



AMREF INTERNATIONAL TRAINING CENTER

Qualification Code :

Qualification : Level 6

Unit Code :

Unit Of Competency : Demonstrate Employability Skills

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have **THREE** hours to answer all the questions.
2. This paper has two sections A and B.
3. You are provided with a separate answer booklet.
4. Marks for each question are indicated in the brackets.
5. Do not write on the question paper.

*This paper consists of **THREE (3)** printed pages*

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A: (40 MARKS)

Answer All the Questions in This Section

1. Work performance does not depend on an individual but on a team. Outline **FOUR** advantages of teamwork at workplace. (4 marks)
2. Workplace learning is important for advancement of knowledge. Distinguish between coaching and mentoring. (2 marks)
3. You have been invited to talk to a group of youth about time management. Highlight **THREE**-time management techniques you will talk about. (3 marks)
4. Time management is the key to success in daily activities. State **THREE** common time wasters during working hours at the workplace. (3 marks)
5. Distinguish between a soft skills and hard skills. (4 marks)
6. Highlight **FOUR** critical work habits one requires to be a successful employee (4 marks)
7. A colleague at work has complained to you that she has stress. State **FOUR** sources of stress in a workplace. (4 marks)
8. Identify **THREE** main initiatives that a company can take to respond to HIV/AIDS at workplace. (3 marks)
9. As a manager you have noticed that Mr. X has low self-esteem. State **FOUR** signs you have observed in him at workplace. (4 marks)
10. Communication is critical at workplace. Identify **TWO** forms of communication that can be used in workplace. (2 marks)
11. Maji Mazuri management has taken its employees for further training and career development. Identify **FOUR** possible benefits of training and career development to the employees. (4 marks)
12. Drug and substance abuse is an emerging issue of concern. State **THREE** drugs that are commonly abused. (3 marks)

SECTION B: (60 MARKS)

Answer Any Three Questions In This Section

13. In order for work to run efficiently in an organization, there is need for teamwork among the staff. The process of team formation involves distinct stages that have been identified by some researchers. Some problems can be experienced in teams as members work together. Such problems may be resolved to a great extent if the team leader understands problem solving strategies.
- a) Explain **FIVE** common issues that can be experienced in a team (10 Marks)
 - b) Discuss **FIVE** strategies for solving a problem in a team (10 Marks)
14. You were recently employed by ABC Company Limited. You realize that the company does not have a code of conduct.
- a) Describe **FIVE** benefits of having a code of conduct (10 Marks)
 - b) Discuss **FIVE** ways to improve team work at the place of work (10 Marks)
15. You have noticed that your work mate is complaining for not being recognized at the workplace.
- a) Analyze **FIVE** ethical ways of seeking recognition. (10 Marks)
 - b) Discuss **FIVE** ways an employee can use to enhance job security at the workplace (10 Marks)
16. You have been invited to talk to a group of youths about time management and drug substances abuse.
- a) Discuss **FIVE** benefits of time management in an organization (10 Marks)
 - b) Explain **FIVE** ways that an organization can adopt in order to manage drug and substance abuse (10 Marks)

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