

LEVEL 5

Demonstrate Employability Skills

Nov /Dec 2024



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

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this 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. The managing director of Zimazima Limited has decried about poor time management and lack of punctuality among employees. Identify FOUR signs of poor time management among employees which should be addressed at workplace. (4 Marks)
2. You have realized that one your colleagues is struggling with loneliness and frustration after being diagnosed with HIV/AIDs. Advise him on THREE actions he should take after being diagnosed with the disease. (3 Marks)
3. Building diverse and inclusive teams is an important aspect in achievement of organizational goals. State FOUR ways of building diverse and inclusive teams at workplace. (4 Marks)
4. Self-awareness is realization that enables one make choices which are consistent with one's abilities. Highlight THREE values associated with self-awareness. (3 Marks)
5. Effective communication depends not only on the sender but also on the receiver. List FOUR characteristics associated with effective communication at workplace. (4 Marks)
6. Recently MajiMad Company Limited has been struggling with losses and negative cash flows. As an expert, state THREE ways of attracting customers. (3 Marks)
7. Employees recognition for their achievement at workplace is as important aspect in achievement of organization goals. Give FOUR ways in which employees seek recognition. (4 Marks)
8. Creativity and critical thinking skills are important for effective problem solving. State FOUR ways of developing these skills. (4 Marks)
9. Organizational culture that nurtures accountability, integrity and professionalism in discharge of duties is important for success of the organization. List THREE benefits of adhering to an organizational culture. (3 Marks)
10. Kwiki Insurance Company limited has announced merger with Selasela Company limited. Highlight FOUR ways of managing job insecurity among employees at the two companies. (4 Marks)
11. Addiction to alcohol is one of the factors which affects employee productivity at place of work. State FOUR ways you will support employees addicted to alcoholism. (4 Marks)

SECTION B (60 MARKS)

Answer Any THREE Questions in This Section.

12. You have been invited by the Chief Executive officer of Raha Juu Company limited to give a talk on organizational conflicts.
- a. Explain FIVE types of conflicts that may occur at Raha Juu Company Ltd. (10 Marks)
 - b. Discuss FIVE measures that employees at Raha Juu Company Ltd can take to address conflicts. (10 Marks)
13. As a supervisor in a well performing company, you have noticed signs of stress and increased demand for leisure activities among workers.
- a. Explain FOUR reasons why employees should engage in leisure activities. (8 Marks)
 - b. A part from leisure activities as a technique for stress control, discuss SIX other strategies that employees can use to manage stress at workplace. (12 Marks)
14. You are the human resource manager at Safi Furniture Production Company which recently documented a policy on code of ethics.
- a. Explain FIVE ethical perspectives that may arise at work place. (10 Marks).
 - b. As an upcoming expert who recently registered a company to offer consultancy services on ethics. Describe FIVE common ethical dilemmas that exist at work place. (10 Marks)
15. You have been selected as a member of a task force that is expected to give a talk at Akilimbui Secondary School on employability and career choices.
- a. Advise the students and staff on FIVE factors that should be considered when making a career choice. (10 Marks)
 - b. Discuss FIVE employability skills that you will include in your talk at Akilimbui Secondary School. (10 Marks)