



**higher education  
& training**

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

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE  
BUILDING ADMINISTRATION N6**

**2 AUGUST 2018**

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

NOTE: Marks may be allocated for any relevant answer even it does not appear on this marking guide.

### QUESTION 1

- |     |        |  |          |             |
|-----|--------|--|----------|-------------|
| 1.1 | 1.1.1  | False  |          |             |
|     | 1.1.2  | False  |          |             |
|     | 1.1.3  | True   |          |             |
|     | 1.1.4  | True   |          |             |
|     | 1.1.5  | True   |          |             |
|     | 1.1.6  | True   |          |             |
|     | 1.1.7  | True   |          |             |
|     | 1.1.8  | False  |          |             |
|     | 1.1.9  | True   |          |             |
|     | 1.1.10 | False  |          |             |
|     |        |  | (10 × 1) | (10)        |
| 1.2 | 1.2.1  | Tendering is a process where companies or persons offer formally to do certain work or a project at a certain price.                                       |          |             |
|     | 1.2.2  | Shortlisting is deriving a list of suitable people, candidates or organisations for an appointment chosen from all those first considered for appointment. |          |             |
|     | 1.2.3  | Subcontracting is undertaking of certain work by a contractor who is subsidiary to the main contractor.  |          |             |
|     | 1.2.4  | Programming is a plan that shows what is intended to do, stipulating time, activity and procedures.  |          |             |
|     | 1.2.5  | Historical Costing are where the cost are collected and analysed after the expenditure has taken place.  |          |             |
|     |        |  | (5 × 2)  | (10)        |
|     |        |  |          | <b>[20]</b> |

### QUESTION 2

- |     |       |  |         |      |
|-----|-------|--|---------|------|
| 2.1 | 2.1.1 | The total time from the start to the finish of work study.                                   |         |      |
|     | 2.1.2 | A different part of the specific job selected for observation, measurement and analysis.     |         |      |
|     | 2.1.3 | A time for carrying out the element of work at a standard rating.                            |         |      |
|     | 2.1.4 | Attending to personal needs, resting tired muscles, having smoke or tea breaks and so forth. |         |      |
|     | 2.1.5 | Wasting time on unnecessary refinements or actions.  |         |      |
|     |       |  | (5 × 2) | (10) |

2.2	2.2.1	A sequence of events is recorded by using symbols and descriptions.		
	2.2.2	Determining the right content of the work.		
	2.2.3	It determines the most economic route which should be travelled.		
	2.2.4	It includes the full contract period.		
	2.2.5	It states short sections of work and time is plotted in duration or weeks.		
			(5 × 2)	(10) <b>[20]</b>

**QUESTION 3**

3.1	<ul style="list-style-type: none"> <li>Inspect the work done at the site for quality and correctness.</li> <li>Make sure that the material used complies with the SABS requirements.</li> <li>Ensures that all building regulations are adhered to.</li> <li>Ensures that the work is according to the plan that has been approved.</li> <li>All the specifications and the dimensions are adhered to and the inspector does the approval by issuing out the certificates during interim payments.</li> </ul>	(10)
3.2	<ul style="list-style-type: none"> <li>Poor ventilation</li> <li>Poor floor condition</li> <li>Poor lighting</li> <li>Inadequate guarding</li> <li>Unguarded machines</li> <li>Defective tools, equipment or substance.</li> <li>Hazardous arrangements</li> <li>Unsafe designs and construction</li> <li>Overcrowded workshops</li> <li>Unsafe clothing</li> </ul>	(10) <b>[20]</b>

**QUESTION 4**

4.1	J	
4.2	I	
4.3	H	
4.4	G	
4.5	F	
4.6	E	
4.7	D	
4.8	C	
4.9	B	
4.10	A	
		(10 × 2) <b>[20]</b>

**QUESTION 5**

## 5.1 Levels of Human needs:

- Physiological needs - Food, water, shelter and sleep.
- Safety - Protection, security, order, job.
- Love and affiliation - Need to belong, need to be accepted.
- Respect - Need for prestige and recognition of others.
- Self-realisation - Need for self-development, using his abilities. (10)

## 5.2 Supervisor as the motivator:

- Never scold, swear/insult or pick on anyone.
  - He must set a good example.
  - Supervise in a way that work will be motivated even without supervision.
  - Supervisor must give attention to worker's problems and challenges.
  - Motivation of workers can be greatly improved by good supervisory leadership. (10)
- [20]**

**TOTAL: 100**