

092306T4SWC

SOCIAL WORK AND COMMUNITY DEVELOPMENT LEVEL 6

COD/OS/SW/CC/02/6/A

CONDUCT SOCIAL POLICY FORMULATION AND PUBLIC ADMINISTRATION

July/August 2024



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

WRITTEN ASSESSMENT

3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

This paper consists of FIVE (5) 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

Assess ALL the questions in this section.

1. Define the following term:
 - a) Social policy and administration (2 Marks)
2. The Social Policy Report provides a forum for scholarly reviews and discussions of policy considerations stemming from child development research findings. Mention TWO methods of sharing social policy reports to stakeholders (2 Marks)
3. An effective policy is clear and leaves no room for ambiguity, ensuring that personnel can easily understand and interpret its intent and direction. State THREE guidelines for effective policy making. (3 Marks)
4. To influence social policy in Kenya, various stakeholders, including organizations like UNICEF, work closely with the government to advocate for child-sensitive policies and social protection interventions. Identify THREE ways in which policies are influenced in Kenya. (3 Marks)
5. Community involvement and active participation foster a sense of ownership within the community, leading to strong support for the social planning initiatives that arise as a result. Highlight THREE importance of involving the community in policy implementation process. (3 Marks)
6. In Kenya, the development of social policies involves a complex, multi-stakeholder process aimed at addressing the needs of vulnerable populations, such as children living in poverty. Differentiate between protective social policies and deterrent social policies. (4 Marks)
7. The comprehensive process of policy formulation in Kenya involves extensive stakeholder consultations, rigorous research, in-depth data analysis, and the meticulous drafting of policy documents. Highlight THREE challenges that can be faced during policy formulation. (3 Marks)
8. The development, implementation, and evaluation of policies and programs aimed at addressing societal issues and promoting the well-being of individuals and communities are guided by social policy principles. These principles may vary across different countries and contexts, but there are some that are generally applicable worldwide. Outline THREE core social policy principles.

(3

Marks)

9. Policy evaluation is conducted for checking the effects of the policies of respective ministries and for evaluating the policies in terms of necessity. identify any TWO factors affecting social policy evaluation. (2 Marks)
10. Policy implementation involves a series of activities aimed at translating the goals and objectives outlined in a policy into concrete actions, programs, or projects. Mention THREE implementation activities used to achieve the intended outcome and impacts of a policy. (3 Marks)
11. Policy analysis within Kenyan NGOs aims to assess the effectiveness, efficiency, and impact of policies on achieving desired outcomes and addressing societal challenges. State THREE roles social policy analysis. (3 Marks)
12. Social Welfare Administration is the process of efficiently providing resources and services to meet the needs of the community. Highlight TWO roles of the government in social welfare and public administration. (2 Marks)
13. Policy development is a process whose main output is the policy document. Outline THREE steps involved in the implementation of a documentation plan. (3 Marks)
14. Social policy research in Kenya involves the study and analysis of various policies and programs implemented by the Kenyan government to address social issues such as poverty, healthcare, education, housing, and social welfare. State FOUR methods of data collection when researching for social policy. (4 Marks)

SECTION B:

Question 15 is COMPULSORY and answer any other two question in this section.

15. The Government of Kenya (G.o.K) has implemented a variety of social protection initiatives aimed at enhancing the well-being of its citizens. Despite these efforts, a significant portion of the population remains vulnerable to poverty due to various factors. Research indicates that individuals living in poverty often struggle to cope with economic, social, natural, and combined shocks without sustained assistance. In response, the Government has introduced cash transfer programs targeting impoverished and vulnerable groups. These programs are administered through the State Department for Protection and Senior Citizen's Affairs under the Ministry of Labor and Social Protection. Furthermore, the government supports the elderly through initiatives such as healthcare services, pension programs, and community support centers, designed to meet the specific needs of elderly individuals in society.
- a) Outline FIVE needs of the government helping the old in policy formulation. (5 Marks)
- b) State FIVE reasons why reports are required after sharing money transfers with elderly individuals. (5 Marks)
- c) Decision making is the process of choosing from various options available to humans in their daily lives. From this statement, describe FIVE stages of decision-making process in old people money cash transfer. (10 Marks)
16. Policy assessment tools are instruments or methodologies used to evaluate the effectiveness, efficiency and impact of policies. These tools help policymakers understand the outcomes and implication of policy decisions.
- a) Use relevant examples to explain FIVE social policy assessment tools. (10 Marks)
- b) Social welfare services encompass a wide range of programs, initiatives, and activities that are meticulously designed to improve the overall well-being and enhance the quality of life of both individuals and communities. These services are crucial in addressing various social and economic challenges and play a vital role in ensuring the welfare of society as a whole. Explain FIVE ways of managing social welfare service (10 Marks)

17. Policy rationale refers to the underlying reasons and justifications for the development and implementation of specific policies within the country which are typically based on a combination of factors.

a) Explain FIVE rationales that can be applied in policy formulation. (10 Marks)

b) Explain FIVE methods employed to conduct social policy analysis. (10 Marks)

18. It is essential to effectively organize and maintain documents in order to ensure that an organization functions well, complies with regulations, and can be held accountable for its actions.

a) Analyze FIVE measures and best practices to achieve the security and safety of documents in an organization. (10 Marks)

b) Discuss FIVE ways in which social policy evaluation results can be presented to the stakeholders.

(10

Marks)

END

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