

032205T4LIS

LIBRARY AND INFORMATION SCIENCE LEVEL 5

BUS/CU/LIS/CR/04/5A

Perform Information and Recordkeeping Practice

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. You are required to perform the following tasks:

Task 1. Create a **Manual File Folder** for the year 2024/2025 based on the following titles: Financial, Procurement, Personnel and Services.

Task 2. Perform filing for the year 2024/2025 based on the titles in task 1 above

2. The following resources will be provided to the candidates:

- a) Workstation
- b) File fasteners
- c) Paper punch
- d) Pair of scissors
- e) Manila papers

- f) Assorted paper based records
- g) Dust coat
- h) Gloves
- i) Cabinet
- j) Marker pen
- k) Ruler

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