

LEVEL 5

Demonstrate Employability Skills

July /Aug 2023



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

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATE

1. The paper consists of THREE sections: A, B and C.
2. Marks for each question are indicated in the brackets.
3. A separate answer booklet will be provided.
4. Candidates should answer the questions in English.
5. Do not write on this question paper.

This paper consists of 6 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: (20 MARKS)

*Answer **all** questions in this section. Each question carries one Mark.*

1. Identify one benefit of personal career growth and development.
 - A. Job reduction.
 - B. Career mobility.
 - C. Poor networking.
 - D. Job turnover.
2. When can an individual have low self-esteem?
 - A. Constant success.
 - B. Constantly put down by a significant person.
 - C. Feeling loved and wanted.
 - D. Achievement of life goals.
3. What element aids in managing work prioritization and commitment.
 - A. Controlled work.
 - B. Under developed professionalism.
 - C. Unutilized potential.
 - D. Under developed personal goals.
4. Select the benefit of resource planning.
 - A. It lowers productivity.
 - B. High risk oversights.
 - C. Misuse of resources.
 - D. Ensures specific resources are not being over or underutilized.
5. Choose the most reliable means of communication used in an organization.
 - A. Written communication.
 - B. Grapevine communication.
 - C. Cluster communication.
 - D. Star chain communication.
6. _____ is not a sign and symptom of stress.
 - A. Ability to remember.
 - B. Excessive sweating.
 - C. Inability to make decision.
 - D. Deep sleep.