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LEVEL 5

Demonstrate Employability Skills

November /December 2025

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

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WRITTEN ASSESSMENT

Time: 3 HOURS

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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.

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This paper consists of FOUR (4) printed pages

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

SECTION A (40 MARKS)*Answer ALL the questions in this section.*

1. Resources are tangible and intangible assets used by an organization to attain or implement its strategies. Define the following terms:
- Resource mobilization (1 Mark)
 - Resource utilization (1 Mark)
 - Resource allocation (1 Mark)
2. Joan is a new employee in her organization, she has been requested by her employer to formulate a personal mission statement. State FOUR steps she should use in formulating her personal mission statement. (4 Marks)
3. Managing individual performance at place of work needs one to have clear goals and expectations. List FOUR ways through which one can improve on their personal performance. (4 Marks)
4. Kimberly is a 19-year girl who has not been performing well in her assigned duties. This has greatly affected her self-esteem. List THREE strategies for developing and maintaining her self-esteem. (3 Marks)
5. Reading effectively entails strategies that will save time, acquire, and retain more information, differentiate between skimming and scanning. (2 Marks)
6. Leisure is the time when we are free or not occupied with tasks that demand time and performance. Give FOUR importance of leisure time at workplace. (4 Marks)
7. Grace is a team leader in her organization, she has been assigned the responsibility of allocating duties to her colleagues. Identify FOUR steps she should follow to prioritize work. (4 Marks)
8. H.I.V/A.I.D.S is an endemic which has claimed many lives at work place. Give FOUR measures that can be put in place to prevent transmission of H.I.V/A.I.Ds at workplace. (4 Marks)
9. The government has recorded five cases of monkey pox virus in Kenya. Outline FOUR ways through which the government is using to create awareness on M-Pox in the country. (4 Marks)
10. Working in teams gets work done fast and effectively in any organization, however for accountability team performance supervisors are put in place. State FOUR roles of performance supervisors. (4 Marks)

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11. Feedback is the sharing of perspectives on work experiences in the organization by employees. Give FOUR ways of collecting and analyzing feedback. (4 Marks)

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SECTION B (60 MARKS)

Answer Any THREE Questions in This Section

12.

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- a. The university students have moved to the streets siting disagreement with the new higher education board financing model. Explain FIVE measures the government should take to address their grievances. (10 Marks)

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- b. Initiative and creativity move the world. They foster the realization of innovative ideas in various industries and contribute to constant developments. Explain FIVE principles that make an organization more efficient.

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(10 Marks)

13. Fire outbreaks in schools have caused loss of lives and property. The government through the ministry of education has been on the limelight for not coming up with measures to resolve the crisis.

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- a. Explain FIVE considerations the government should embrace when coming up with a solution to fire outbreaks. (10 Marks)

- b. Explain FIVE reasons for increased fire outbreaks in schools. (10 Marks)

14. Ethics in workplace define human beings morally by defining what is right, good or evil.

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- a. Discuss FIVE obstacles to responsible behavior at workplace. (10 Marks)

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- b. Explain FIVE importance of the code of ethics at workplace. (10 Marks)

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15. George is a new employee who reports to work late and leaves his workstation before check out time. He is always wasting time on phone calls and gossips.

- a. Describe FOUR importance of time management skills at workplace.

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(8 Marks)

- b. Discuss SIX strategies for improving time management.

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(12 Marks)

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