higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

CONSTRUCTION SUPERVISION
NQF LEVEL 4

(12010474)

8 March 2018 (Y-Paper)
13:00–16:00

This question paper consists of 6 pages.

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TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers correctly according to the numbering system used in this question paper.
4. ALL work you do NOT want to be marked must be clearly crossed out.
5. Write neatly and legibly.

NCV

QUESTION 1: SUPERVISION AND MOTIVATION

1.1 Explain TWO functions performed by each of the following site personnel at the construction site:

1.1.1 Project manager

1.1.2 Office manager

1.1.3 Unskilled workers

1.1.4 Site supervisor

(4 × 2) (8)

1.2 List FIVE tips for effective supervision on a construction site. (5)

1.3 Give THREE advantages of praising workers in public. (3)

1.4 Physiological needs are the first point under Maslow's hierarchy of needs.

List FOUR other needs in the correct sequence as outlined in the hierarchy. (4)

[20]

QUESTION 2: QUALITY CHECKS

2.1 The project manager usually completes a milestone chart for each project.

Give FOUR advantages of using milestone charts. (4)

2.2 The clerk of works forms part of the site personnel.

List FOUR functions of the clerk of works on the construction site. (4)

2.3 Explain the importance of a good safety record. (2)

[10]

QUESTION 3: SAFETY CONTROLS

3.1 Describe THREE control mechanisms to keep the construction site orderly and safe, especially where other subcontractors are employed. (3)

3.2 List FOUR pieces of PPE that should always be worn when working at the construction site. (4)

3.3 Explain THREE control techniques to prevent theft of tools and equipment at a construction site where other contractors are employed. (3)

[10]

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QUESTION 4: PROJECT MANAGEMENT, COST AND PRODUCTIVITY

4.1 Complete the following cost control system for JHEMBA Constructions. Write only the correct answer next to the question number (4.1.1–4.1.7) in the ANSWER BOOK.

Updated costs at Week 4 (all amounts are in rand)

Activity	10	20	30	40	Total
Foundation	3 000	4 000	5 050		**(4.1.1)**
Slab work	2 000	**(4.1.2)**	1 500		4 550
Columns	5 00	2 000	**(4.1.3)**		3 500
Brickwork				12 000	12 000
Value to end	5 500	**(4.1.4)**	7 550	12 000	**(4.1.5)**
Actual cost	4 500	10 050	8 500	12 500	35 550
Variance	**(4.1.6)**	-3 000	-950	**(4.1.7)**	-3 450

(7 × 1) (7)

4.2 Give TWO examples of each of the following leadership styles:

4.2.1 Autocratic leadership style

4.2.2 Democratic leadership style

4.2.3 Laissez-fair leadership style

(3 × 2) (6)

4.3 Various meeting are held to ensure the success of a building project. (3)

List THREE types of meetings that can be held at a construction site.

4.4 Give FOUR examples of the benefits of good supervision on a construction site. (4)

[20]

QUESTION 5: LABOUR RELATIONS AND LEGISLATION

5.1 Give THREE facts on the purpose of the Basic Conditions of Employment Act (BCEA) 75 of 1997. (3)

5.2 Workplace forums are established to enhance efficiency in the workplace.

Name FOUR situations in which the employer can consult the workplace forums. (4)

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5.3 After a disciplinary hearing has been conducted, disciplinary action must be imposed. State FOUR aims of a disciplinary action. (4)

5.4 Registered unions have more rights than unregistered unions.

Explain FOUR rights of registered unions. (4)
[15]

QUESTION 6: DISCIPLINE AND CONFLICT MANAGEMENT

6.1 Complete the following table by using the words in the list below. Write only the word or words next to the question number (6.1.1–6.1.6) in the ANSWER BOOK.

interpersonal conflict; intrapersonal conflict; intergroup conflict; organisational conflict; structural conflict; perceived/felt conflict; substance conflict; interorganisational conflict

Conflict situation	Type of conflict
Manager demands more production	6.1.1 …
Disagreements about goals	6.1.2 …
Cultural differences	6.1.3 …
Unable to attain goals	6.1.4 …
Shortage of resources	6.1.5 …
Supervisor shouting at a worker in front of coworkers	6.1.6 …

(6 × 1) (6)

6.2 List FIVE serious offences that warrant a written warning after a first offence. (5)

6.3 List FOUR disciplinary steps to follow before demotion can be recommended. (4)
[15]

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QUESTION 7: RECORD KEEPING AND ADMINISTRATION

7.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (7.1.1–7.1.6) in the ANSWER BOOK.

7.1.1 All organisational information should be recorded for legal and internal control purposes.

7.1.2 Site instructions are necessary to confirm or change the details of any work on a construction site.

7.1.3 A purchase order form is used when a storekeeper must issue materials.

7.1.4 A network analysis document shows a list of activities that need to be done.

7.1.5 The alphabetic filing system arranges files in alphabetical order.

7.1.6 The numeric filing system arranges files first according to the client's surname and then the client's name.

(6 × 1) (6)

7.2 List FOUR steps to follow when inspecting a file that has been released for filing. (4)

[10]

TOTAL: 100

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