



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

2 August 2018 (X-Paper)
09:00–12:00

This question paper consists of 5 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 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write 'true' or 'false' next to the question number (1.1.1–1.1.10) in the answer book.
- 1.1.1 Selective tendering is not a tendering method.
- 1.1.2 The nominated subcontractor is appointed by the main contractor.
- 1.1.3 In selective tendering, tenders are obtained by drawing up a short list of contractors.
- 1.1.4 The common method of tendering is indicated on the bill of quantities.
- 1.1.5 In open tendering the employer usually advertises in the local, national and technical press.
- 1.1.6 Ordinary and nominated contractors have similarities in terms of contracts and appointments.
- 1.1.7 Price can be considered when appointing a nominated subcontractor.
- 1.1.8 Subcontracting means understanding of work by the contractor subsidiary to the main contractor.
- 1.1.9 The nominated subcontractor is paid by the owner via the architect.
- 1.1.10 The nominated subcontractor is influenced by the architect. (10 × 1) (10)
- 1.2 Define the following terms used in the building sector:
- 1.2.1 Tendering
- 1.2.2 Shortlisting
- 1.2.3 Subcontracting
- 1.2.4 Programming
- 1.2.5 Historical costing (5 × 2) (10)
[20]

QUESTION 2

2.1 Define the following terms on work study:

2.1.1 Elapsed time

2.1.2 Element

2.1.3 Basic time

2.1.4 Relaxation

2.1.5 Ineffective time

(5 × 2) (10)

2.2 State the points in each of the following terms:

2.2.1 Flow chart

2.2.2 Multiple activity charts

2.2.3 String diagram

2.2.4 Master programme

2.2.5 Phase /Section programme

(5 × 2) (10)
[20]

QUESTION 3

3.1 Explain any FIVE functions of an inspector with regard to Health and Safety.

(5 × 2) (10)

3.2 State FIVE unsafe acts and unsafe conditions.

(5 × 2) (10)
[20]

QUESTION 4

- 4.1 Choose a description from COLUMN B that matches a term COLUMN A. Write only the letter (A – J) next to the question number (1.1-1.10).

COLUMN A		COLUMN B	
4.1.1	Spot costing	A	an amount of cash that can be used to start a project or to invest in a property.
4.1.2	Unit costing	B	a financial plan which provides all possible costs which might occur when starting a project
4.1.3	Batch costing	C	calculating the tentative cost of all the elements and items required to complete the project
4.1.4	Contract costing	D	calculation of the expenditure of labour, plants and materials
4.1.5	Total costing	E	indirect cost are subsidiary cost which were not calculated in the original costs
4.1.6	Indirect costing	F	total amount which have been found after proper calculations
4.1.7	Costing	G	a system adopted by the businesses which carry out the substantial building or constructional contracts
4.1.8	Estimating	H	a combination of job costing and unit costing
4.1.9	Budget	I	the method of costing used when the cost units are identical
4.1.10	Capital	J	a cost check carried out on individual elements or selections of the contract

(10 × 2)

[20]**QUESTION 5**

- 5.1 State the FIVE levels of human needs according to Maslow and explain them. (5 × 2) (10)
- 5.2 Explain and describe the supervisor as a motivator. (5 × 2) (10)

[20]**TOTAL: 100**