



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

## **NATIONAL CERTIFICATE BUILDING ADMINISTRATION N6**

**14 April 2020**

**This marking guideline consists of 4 pages.**

**QUESTION 1**

- |     |        |   |          |      |
|-----|--------|---|----------|------|
| 1.1 | 1.1.1  | G |          |      |
|     | 1.1.2  | C |          |      |
|     | 1.1.3  | D |          |      |
|     | 1.1.4  | J |          |      |
|     | 1.1.5  | F |          |      |
|     | 1.1.6  | A |          |      |
|     | 1.1.7  | E |          |      |
|     | 1.1.8  | B |          |      |
|     | 1.1.9  | I |          |      |
|     | 1.1.10 | H |          |      |
|     |        |   | (10 × 1) | (10) |
- 
- |     |   |  |             |                     |
|-----|---|--|-------------|---------------------|
| 1.2 | <ul style="list-style-type: none"> <li>• Records agreed intentions with client</li> <li>• Supplies timetable for co-ordinating drawings and information</li> <li>• Shows the quickest and simplest operating method</li> <li>• Provides yardstick of progressing costs</li> <li>• Prepares a basis for introduction of payments by results</li> <li>• Discourages changes in design</li> <li>• Furnishes promoter with likely financial requirements</li> </ul> |  | (Any 5 × 2) | (10)<br><b>[20]</b> |
|-----|---|--|-------------|---------------------|

**QUESTION 2**

- |     |       |   |         |      |
|-----|-------|---|---------|------|
| 2.1 | 2.1.1 | Approved and recommended by Institute of South African Architect, Quantity Surveyors and Building Industry Federation   |         |      |
|     | 2.1.2 | Binding document stipulating the agreement between two parties: employer and employee   |         |      |
|     | 2.1.3 | Consist of plans, sections and elevations describing complete construction and finishing  |         |      |
|     | 2.1.4 | Provides information and instructions conveniently shown on drawings  |         |      |
|     | 2.1.5 | Based on working drawings and specifications and prepared by quantity surveyor commissioned by architect on behalf of the owner based on the working drawings and specifications. | (5 × 2) | (10) |
- 
- |     |   |  |         |                     |
|-----|---|--|---------|---------------------|
| 2.2 | <ul style="list-style-type: none"> <li>• Difficult to compare tenders since no totals are available</li> <li>• Difficult to determine whether job will be profitable until work has been measured up</li> <li>• Total value will not be computed and can be only accessed from drawings if available</li> <li>• Difficult to know size of the job as not given</li> <li>• No preliminary bills incorporated in contract document</li> </ul> |  | (5 × 2) | (10)<br><b>[20]</b> |
|-----|---|--|---------|---------------------|

**QUESTION 3**

- 3.1
- Two copies of complete bills of quantity
  - Drawings
  - Two copies of tender form
  - Instructions for return of tender
  - Addressed envelope for return of tender form
- (5 × 2) (10)
- 3.2
- |        |       |  |
|--------|-------|--|
| 3.2.1  | True  |  |
| 3.2.2  | False |  |
| 3.2.3  | True  |  |
| 3.2.4  | False |  |
| 3.2.5  | True  |  |
| 3.2.6  | True  |  |
| 3.2.7  | True  |  |
| 3.2.8  | False |  |
| 3.2.9  | True  |  |
| 3.2.10 | False |  |
- (10 × 1) (10)  
**[20]**

**QUESTION 4**

- 4.1
- Relaxation allowance
  - Periodic activity allowance
  - Introductory allowance
  - Unoccupied allowance
  - Learner allowance
  - Unusual condition allowance
  - Contingency allowance
  - Interference allowance
- (Any 5 × 2) (10)
- 4.2
- Activity sampling
  - Time study
  - Analytical estimating
  - Synthesis from elemental data
  - Predetermined motion-time system
- (Any 5 × 2) (10)  
**[20]**

**QUESTION 5**

- 5.1
- Physiological needs – primary needs like food, shelter, health
  - Safety needs – security, safety
  - Belonging and love needs – acceptance and associating with others
  - Esteem needs – recognition, being competent, gaining approval
  - Cognitive needs – knowledge, education, understanding and adventure
  - Aesthetic needs – symmetry, beauty, order, being organised
  - Self-actualisation needs – self-fulfilment and realising potential (7 × 2) (14)
- 5.2
- Disciplining those disregarding safety rules
  - Ensuring that necessary care is taken in dangerous situations
  - Presenting safety rallies and seminars
  - Regulating inspections of unsafe equipment and unsafe conditions
  - Investigating and reporting accidents, recommending measures to prevent repetition thereof
  - Improving internal processes and systems by appropriate training (6 × 1) (6)
- TOTAL: 100**