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SOCIAL WORK AND COMMUNITY DEVELOPMENT LEVEL 6

COD/OS/SW/CC/02/6

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Conduct Social Policy Formulation and Public Administration

July/August 2025

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

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WRITTEN ASSESSMENT

Date: 30.07.2025 08:03 AM

TIME: 3 HOURS

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INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. **Attempt ALL** questions in section A.
3. **Attempt question ELEVEN (11) and any other TWO (2) questions in section B.**
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate answer booklet
6. Do not write on the question paper.

This paper consists of THREE (3) printed pages.

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

SECTION A (40 MARKS)

Attempt ALL the questions in this section.

1. Policies are developed in society to serve several functions. State FOUR roles of social policies in society. (4 Marks)
2. Policy development requires the input of many stakeholders for it to succeed. Mention FOUR roles of government in policy development. (4 Marks)
3. Policy analysis helps to show how well a particular policy meets human needs. Highlight the FOUR importance of policy analysis. (4 Marks)
4. A report is a document prepared that gives insight into the results and facts discovered during certain activities and their interpretation. State FOUR ways of sharing reports in organizations. (4 Marks)
5. Social policy records need to be kept securely for various purposes. Mention FOUR significant types of records kept. (4 Marks)
6. Different policies are formed to address different types of needs within the society. State FOUR types of policies. (4 Marks)
7. Documentation tools are equipment used in organizations to produce and create documents. Identify FOUR important aspects of these documentation tools. (4 Marks)
8. Social welfare policies that have been implemented well in society have had many impacts within society. State FOUR of these impacts in our Kenyan society. (4 Marks)
9. 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)
10. Once a policy has been made, it needs to be managed to be able to achieve its goals. Various groups and stakeholders are involved in policy administration. Mention FOUR of these stakeholders and their roles. (4 Marks)

SECTION A (40 MARKS)

Attempt Question 11 and TWO others in This Section

11. The Kenyan government has implemented a variety of social protection initiatives aimed at enhancing the well-being of its citizens. Many programs are running to cushion members of society from harsh socio-economic conditions and also ensure that social justice is achieved. Despite these efforts, a significant portion of the population remains vulnerable to poverty due to various factors.

Using the case study above, answer the following questions:

- a) State TWO types of programs provided by the government as social welfare. (2 Marks)
- b) Explain THREE factors that influence the social policies in Kenya. (6 Marks)
- c) Discuss SIX challenges faced in the implementation of these programs. (12 Marks)

12. Social policy makers need to do a lot of deliberations concerning certain problems in society to come up with solutions to social problems within the society.

- a) Outline FOUR types of decisions made by social policy makers. (8 Marks)
- b) Describe FOUR steps in government policy making according to the systems theory.

(12 Marks)

13. The parliament of Kenya is currently conducting a public participation on the National Government Constituency Development Fund on whether it should remain in the Member of Parliament docket or be taken to the county.

- a) Explain FOUR types of evaluation done in policy evaluation. (8 Marks)
- b) Discuss FOUR important aspects of public participation in our society in the process of policy development. (12 Marks)

14. You are a social worker in the XYZ organization which plans to introduce a new policy in the organization. They approach you to assist in doing research for the policy.

- a) Explain the FOUR importance of research in social policy. (8 Marks)
- b) Discuss FOUR components of a report written by social policy makers. (12 Marks)