



AMREF INTERNATIONAL TRAINING CENTER

SOCIAL WORK LEVEL 6

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

Conduct Social Policy Formulation and Public Administration

July/August 2026

WRITTEN ASSESSMENT

Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

This paper consists of THREE (3) printed pages

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

Amref International University -TVET Directorate: Training for Primary Health Care

SECTION A: (40 MARKS)

Answer ALL questions in this section.

1. A national taskforce has been formed to strengthen access to social protection services across the country. State FOUR categories of social policies that may be developed to address public needs. (4 Marks)
2. During a social policy formulation workshop, participants highlight the importance of systematic planning in developing effective policies. Outline FOUR problems that may be encountered during social policy formulation. (4 Marks)
3. A government ministry is developing a new community empowerment programme to improve livelihoods and social inclusion. Identify FOUR reasons why a structured policy formulation process is important. (4 Marks)
4. Before implementing a new national policy, public administrators hold consultative forums with stakeholders and community members. Mention FOUR ways of promoting public participation during policy implementation. (4 Marks)
5. A county government is rolling out a social assistance programme across several sub-counties to support vulnerable households. State FOUR challenges that may be encountered during policy implementation. (4 Marks)
6. A research institution has been contracted to assess an existing youth empowerment policy to determine its relevance and effectiveness. Outline FOUR importance of social policy analysis. (4 Marks)
7. A policy analyst is preparing a review report of a government social programme involving multiple sectors. Identify FOUR agencies that may be involved in social policy analysis. (4 Marks)
8. After completing a policy evaluation exercise, findings are shared with relevant stakeholders for decision-making and improvement. State FOUR methods that may be used to present social policy evaluation results. (4 Marks)
9. A newly appointed public administrator is undergoing orientation on governance and organizational management in the public sector. Identify FOUR principles of management applied in public administration. (4 Marks)
10. A documentation officer in a government department is responsible for managing and safeguarding official policy records. State FOUR reasons why retrieval and retention of policy documents are important. (4 Marks)

SECTION B (60 MARKS)

Question 11 is compulsory. Answer any other TWO questions.

11. Read the case scenario below and answer the questions that follows;

The Ministry of Social Services has noted a rising trend of unemployment among graduates from technical and vocational education and training (TVET) institutions across the country. In response to this challenge, the government has established a national taskforce to develop a comprehensive youth employment policy. The taskforce brings together key stakeholders, including government ministries and agencies, private sector representatives, development partners, and community leaders. The aim of the policy formulation process is to identify effective strategies for improving youth employability, strengthening skills-to-job matching, and promoting sustainable employment opportunities for TVET graduates.

a) Discuss FIVE decision-making models that may guide the formulation of the youth employment policy. (10 Marks)

b) Explain FIVE principles of social policy that should be observed during the policy formulation process. (10 Marks)

12. A county government has launched a social welfare programme targeting older persons and persons living with disabilities, requiring coordination among multiple implementing agencies and community participation.

a) Discuss FIVE activities that may be carried out during the implementation of the social welfare policy. (10 Marks)

b) Describe FIVE components of an effective policy implementation framework. (10 Marks)

13. A social policy that has been in operation for four years is undergoing a comprehensive review to assess its effectiveness and achievement of intended outcomes.

a) Discuss FIVE tools used in social policy analysis. (10 Marks)

b) Explain FIVE techniques applied in the evaluation of social policies. (10 Marks)

14. You have been appointed as an administrative and records manager in a social welfare department, with responsibility for coordinating staff and managing official policy documentation.

a) Discuss FIVE functions performed by public administration in the management of social welfare services. (10 Marks)

b) Explain FIVE measures that should be observed to ensure proper security and safety of policy documents. (10 Marks)