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Date: 23.07.2025 07:25 AM

LEVEL 4**Demonstrate Employability Skills****July/August 2025**

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

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Time: 2 HOURS

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INSTRUCTIONS TO CANDIDATE

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1. This paper consists of TWO sections; **A and B**2. Attempt **ALL** the question as guided in each section3. **Marked in the books**

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4. You are provided with a separate answer booklet to answer the questions

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5. Do not write in this question paper

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This paper consists of FOUR (4) printed pages**Candidates should check the question paper to ascertain that all page are printed as**

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indicated and that no questions are missing.

SECTION A (10 MARKS)***Attempt ALL questions in this section.***Printed By: Technical And Vocational College
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1. Which of the following attitudes promotes productivity at work place?

- A. Negative attitude.
- B. Hating attitude.
- C. Positive attitude.
- D. Fighting attitude.

2. Identify one of the benefits of good behavior at work place

- A. Reduces productivity.
- B. Leads to promotions.
- C. Decline in performance.
- D. Unhealthy relationships.

3. Which one of the following is an advantage of face-to-face communication at work place?

- A. Helps to avoid understanding the job.
- B. Helps to understand employee needs.
- C. Helps to increase punishments and quarrels.
- D. Helps to lower employee morale.

4. _____ is a way of dealing with mistakes at workplace.

- A. Accept the mistake and try again.
- B. Get upset and stop trying.
- C. Do it and give up.
- D. Ignore the mistake and never think about it.

5. Identify the main aim of marketing organization's products.

- A. To ensure poor reputation of the company.
- B. To reduce employ
- C. To increase sales of products.
- D. To destroy old products.

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6. Which one of the following is an effect of employee training at workplace?

- A. Decreases employee morale.
- B. Enhances efficiency.
- C. Reduces teamwork.
- D. Increases job dissatisfaction.

7. Effective time management contributes to _____.

- A. Slows down decision-making.
- B. Creates unnecessary complications.
- C. Increased productivity.
- D. Causes conflicts and misunderstanding.

8. _____ is a benefit of high self-esteem.

- A. Causes problems in life.
- B. Encourages ignorance.
- C. Healthy relationships.
- D. Causes confusion.

9. Identify one way in which recognition of employee's achievements is important.

- A. It demotivates and lowers employee morale.
- B. Helps one to progress and build confidence.
- C. It distracts employees from engaging in important assignments.
- D. It lowers employee's overall happiness and performance.

10. Which one of the following is a sign of achieving an education-related goal?

- A. Punished.
- B. Receiving certificates.
- C. Clapping for others.
- D. Time wastage.

SECTION B (40 MARKS)***Attempt ALL Questions in This Section***

11. Drug abuse is an emerging employees at work place. State THREE commonly abused drugs. (3 Marks)
12. Your workmate has mentioned to you that she has been feeling sad lately. State FOUR factors that may have caused her discomfort. (4 Marks)
13. The management of Taji Company has invited its employees to an open forum. Outline FOUR benefits of organizing open forums at work place. (4 Marks)
14. Tilapia Limited Company has budgeted for a training its employees. List FOUR reasons for organizing learning opportunities at workplace. (4 Marks)
15. As a supervisor at Jikoni Food joint, you have noticed that one of the employees is experiencing low self-esteem. State FOUR ways of improving of self-esteem. (4 Marks)
16. Mention THREE ways of managing your time at work place. (3 Marks)
17. Your organization has organized for a training on importance of leisure. List FOUR ways in which you spend your free time. (4 Marks)
18. Ethical issues are common in organizations. State THREE factors which promotes ethical behavior at work place. (3 Marks)
19. List FOUR importance of setting and implementing rules and regulations at work place. (4 Marks)
20. Name THREE factors which may prevent learning at a work place. (3 Marks)
21. State FOUR reasons why employees should engage in physical exercises. (4 Marks)