

041305T4OAD

OFFICE ADMINISTRATION LEVEL 5

BUS/OS/OA/CR/04/5/A

Coordinate Official Meetings

March/April 2025



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

**WRITTEN ASSESSMENT
Time: 3 HOURS**

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. Attempt **ALL** questions in section A.
3. Attempt question **THIRTEEN** (13) and any other **TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate answer booklet
6. Do not write on the 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 (40 MARKS)

Attempt ALL the questions in this section.

1. The manager of Zawadi Company Ltd has asked you to organize various meetings throughout the year. They want you to identify the types of meetings to ensure effective planning. List FOUR types of meetings relevant to this context. (4 Marks)
2. One of the responsibilities of an Office Administrator is to organize for meetings. List THREE meeting requirements necessary for a successful meeting. (3 Marks)
3. You have been assigned to chair a meeting and you need to prepare a Chairman's Agenda. Highlight THREE key elements you would include in your Chairman's Agenda for this meeting. (3 Marks)
4. The organization you work for is hosting a board meeting, and you must set up the meeting room with appropriate furniture and equipment. Identify FOUR factors you should consider in arranging the furniture and equipment for this board meeting. (4 Marks)
5. You are organizing a cross-departmental workshop and need to decide how to inform participants about the meeting. State THREE different ways you would use to inform them. (3 Marks)
6. As an Office Administrator, services for an executive meeting. Mention FOUR types of hospitality services suitable for this event. (4 Marks)
7. Most organizations are embracing technology and are coming up with techniques where members could share ideas on various platforms without meeting physically. Identify FIVE platforms that may be used to facilitate virtual meetings. (5 Marks)
8. You are asked to provide reference materials for an upcoming budget review meeting. Outline FOUR ways you would prepare and avail reference materials for this meeting. (4 Marks)
9. You are responsible for registering participants for a company conference. State THREE steps you will follow in the registration process. (3 Marks)
10. When organizing a meeting, there are many options as to the type of meeting room setup style to use. Enumerate FOUR room set up styles you would consider for the meeting. (4 Marks)
11. The department you are working for has organized a meeting and you need to decide the format for recording the minutes. List THREE types of minutes that could be used in this meeting. (3 Marks)

12. You are setting up a meeting room for a training session. List FOUR types of room labeling for effective management. (4 Marks)

SECTION B (60 MARKS)

Attempt Question 13 and Any Other TWO Questions in This Section.

13. Alexis, an Office Administrator at Wangusi Co. Advocates, was tasked with handling all aspects of meeting documentation for the company's project update meeting. The meeting involved department heads discussing progress, challenges, and strategies for upcoming projects. Alexis recorded the meeting using a voice recorder and took detailed notes on key points.
- (a) After the meeting, Alexis transcribed the minutes for the project update meeting.
Suggest THREE stages involved in transcribing the minutes. (6 Marks)
- (b) Alexis finalized the minutes of the meeting and needed to process and file them.
Outline THREE steps for processing and filing minutes. (6 Marks)
- (c) Explain FOUR advantages of circulating the minutes from the project update meeting. (8 Marks)
14. Your organization is hosting a quarterly review conference with fifty attendees, including senior management and external stakeholders. As the Office Administrator, you are responsible for ensuring the meeting room is set up appropriately and left in good condition after the event.
- (a) Elaborate FIVE factors you will consider when setting up the meeting room for the conference. (10 Marks)
- (b) Explain FIVE steps you will follow when clearing the meeting room after the conference. (10 Marks)
15. As the Office Administrator at G-Tech Innovations, you have been tasked with organizing a departmental meeting to discuss strategic goals for the next three years. You are required to draft a notice to be sent to the attendees and also prepare a budget for the meeting.
- (a) Prepare a Notice for the meeting. (10 Marks)
- (b) When preparing the budget for the departmental strategy meeting, elaborate FIVE essentials to be considered. (10 Marks)
- 16.
- (a) An executive meeting has just been concluded and you need to clear the meeting room. Suggest FIVE merits of clearing the meeting room after use. (10 Marks)
- (b) You are planning a departmental meeting to discuss upcoming project milestones. Some team members are unaware of the purpose of the meeting. Explain FIVE benefits of the meeting to them. (10 Marks)