

DEMONSTRATE EMPLOYABILITY SKILLS LEVEL 4

July/August 2024



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

WRITTEN ASSESSMENT

TIME- 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

This paper consists of FOUR (4) printed pages

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

SECTION A: (10 MARKS)

In this section, each question carries one (1) mark. Attempt all questions in this section. Choose the correct answer and write it in the answer booklet provided.

1. Which one of the following is a symptom of stress
 - A. Innovative
 - B. Creativity
 - C. Productive
 - D. Confused
2. Having a code of conduct in your work place provides staff with clear standards and expectations of how to do their job. Which one is NOT a good code of conduct.
 - A. Objectivity
 - B. Confidentiality
 - C. Corruption
 - D. Integrity
3. Which one among the following is considered as a hard drug.
 - A. Alcohol
 - B. Tobacco
 - C. Heroin
 - D. Bhang
4. Communication is a method of passing information from one person to the other. Which among the following is not a communication skill.
 - A. Texting
 - B. Listening
 - C. Swimming
 - D. Asking questions
5. Which of the following is a method of collection of information for job analysis?
 - A. Questionnaire method
 - B. Optimisation model
 - C. Ratio analysis
 - D. Trend analysis

6. Which one of the following is an experience of feeling competent to cope with basic challenges in life and of being worth.
 - A. Arrogance
 - B. Self-esteem
 - C. Wishful thinking
 - D. Self-efficacy
7. One of the major indicators that employees are using drugs and substances at workplace is?
 - A. Good mental health
 - B. Increased worker involvement
 - C. Increased absenteeism
 - D. Decreased complaints from unions.
8. Which of the following is an example of relaxation technique used to manage stress at workplace
 - A. Ruminating about problem.
 - B. deep breathing exercises
 - C. Procrastination
 - D. over working
9. Which one of the following is a time management mistake?
 - A. Delaying tasks
 - B. Managing distractions
 - C. Setting deadlines
 - D. Scheduling tasks
10. Which one of these is considered to be an employee right?
 - A. To not be paid a fair salary or wage
 - B. To be treated equally
 - C. To work in dangerous environment
 - D. To not receive any holiday.

SECTION B: (40 MARKS)*Attempt all questions in this section*

11. Outline **Three** importance of keeping records in an organization. (3 Marks)
12. HIV and AIDS can be transmitted through various modes. List any **Four** such modes. (4 Marks)
13. Monitoring is a routine part of the employee and employer relationship. State **Three** importance of monitoring at workplace. (3 Marks)
14. Outline **Four** ways in which management of an organization can promote healthy relations among its employees. (4 Marks)
15. List **Four** importance of team work. (4 Marks)
16. State **Four** importance of time management at workplace. (4 Marks)
17. List **Three** ways of managing insecurity at workplace (3 Marks)
18. Outline **Three** benefits of setting personal goals. (3 Marks)
19. State **Two** factors to consider when choosing a communication channel. (2 Marks)
20. State **Four** principles of ethics (4 Marks)
21. Outline **Four** importance of leisure time (4 Marks)
22. List **Two** importance of collecting feedback (2 Marks)