

LEVEL 5

Demonstrate Employability Skills

July /Aug 2023



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

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATE

1. The paper consists of THREE sections: A, B and C.
2. Marks for each question are indicated in the brackets.
3. A separate answer booklet will be provided.
4. Candidates should answer the questions in English.
5. Do not write on this question paper.

This paper consists of 6 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: (20 MARKS)

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

1. Identify one benefit of personal career growth and development.
 - A. Job reduction.
 - B. Career mobility.
 - C. Poor networking.
 - D. Job turnover.
2. When can an individual have low self-esteem?
 - A. Constant success.
 - B. Constantly put down by a significant person.
 - C. Feeling loved and wanted.
 - D. Achievement of life goals.
3. What element aids in managing work prioritization and commitment.
 - A. Controlled work.
 - B. Under developed professionalism.
 - C. Unutilized potential.
 - D. Under developed personal goals.
4. Select the benefit of resource planning.
 - A. It lowers productivity.
 - B. High risk oversights.
 - C. Misuse of resources.
 - D. Ensures specific resources are not being over or underutilized.
5. Choose the most reliable means of communication used in an organization.
 - A. Written communication.
 - B. Grapevine communication.
 - C. Cluster communication.
 - D. Star chain communication.
6. _____ is not a sign and symptom of stress.
 - A. Ability to remember.
 - B. Excessive sweating.
 - C. Inability to make decision.
 - D. Deep sleep.

7. Which of the following statement is true about gender mainstreaming.
 - A. Employ me only.
 - B. Employ women only.
 - C. Representation of both men and women.
 - D. Renew contract of retirees.
8. Why do organizations set policies and guidelines?
 - A. Conveys inauthentic information.
 - B. Lowers staff morale.
 - C. Increase productivity.
 - D. Destroys company image.
9. Identify an example of strength based on personal objective.
 - A. Ability to work without supervision.
 - B. Lack of goals.
 - C. Poor interpersonal relationship.
 - D. Being indecisive.
10. Which strategy can be employed to eliminate or adapt to stress?
 - A. Setting priorities.
 - B. Being self-centered.
 - C. Avoiding contact.
 - D. Raising expectation.
11. The following are challenges that hinders the attainment of life goals, EXCEPT?
 - A. Adequate finance.
 - B. Poor self-image.
 - C. Setting unrealistic aspirations.
 - D. Health issues.
12. _____ is an essential level of listening.
 - A. Careless.
 - B. Heartless.
 - C. Attentive.
 - D. Justice.

13. Identify the purpose of speaking, reading and writing at work.
- A. To reduce the long working hours.
 - B. To promote absenteeism.
 - C. To get directions and instructions.
 - D. To criticize the leaders.
14. _____ is transmitted up and down through hierarchy.
- A. Wheel communication.
 - B. Circle communication.
 - C. Star communication.
 - D. Chain communication.
15. Persuasion in communication policy is best described as?
- A. To change response.
 - B. To conflict ideas.
 - C. To pursue a course.
 - D. Interact well with others.
16. The following aids in developing problem solving skills, EXCEPT?
- A. Bar.
 - B. Relationship.
 - C. Natural calamities.
 - D. School/home.
17. Which one of the following is not an emotion?
- A. Grief.
 - B. Sadness.
 - C. Humility.
 - D. Anger.
18. How can a student apply strategies of time management as per workplace goals?
- A. Procrastination.
 - B. Keeping schedule of activities.
 - C. Failure to plan.
 - D. Underutilization of resources.

19. _____ is an indicator of improvement of work as a result of assigning responsibility to a team.
- A. Decreased accountability.
 - B. Increased productivity.
 - C. Increased conflicts.
 - D. Overlapping roles.
20. How are team performance expectations set?
- A. Avoiding rules and regulations.
 - B. Setting standards and goals.
 - C. Idling.
 - D. Politicking.

SECTION B: (40 MARKS)

*Answer **all** the questions in this section.*

21. ABC Company Limited has organized for a talk on staff morale. Employees have been issued with survey questionnaires to give feedback on job satisfaction. Identify THREE importance of collecting such feedback. (3 Marks)
22. List THREE factors affecting the application of learning at work. (3 Marks)
23. State FOUR purposes of learning. (4 Marks)
24. James likes going for leisure activities every day after work. Lately his performance at work place has greatly improved. List THREE benefits that James may derives from leisure. (3 Marks)
25. Highlight FIVE areas where one can formulate personal goals. (5 Marks)
26. Professionals use different ethical perspectives to defend their positions. List FOUR importance of ethics in an organization. (4 Marks)
27. Outline FIVE examples of empathetic response. (5 Marks)
28. State FIVE importance of time management. (5 Marks)
29. Highlight FOUR negotiation skills needed in an organization. (4 Marks)
30. Identify TWO differences between self-image and self-esteem. (4 Marks)

SECTION C: (40 MARKS)

Answer any TWO questions in this section.

- 31.
- a. KDC Limited has experienced a drop in general performance. They have been advised by Ushindi Consultancy firm to carry out monitoring in all their activities. Describe FIVE areas that KDC Limited will carry out monitoring. (10 Marks)
 - b. Work prioritization is the activity of arranging tasks in order of their urgency and importance. Explain FIVE steps of setting work priorities. (10 Marks)
- 32.
- a. Utubora Company Limited is a newly established company. It intends to formulate a mission statement and they are seeking for your advice. Explain FIVE steps the company would follow in this process. (10 Marks)
 - b. Discuss FIVE ways of managing emotions at work place. (10 Marks)
- 33.
- a. Willingness to Learn always takes place in a particular context. Explain FIVE contexts in which learning takes place within different settings. (10 Marks)
 - b. You have been invited to give a talk on personal goals to Uzima Youth Group. Explain to the members of the group FIVE areas on which one can formulate personal goals. (10 Marks)

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