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LEVEL 4

Demonstrate Employability Skills

November /December 2025

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

WRITTEN ASSESSMENT

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Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE

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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

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This paper consists of FOUR (4) printed pages

Candidates should check the question paper to ascertain that all pages

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are printed as indicated and that no questions are missing

SECTION A (10 MARKS)*Answer all questions in this section. Each question carries one mark*

1. An institutional Motto can be defined as _____.

- A. Statement that expresses a belief or purpose.
- B. Statement that expresses the future.
- C. Statement that expresses friendship.
- D. Statement that expresses self-interest.

2. _____ best describes the ability to share ideas and messages

between two or more people.

- A. Self-awareness.
- B. Patience.
- C. Communication.
- D. Care.

3. Effective listening can be affected by _____.

- A. Gender.
- B. Noise.
- C. Climate.
- D. Enjoying

4. Which of the following is a way of motivating audience.

- A. Harassment.
- B. Threats.
- C. Abuse.
- D. Appreciation.

5. Employers can reward good behavior through _____.

- A. Dismissal.
- B. Job transfer.
- C. Job promotions.
- D. Demotion.

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6. Give one benefit of carrying out H.I.V/A.I.DS awareness at work place.

- A. Promote immorality.
- B. Prevent marriages.
- C. Promote good health.
- D. Promote work place.

7. _____ is a common cause of disagreement in an organization.

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- A. Stress.
- B. Team work.
- C. Integrity.
- D. Time management.

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8. Identify one way of encouraging teamwork at place of work.

- A. Divion of labour.
- B. Giving orders.
- C. Leading by example.
- D. Dictatorship.

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9. _____ is an effect of unmanaged anger.

- A. Conflicts.
- B. Trust.
- C. Passion.
- D. Honesty.

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10. _____ is a quality of a good supervisor.

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A. Steals company resources.

- B. Discriminates employees.
- C. Trustworthy.
- D. Corruption.

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SECTION B (40 MARKS)

Answer ALL questions in this section.

- 11. List THREE benefits of safeguarding workplace resources. (3 Marks)
- 12. State FOUR ways of solving team problems at work place. (4 Marks)
- 13. State THREE ways of collecting information at place of work. (3 Marks)
- 14. List THREE factors affecting employee productivity at work place. (3 Marks)
- 15. State FOUR reasons for employee training. (4 Marks)
- 16. Leisure time is important in the life of employees. List FOUR leisure activities. (4 Marks)
- 17. Give FOUR areas where one can formulate personal goals. (4 Marks)
- 18. List FOUR importance of workplace ethics. (4 Marks)
- 19. Outline FOUR barriers to effective communication. (4 Marks)
- 20. State THREE qualities of a good learner. (3 Marks)
- 21. List FOUR effects of HIV/AIDS stigmatization. (4 Marks)

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