

Level 6

Demonstrate Employability Skills

November/December 2023



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

WRITTEN ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. This paper has two sections A and B.
2. Attempt questions in each section as per instructions given in the section.
3. You are provided with a separate answer booklet.
4. Answer all questions in the answer booklet.
5. Marks for each question are indicated in the brackets.
6. Do not write on the question paper.

This paper consists of THREE (3) 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)

*Answer **all** the questions in this section.*

1. List FOUR work place policies on HIV/AIDS followed in an organization. (4 Marks)
2. Management of Maja Ltd intends to organize a workshop on self-management skills. Identify THREE self-management skills that are important to an employee. (3 Marks)
3. Communication at a work place involves passing of ideas and information. Which are the THREE main types of communication used at the workplace? (3 Marks)
4. Highlight FOUR methods of acquiring relevant job-related skills and knowledge at the workplace. (4 Marks)
5. Workers of any organization face human rights issues that need to be addressed. State THREE human rights principles that are designed to protect you as a worker within the workplace. (3 Marks)
6. The manager of Ubora Company Ltd recently organized for a team building workshop. What are the FOUR characteristics of an effective workplace team? (4 Marks)
7. Drug and substance abuse is a threat to improved productivity and employee motivation. List FOUR ways an employee can use to avoid drug and substance abuse at the work place. (4 Marks)
8. You have been offered employment at Uchumi Company LTD. State FOUR employability skills you should possess. (4 Marks)
9. Monitoring is an important activity in an organization. Highlight FOUR ways of monitoring at a workplace. (4 Marks)
10. Identify FOUR benefits of employee training at a workplace. (4 Marks)
11. Ethical issues are common in organizations. State THREE factors that shapes ethical behaviour of members of an organization. (3 Marks)

SECTION B: (60 MARKS)

*Answer any **THREE** questions in this section.*

12.

- a) The human resource manager at Mali Safi Ltd has the responsibility to oversee career growth and development of employees. Explain FIVE reasons why employees should focus on their career growth and development . (10 Marks)
- b) Pendo Agencies Ltd experienced financial crisis in the previous financial year. An audit was done and the finding was due to lack of accountability. Explain FIVE benefits an organization can enjoy when employees are accountable for their actions. (10 Marks)

13.

- a) XYZ Manufacturing Company is in process of formulating and documenting organizational policies and guidelines to facilitate restructuring of its activities. Explain FIVE reasons behind organizations' setting of policies and guidelines that aids in running its activities. (10 Marks)
- b) Discuss FIVE strategies that can be employed to eliminate or adapt to stress at a workplace. (10 Marks).

14.

- a) John has prioritized important work in his daily activities at his workplace. Explain FIVE steps involved in setting work priorities. (10 Marks)
- b) Describe FIVE principles that help a person to be more assertive. (10 Marks)

15.

- a) You have been asked by your company's Manager to represent him in a stakeholders meeting. Explain FIVE relevant public speaking tips one should consider in order to deliver the speech effectively. (10 Marks)
- b) Mata is a secretary at one of the maize firms in Kenya. She has been expressing anger towards her colleagues. As a consultant, discuss FIVE methods of managing anger at work place. (10 Marks)

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