 False
5.1.6 True
5.1.7 True
5.1.8 True
5.1.9 True
5.1.10 True

(10 × 1) (10)

5.2
- Care for their own health and safety, as well as that of other people who may be affected by their actions or negligence to act.
- Carry out any lawful instructions the employer prescribes regarding health and safety.
- Wear the prescribed safety clothing or use the prescribed safety equipment as required.
- Report all unsafe or unhealthy conditions to the employer or the safety representative as soon as possible.
- Report any incident which may pose a hazard to fellow workers and that may also damage property. (5)

[15]

QUESTION 6

6.1
- To ensure the safety of workers.
- To achieve business objectives.
- To maintain morale.
- To develop human capital. (Any 3 × 1) (3)

6.2
- Theft.
- Dishonesty or fraud.
- Violating any safety or security regulation.
- Fighting on company premises.
- Assault.
- Being armed with a dangerous weapon.
- Having alcohol or drugs on company property.
- Deliberately damaging company property.
- Unauthorized or negligent use of company property.
- Intimidation and victimisation. (Any 6 × 1) (6)

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6.3
- It badly affects teamwork.
- The project may not be completed on time.
- It lowers turnover and profit.
- It results in low staff morale.
- It increases absenteeism.
- It results in an unhappy workforce.
- It results in poor work relations, sabotage and theft.
- It could cause insubordination.
- It affects the quality of work. (Any 4 × 1) (4)

6.4 Demotion is when the employee is reassigned by their employer✓ to a role within the organisation that carries less responsibility and status than their current role.✓ (2)

[15]

QUESTION 7

- Site instructions
- Drawing schedules
- Variation orders
- Requisitions
- Purchase order forms
- Delivery notes
- Material certificates
- Safety inspection records
- Minutes of safety meetings
- Accident or incident report
- Architect's instructions (Any 10 × 1) **[10]**

TOTAL: 100

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