



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T110(E)(A9)T

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

9 April 2019 (X-Paper)

09:00–12:00


This question paper consists of 4 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N6
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Number the answers according to the numbering system used in this question paper.
 4. Write neatly and legibly.
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QUESTION 1

- 1.1 Why do people utilise work-study? (4)
- 1.2 Describe the basic procedure of work-study. (6)
- 1.3 Give the steps in taking a time study.  (5)
- 1.4 Give the principles of a time study. (5)
- [20]**


QUESTION 2

- 2.1 Programming is an essential part of on-site work execution.


Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (2.1.1–2.1.10) in the ANSWER BOOK.

- 2.1.1 It is important to consider any unforeseen circumstances when drafting a programme.
- 2.1.2 The master and overall programme is the same.
- 2.1.3 The establishment of balanced teamwork is a prerequisite for high production.
- 2.1.4 Holiday periods should also be shown in the overall programme.
- 2.1.5 The master chart is a detailed programme.
- 2.1.6 A Gantt chart is also a bar chart. 
- 2.1.7 Pre-tender programming shows the sequence of operations and the total output rates required from labour and plant.
- 2.1.8 A section programme requires more detailed treatment.
- 2.1.9 A weekly programme does not consider time.
- 2.1.10 A programme does not require any logic or systematic approach.  (10 × 1) (10)
- 2.2 Explain FIVE qualities of a good supervisor in a building firm. (5 × 2) (10)
- [20]**

QUESTION 3

- | | | | |
|-----|--|---|---------------------|
| 3.1 | Describe the main objectives of pre-tender planning. | (5 × 2) | (10) |
| 3.2 | Explain the steps in formulating a plan. |  | (10)
[20] |

QUESTION 4

- | | | | |
|-----|---|---|---------------------|
| 4.1 | Give FIVE steps in formulating a pre-tender plan. | (5 × 2) | (10) |
| 4.2 | State TEN considerations regarding the tender-appreciation phase during the pre-tender phase. |  | (10)
[20] |

QUESTION 5

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|---------------|--|---------|--------------------|
| 5.1 | Explain FIVE functions of the on-site health and safety committee. | (5 × 2) | (10) |
| 5.2 | Give THREE responsibilities of the employer at the workplace. | (3 × 2) | (6) |
| 5.3 | Give the abbreviation for each of the following: | | |
| | 5.3.1 Occupational Health and Safety Act | | |
| | 5.3.2 Skills Development Act | | |
| | 5.3.3 Department of Labour | | |
| | 5.3.4 Department of Higher Education and Training | (4 × 1) | (4)
[20] |
| TOTAL: | | | 100 |