



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N6**

10 AUGUST 2021

This marking guideline consists of 4 pages.

QUESTION 1

- | | | | | |
|-----|--------|-------|----------|------|
| 1.1 | 1.1.1 | True | | |
| | 1.1.2 | False | | |
| | 1.1.3 | False | | |
| | 1.1.4 | False | | |
| | 1.1.5 | False | | |
| | 1.1.6 | True | | |
| | 1.1.7 | False | | |
| | 1.1.8 | False | | |
| | 1.1.9 | True | | |
| | 1.1.10 | True | | |
| | | | (10 × 1) | (10) |
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- | | | | | |
|-----|---|---|---------|-------------|
| 1.2 | • | To pool a company's past experience and knowledge of its various departments and specifications | | |
| | • | To assist the estimating department by delegating certain tasks to other interested personnel | | |
| | • | To eliminate controversy between estimator and supervisor on such matters as methods, output rates, preliminaries and on-cost | | |
| | • | To ensure realistic tendering | | |
| | • | To improve the ratio of tenders awarded | (5 × 2) | (10) |
| | | | | [20] |

QUESTION 2

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|-----|-------|--|---------|------|
| 2.1 | 2.1.1 | Borrowed money (An unsecured loan certificate issued by a company) | | |
| | 2.1.2 | It is that portion of a company's authorised capital which is actually subscribed by the public. | | |
| | 2.1.3 | Consists of that portion of issued capital which is actually subscribed by the public. | | |
| | 2.1.4 | The part of subscribed capital that has actually been paid by subscribers. | | |
| | 2.1.5 | It is the maximum capital which a company takes power to issue in its memorandum. | | |
| | 2.1.6 | The part of subscribed capital which has actually been called up. | (6 × 2) | (12) |
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- | | | | | |
|-----|---|--|---------|-------------|
| 2.2 | • | Drawings: Consists of the plan, sections and elevations of a building. | | |
| | • | Specifications: Provide information and instructions which cannot conveniently be shown on drawings. | | |
| | • | Bills of quantities: Drawn up by the quantity surveyor commissioned by the architect on behalf of the owner. | | |
| | • | Conditions of contract: Approved and recommended by the Institute of South Africa. | (4 × 2) | (8) |
| | | | | [20] |

QUESTION 3

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|-----|-------|--|---------|---------------------|
| 3.1 | 3.1.1 | Regulates the building and construction industry and sets guidelines and bylaws | | |
| | 3.1.2 | Enables fair labour practices by establishing and making provision for regulation of basic conditions of employment | | |
| | 3.1.3 | Regulates and provide for health and safety in the workplace | | |
| | 3.1.4 | Provide insurance for employees in case of loss of income or death | | |
| | 3.1.5 | Attend to matters when employees are injured at or die during work and investigate compensation to employees | (5 × 2) | (10) |
| 3.2 | | <ul style="list-style-type: none"> • Fear of losing their job positions • Fear of being retrenched • Fear of change of time • Fear of change of methods of work • Fear of working things out for themselves for their job | (5 × 2) | (10)
[20] |

QUESTION 4

- | | | | | |
|-----|-------|--|---------|------|
| 4.1 | 4.1.1 | Process by which parties to a dispute can only be in discussion with the approval and encouragement of an arbitrator | | |
| | 4.1.2 | A person chosen by parties to resolve a dispute between them | | |
| | 4.1.3 | A process where a client is first handing over the site to the contractor, and after completion the contractor is handing over the structure to the client | | |
| | 4.1.4 | State of completion in the opinion of the architect; the work is substantially completed and can be officially used for the purpose which is intended. | | |
| | 4.1.5 | Period commencing on the day after the issuing of the certificate of practical completion and terminating 90 days from that day. | (5 × 2) | (10) |

4.2	4.2.1	Employer		
	4.2.2	Employer		
	4.2.3	Health and Safety Council		
	4.2.4	Health and Safety Representative		
	4.2.5	Health and Safety Representative		
	4.2.6	Inspector		
	4.2.7	Employee		
	4.2.8	Health and Safety Council		
	4.2.9	Employer		
	4.2.10	Health and Safety Representative		

(10 × 1) (10)

[20]**QUESTION 5**

5.1	• Physical needs – Food, water		
	• Security needs – To be out of danger		
	• Social needs – To belong, to be loved		
	• Status and esteem – To achieve		
	• Self-actualisation – Self-fulfilment/self-actualisation		

(5 × 2) (10)

5.2	• Poor ventilation		
	• Poor lighting		
	• Cables lying on the ground		
	• Unorganised workplace		
	• Slippery floors		
	• Too much noise		
	• Congested workplace		
	• Working without personal protective clothing		
	• Working without directive		
	• Working without concentration		

(Any 10 × 1) (10)

[20]**TOTAL: 100**