Name:	Index No:	egsytvee
1908/101	Candidate's Signature: _	
ELEMENTS OF HUMAN RESOURCE		
MANAGEMENT	Date:	
November 2012		



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT MODULE I

ELEMENTS OF HUMAN RESOURCE MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

Time: 3 hours

Write your name and index number in the spaces provided at the top of this page. Sign and write the date of examination in the spaces provided above.

This paper consists of TWO sections; A and B.

Answer ALL the questions in section A and any FOUR questions from section B in the spaces provided in this question paper.

For Examiner's Use Only Section A

Question	1	2	3	4	5	6	7	8	9	10	TOTAL
Marks											

Section B

I	Question	11	12	13	14	15	TOTAL
	Marks						

GRAND TOTAL

This paper consists of 16 printed pages.

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

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Turn over

Answer ALL the questions in this section in the spaces provided.

Kenya since inc		n influence over employment matt	ers in (3 mar)
Kenya since inc	ependence.		(3 mai)
(i) Lower	Sarany		
(ii) Bod ve	ution lates the tracker	s thomsowers	
		solving problems within	2
entone	ent sactor		
Highlight four	haracteristics of human resource	ce management as a function in org	anizations. (4 mar
(i) Helps el	e ory worth it's you	15.	-
2110 00	MANTONE SCENE - WEST SANSALISANIA	Series Rates Income on the second	
(11) Ensures		resurros more utilizad	
	est a word transel	are starth	
-			A-
(iv) Equip 6	implygens with the this	wholes to come at	his
dutios e	accordingly to their le	vas est expertentions.	
List four divisi	ns that are likely to be found in	a human resource department.	(4 mar
(i)			
(ii)			-
	Tie .		
(iii)			
	Transaction of the	Mary Control of the Control	
(iv)			

(ii)	
(iii)	
(iv)	
The government of Kenya has introduced a policy on paternity leave for benefits that may be obtained by an organization that observes this policy	
(i)	
(ii)	
(iii)*	
(iii)*	
Give three reasons that make it necessary to keep an employee's training	
Give three reasons that make it necessary to keep an employee's training (i) Accounts or progress kept in an ordesty way	ng record. (3 marks)
Give three reasons that make it necessary to keep an employee's training (i) Accounts of progress kept in an orderly way the free position of the free	ng record. (3 marks)
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Give three reasons that make it necessary to keep an employee's training (i) Accounts of progress kept In an orderly way - proper chady of the partion of the fre (ii) - compression of buriness - in case of disputes (iii) Policy making legal reasons that may directly affect human resource	management activities
Give three reasons that make it necessary to keep an employee's training (i) Accounts or progress kept In an orderly way - proper study of the partion of the fix (ii) - confriction of business - in case of disputes (iii) Policy Maning Legal Beautoments Highlight two emerging trends that may directly affect human resource in organizations today.	management activities

Outline three types of groups which may exist in an organization.	easytve (3 marks)
) Internal of external	
i) Principly and secondary	
in In group and out group	
ighlight three skills that a Human Resource Manager should possess.	(3 marks)
i) Should be wise.	
ii) Should be trust-weathy-	
remises.	vithin its (3 marks)
live three reasons for displaying an organization's human resource policies vermises.	
ive three reasons for displaying an organization's human resource policies vermises. But generality	
ive three reasons for displaying an organization's human resource policies were mises. (i) four met. (ii) Un tout met westing on org texastes is an expresse accuracy.	(3 marks)
ii) Con most wooding on organization's human resource policies were remises. iii) Con most wooding on organization's human resource policies were remises. iii) Con most wooding on organization's human resource policies were remises. SECTION B (68 marks)	(3 marks)
Answer any FOUR questions in the spaces provided. Explain the importance of dividing the human resource management of	(3 marks)
ive three reasons for displaying an organization's human resource policies of remises. (i) four most westing on organization's human resource policies of remises. (ii) four most westing on organization's human resource policies of remises. (iii) the total most westing on organization's human resource policies of remises. (iii) the total most westing on organization's human resource policies of remises.	(3 marks)

1908/101

Many organizations have put in place dress codes for their employees. Explain four

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	to		
	(b)	Explain four difficulties that may be faced by an organization which does implement its human resource records retention policy.	not (8 marks
		challenge.	(9 marks
5.	(a)	HIV and AIDS present a challenge to organizations and human resource in Explain six measures that human resource managers can put in place to ac	
	(b)	Highlight four characteristics of the bureaucratic approach to human reso management as proposed by Max Weber.	urce (8 marks
	(1-)	organization.	(9 marks
4.	(a)	Outline six consequences of operating without human resource policies in	
	(b)	Outline six duties that may be undertaken by a Human Resource Manager organization.	in an (9 marks
		to the development of human resource management today.	(8 marks
3.	(a)	Explain four ways in which the human relations theory by Elton Mayo ha	s contributed
	(b)	Explain six benefits of computerized human resource records to an organi	zation. (9 marks
		reasons that may justify this situation.	(8 marks

(a)

15