

LEVEL 4

Demonstrate Employability Skills

July /Aug 2023



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

WRITTEN ASSESSMENT

Time: 2 hours

INSTRUCTIONS TO CANDIDATE

1. The paper consists of two sections **A** and **B**
2. Marks for each question are indicated in the brackets.
3. Do not write on the question paper.
4. A separate answer booklet will be provided.

This paper consists of 4 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: (10 MARKS)

Answer all questions in this section. Each question carries one Mark.

1. Which one of the following statements helps one to identify their personal strengths?
 - A. Discover your personality.
 - B. Dishonesty.
 - C. Keep a closed mind.
 - D. Imitating others.

2. Which of one of the following is a symptom of stress.
 - A. Forgetfulness.
 - B. Ability to make decision.
 - C. Productivity.
 - D. Motivation.

3. _____ is an important work ethic in every organization.
 - A. Infidelity.
 - B. Minority.
 - C. Integrity.
 - D. Managing.

4. Which one of the following is the ability to plan and control how you spend the hours of your day?
 - A. Time management.
 - B. Self-management.
 - C. Goal management.
 - D. Smart.

5. _____ is a way of measuring individual performance.
 - A. Self-evaluation and checklists.
 - B. Supervision.
 - C. Amount of work done.
 - D. Moods.

6. Self- management is one of the important aspects an individual at work place. Identify one reason for learning self-management skills?
 - A. Minimize productivity.
 - B. Improve performance.
 - C. Delegate workplace task.
 - D. Increase risks.
7. Employees are encouraged to be innovative at workplace to improve on the organizational image. Choose one technique used to encourage Innovation at workplace?
 - A. Closed communication.
 - B. Absence of recognition.
 - C. Willingness to experiment.
 - D. Following existing procedures.
8. The following can be used to improve ethical standards at the workplace, EXCEPT?
 - A. Forming a committee of experts.
 - B. Forming an ethical committee.
 - C. Forming a tribunal.
 - D. Forming informal groups.
9. Select one importance of leisure.
 - A. Reduced concentration.
 - B. Relaxes mind.
 - C. Reduced productivity.
 - D. Involving in drug and substance abuse.
10. Which of the following is NOT communication networks in an organization
 - A. Upward
 - B. Local area networks
 - C. Horizontal
 - D. Downward

SECTION B: (40 MARKS)

Answer all the questions in this section.

11. List FOUR sources of innovation observed at workplace. (4 Marks)
12. Your friend is undergoing stress. Outline FOUR ways of managing stress. (4 Marks)
13. State FIVE activities for improving employee performance. (5 Marks)
14. Drug abuse is on the rise today. Give THREE commonly abused drugs. (3 Marks)
15. Providing leisure time at workplace seems to be an effective strategy for making a balance between work and life. Mention THREE importance of leisure time at work place? (3 Marks)
16. Employees of Inua Company Limited have been complaining of several safety hazards at work place. Highlight FIVE reasons why the organization should address safety issues at work place. (5 Marks)
17. Mambosasa Technical College has realized that there is a gap in performance of their staff. It intends to conduct employee training needs assessment to equip them with necessary skills. State FIVE ways which the institution will use to identify and assess personal training needs. (5 Marks)
18. List FOUR factors that you will consider when choosing a means of communication at the work place. (4 Marks)
19. Organizations are experiencing rapid emerging issues and trends from the environment, requiring them to adopt new strategies. Name FOUR such emerging issues.(4 Marks)
20. List THREE importance of emotional management at work place. (3 Marks)

THIS IS THE LAST PRINTED PAGE.