



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

CANDIDATE TOOL

Qualification Code :

Qualification : Agricultural Extension Level 6, Agripreneurship Level 6, Building Technician Level 6, (Power Option), Horticulture Production Level 6, HRM Level 6, ICT Technician Level 6, Marketing Level 6, Project Management Level 6, Supply Chain Management Level 6, Business Management Level 6, Construction Management Level 6, Automotive Engineering Level 6, Mechanical Production Technician Level 6, Mechatronics Level 6 and Electrical Engineering Level 6 (Power Option),

Unit Code : AGR/CU/EXT/BC/06/6, AG/CU/PN/BC/04/6/A, HO/CU/HP/BC/05/6, CON/CU/BUT/BC/04/6, CON/CU/CM/BC/05/6, ENG/CU/AUT/BC/4/6, ENG/CU/PO/BC/04/6, ENG/CU/ME/BC/4/06/A,

ENG/CU/MC/BC/04/6/A,

HRM/CU/BUS/BC/05/6, BUS/MKT/BC/5/6, BUS/CU/PM/BC/05/6/A, BUS/CU/SC/BC/05/6/A, BUS/BM/BC/05/6, IT/CU/ICT/BC/5/6

Unit of Competency : Employability Skills

INSTRUCTIONS TO CANDIDATE:

1. In this assessment, you will be required to answer **written** questions.
2. *You have 3 hours to answer all the questions.*
3. *Marks for each question are indicated in the brackets.*
4. *The paper consists of **THREE** sections: A, B and C.*
5. *Candidates should answer the questions in English*

FOR OFFICIAL USE ONLY**SCORING GRID****Section A (10 marks)**

QUESTION	1	2	3	4	5	6	7	8	9	10	Total Score
Mark(s)	1	1	1	1	1	1	1	1	1	1	10
Score											

Section B (40 marks)

QUESTION	11	12	13	14	15	16	17	18	19	20	21	Total Score
Mark(s)	4	4	2	2	2	4	4	4	4	5	5	40
Score												

Section C (50 marks)

QUESTION	22	23	24	25	Total Score
Mark(s)	10	10	10	20	50
Score					

OVERALL SCORE (Section A, B and C) (100 marks)

SECTION	Section A	Section B	Section C	OVERALL SCORE
Mark(s)	10	40	50	100
Score				

SECTION A: 10 MARKS

Each correct answer is 1 mark

Encircle the correct response

1. Which of the following statements best describes professional integrity?
 - A. Practicing a profession according to professional guidelines
 - B. Practicing a profession as instructed by the manager
 - C. Practicing a profession within moral values of society
 - D. Practicing a profession as studied in college
2. Grooming is a term associated with?
 - A. Time management
 - B. Personal hygiene
 - C. Problem solving
 - D. Self-management
3. Which of the following statements is TRUE about safe job procedure/work habits?
 - A. Helps one to be happy at work
 - B. Helps one to acquire necessary skills
 - C. Helps one to become more productive at work
 - D. Helps one minimise potential risk at work
4. A written statement of policies and principles that guide the behaviour of all employees is called?
 - A. Code of ethics
 - B. Code of standards
 - C. Ethical dilemma
 - D. Work standards
5. The following are self-management skills except?
 - A. Problem solving
 - B. Bargaining for self
 - C. Understanding self
 - D. Confidence building
6. Who is responsible for preparing a code of conduct for employees in an organisation?
 - A. HR officer

- B. Finance Officer
 - C. Chief Executive Officer
 - D. Procurement Officer
7. Which of the following principle is true with regard to gender mainstreaming?
- A. Men and women are paid the same salary
 - B. Men and women are the same workplace
 - C. Men and women are given the same workload
 - D. Men and women are equally involved in decision making
8. Workplace policy on HIV/AIDS covers the following except?
- A. Non-discrimination of the affected and infected
 - B. Care and support of the affected and infected
 - C. Recognition and disclosure of the infected
 - D. Recognition of HIV/AIDS as a workplace issue
9. Which of the following is an essential element in achieving one's goals?
- A. Self-denial
 - B. Self-motivation
 - C. Good diet
 - D. Good hygiene
10. What is emotional intelligence?
- A. Ability to project, feel and use emotions
 - B. Ability to recognize emotions
 - C. Ability to learn about emotions
 - D. Ability to understand, use and manage emotions

13. What are employability skills?

(2 Marks)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

14. What is 'stress'?

(2 Marks)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

15. What is the difference between a vision and a goal?

(2 Marks)

.....

.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

18. Why are planning and organising skills important for an employee? (4 Marks)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

easyvet.com

19. What are the characteristics of an effective workplace team? (4 Marks)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....

.....

.....

.....

easytvvet.com

