



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

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This question paper consists of 5 pages.

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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. Start each question on a new page.
 5. Write neatly and legibly.
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QUESTION 1: BYLAWS AND PROGRAMMING

- 1.1 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	National Building Regulations	A	investigates compensating employees for work-related injuries or deaths
1.1.2	Basic Conditions of Employment Act	B	provides a system to ensure quality education and training set to certain standards
1.1.3	Unemployment Insurance Act	C	regulating the right to fair labour practices
1.1.4	Occupational Health and Safety Act	D	provides payment for employees in certain cases of loss of income or death
1.1.5	Skills Development Act	E	makes provision for training of adults
1.1.6	Compensation for Occupational Injuries and Diseases Act	F	provides institutional framework to implement national, sectoral and workplace strategies to improve employee skills
1.1.7	Training of Artisans Act	G	sets guidelines and bylaws for building and construction industry
1.1.8	South African Qualifications Authority Act	H	prevents and settle disputes between employees and employers
1.1.9	Apprenticeship Act	I	regulates the training and employment of apprentices and minors in specific trades
1.1.10	Industrial Council Act	J	securing the welfare of people at work against risks and hazards

(10 × 1) (10)

- 1.2 State the purpose of programming.

(5 × 2) (10)

[20]

QUESTION 2: TENDERING

- 2.1 Explain each of the following contract documents:
- 2.1.1 Contract form
 - 2.1.2 Contract document
 - 2.1.3 Working drawings
 - 2.1.4 Specifications
 - 2.1.5 Bills of quantities
- (5 × 2) (10)
- 2.2 State FIVE disadvantages of tendering with schedule of rates compared to bills of quantities. (5 × 2) (10)
- [20]**

QUESTION 3: PRETENDER PLANNING

- 3.1 Name FIVE tender documents that should be dispatched with the invitation to tender. (5 × 2) (10)
- 3.2 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (3.2.1–3.2.10) in the ANSWER BOOK.
- 3.2.1 The term *client* refers to the owner of the project.
 - 3.2.2 The main contractor appoints the nominated subcontractor.
 - 3.2.3 The architect is appointed and nominated by the client.
 - 3.2.4 The quantity surveyor is responsible for the total cost of the project.
 - 3.2.5 The main contractor is the contractor who won the tender.
 - 3.2.6 The responsibility of the complete project rests on the subcontractor's shoulders.
 - 3.2.7 One of the objectives of pretender planning is to improve the ratio of awards.
 - 3.2.8 A nominated subcontractor is paid and appointed by the main contractor.
 - 3.2.9 *Tender appreciation* means the systematic collection of information.
 - 3.2.10 Meetings with departmental heads during pretender planning are not important.
- (10 × 1) (10)
- [20]**

QUESTION 4: WORK STUDY

- 4.1 Name FIVE allowances that can be added to basic time to get the standardised time for a specific work content. (5 × 2) (10)
 - 4.2 Give FIVE main techniques used for work measurement. (5 × 2) (10)
- [20]**

QUESTION 5: MANAGEMENT AND WELFARE

- 5.1 Elaborate on each of the needs below based on Maslow's hierarchy of needs:
 - 5.1.1 Physiological needs
 - 5.1.2 Safety needs
 - 5.1.3 Belonging and love needs
 - 5.1.4 Esteem needs
 - 5.1.5 Cognitive needs
 - 5.1.6 Aesthetic needs
 - 5.1.7 Self-actualisation needs (7 × 2) (14)
 - 5.2 Name SIX duties of a safety officer in the workplace. (6)
- [20]**

TOTAL: 100