



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N6**

7 AUGUST 2019

This marking guideline consists of 4 pages.

NOTE: Marks can be allocated for any relevant answer.

QUESTION 1

- | | | | | |
|-----|-------|--|---------|-------------|
| 1.1 | 1.1.1 | B | | |
| | 1.1.2 | B | | |
| | 1.1.3 | B | | |
| | 1.1.4 | A | | |
| | 1.1.5 | A | | |
| | | | (5 × 2) | (10) |
| 1.2 | 1.2.1 | A person chosen by parties to resolve the dispute between them | | |
| | 1.2.2 | Process by which parties to a dispute can arrange and discuss within the approval and encouragement of the law | | |
| | | | (2 × 2) | (4) |
| 1.3 | | <ul style="list-style-type: none"> • Delay in taking a dispute to court • To avoid large expenses or costs • To avoid publicity of court case | | |
| | | | (3 × 2) | (6) |
| | | | | [20] |

QUESTION 2

- | | | | | |
|-----|--------|---|-------------|-------------|
| 2.1 | 2.1.1 | True | | |
| | 2.1.2 | True | | |
| | 2.1.3 | True | | |
| | 2.1.4 | True | | |
| | 2.1.5 | True | | |
| | 2.1.6 | True | | |
| | 2.1.7 | True | | |
| | 2.1.8 | True | | |
| | 2.1.9 | False | | |
| | 2.1.10 | False | | |
| | | | (10 × 1) | (10) |
| 2.2 | | <ul style="list-style-type: none"> • Effective control • Ability to plan • Leading positively • Leading by example • Motivating subordinates • Fair and honest • Initiating ability • Skills to coordinate various activities • Good communication skills • Able to make good decisions | | |
| | | | (Any 5 × 2) | (10) |
| | | | | [20] |

QUESTION 3

- | | | | | |
|-----|-------|--|-----------|-------------|
| 3.1 | 3.1.1 | F | | |
| | 3.1.2 | E | | |
| | 3.1.3 | D | | |
| | 3.1.4 | C | | |
| | 3.1.5 | B | | |
| | 3.1.6 | A | | |
| | | | (6 × 2) | (12) |
| 3.2 | 3.2.1 | <ul style="list-style-type: none"> • The total is recorded by the system. • The fixed fee tendered or negotiated is added to give the total cost. | (Any ONE) | |
| | 3.2.2 | <ul style="list-style-type: none"> • The contractor undertakes to perform work for a fixed sum. • The contractor is bound to provide and perform everything necessary to complete the work with all materials and labour implicitly included in a contract and not to be regarded as extras. | (Any ONE) | |
| | 3.2.3 | The contractor is required to perform the entire work but the quantities are not included in a contract. | | |
| | 3.2.4 | The contractor may be bound to do work in excess of that listed in the bill of quantities, but he is entitled to the excess as extras. | (4 × 2) | (8) |
| | | | | [20] |

QUESTION 4

- 4.1 Expenditures:
- Overheads
 - Materials
 - Preliminaries
 - Subcontractors
 - Direct cost of labour
 - Plant charges
- Earnings:
- Measured work
 - Increase in cost
 - Extras such as day costs
 - Preliminaries agreed upon
 - Nominated materials and nominated subcontractors paid at the cost to contractor
- (10)

4.2	4.2.1	<ul style="list-style-type: none"> • Designs drawings • Issues interim certificates 		
	4.2.2	<ul style="list-style-type: none"> • Inspector on site on behalf of the architect • Examines all materials on site • Keeps records on the site • Holds meetings at the site 		
	4.2.3	<ul style="list-style-type: none"> • Prepares interim evaluations • Prepares bill of quantities • Prepares final account 		
	4.2.4	<ul style="list-style-type: none"> • Designs loads to support buildings • Designs steel work • Checks soil condition 		
	4.2.5	<ul style="list-style-type: none"> • Does setting-out of buildings • Establishes boundary pegs • Takes levels 		
			(5 × 2)	(10) [20]

QUESTION 5

5.1	<ul style="list-style-type: none"> • May require any books, records or other documents for copies • May require any explanation from such person on any entry in such books, records or other documents • May enter any workplace without previous notice to all at any reasonable time • May question who is or was on premises • May examine any of such books or documents required • May perform any duty that may be prescribed • May inspect machinery, plants or equipment on the premises • May direct employer or employee to appear before him at given time 	(Any 5 × 2)	(10)
5.2	<ul style="list-style-type: none"> • Physical needs or physiological needs • Security needs or safety needs • Social needs or needs of belonging and love • Status and esteem needs • Self-actualisation or cognitive or aesthetic needs 	(5 × 2)	(10) [20]
		TOTAL:	100