



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

Qualification : Level 6

Unit of Competency : Demonstrate Employability Skills

ASSESSOR'S GUIDE WRITTEN ASSESSMENT

INSTRUCTIONS TO ASSESSOR

- i. The candidate has **THREE (3) hours** to attempt all the questions.
- ii. Marks for each question are indicated in brackets ()
- iii. This paper consists of **TWO (2)** sections: A and B
- iv. The candidate is required to provide their responses in the answers booklet.

This paper consists of TEN (10) printed pages.

SECTION A (40 MARKS)

Note to assessor: These are suggested answers to act as guidelines

1. Time management is the key to success in daily activities, mention **three (3)** common time wasters during working hours at the workplace are? (3 marks)
 - **Smartphones and other digital devices**
 - **Noisy offices and chatty co-workers**
 - **Workplace clutter and disarray**
 - **Procrastination and a lack of motivation**
 - **Unnecessary meetings**
 - **Lack of planning**
 - **Inability to say No**

(Award 3 x 1= 3 marks)
2. Employability skills can be divided into soft and hard skills. What is the difference between soft skills and hard skills? (2 marks)
 - **Hard skills are technical knowledge or training that you have gained through any life experience, including in your career or education.**
 - **Soft skills are personal habits and traits that shape how you work, on your own and with others. Effective communication, for example, is a key soft skill many employers seek. Some others include dependability, effective teamwork and active listening.**

(Award 2 x 1= 2 marks)
3. What **three (3)** critical work habits do you need to be a successful employee? (3 marks)
 - **Time management**
 - **Networking**
 - **Self awareness**
 - **Documentation**
 - **Stress management**
 - **Problem solving**
 - **Self-management**
 - **Willingness to work**

(Award 3 x 1= 3 marks)
4. A colleague at work has complained to you that she has stress. What are **three (3)** sources of stress in a workplace? (3 marks)