

**LEVEL 4**

**Demonstrate Employability Skills**

**July /Aug 2023**



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

**WRITTEN ASSESSMENT**

**Time: 2 hours**

**INSTRUCTIONS TO CANDIDATE**

1. The paper consists of two sections **A** and **B**
2. Marks for each question are indicated in the brackets.
3. Do not write on the question paper.
4. A separate answer booklet will be provided.

**This paper consists of 4 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: (10 MARKS)**

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

1. Which one of the following statements helps one to identify their personal strengths?
  - A. Discover your personality.
  - B. Dishonesty.
  - C. Keep a closed mind.
  - D. Imitating others.
  
2. Which of one of the following is a symptom of stress.
  - A. Forgetfulness.
  - B. Ability to make decision.
  - C. Productivity.
  - D. Motivation.
  
3. \_\_\_\_\_ is an important work ethic in every organization.
  - A. Infidelity.
  - B. Minority.
  - C. Integrity.
  - D. Managing.
  
4. Which one of the following is the ability to plan and control how you spend the hours of your day?
  - A. Time management.
  - B. Self-management.
  - C. Goal management.
  - D. Smart.
  
5. \_\_\_\_\_ is a way of measuring individual performance.
  - A. Self-evaluation and checklists.
  - B. Supervision.
  - C. Amount of work done.
  - D. Moods.