



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

Qualification : Level 5
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.

SECTION B (40MARKS)

Answer all the questions in this section

1. Which one of the following is not a strategy of time management in an organization?
 - A. Prioritizing the task at hand
 - B. Counselling traumatized work place colleague
 - C. Meeting your supervisor for work plans
 - D. Doing your college assignment**
2. Which of the following type of leave should an employee apply for when is seeking for medical attention
 - A. Study leave
 - B. Maternity leave
 - C. Sick leave**
 - D. Paternity leave
3. The following are reasons for conducting HIV/AIDS Awareness in an organization except
 - A. Prevent further infection
 - B. Promote good health
 - C. Increase stigmatization**
 - D. Promote responsible living
4. _____ is a process of transmission of message and understanding of information between two or more people, it involves at least two parties – a sender and a receiver.
 - A. Body language
 - B. Communication**
 - C. System
 - D. None of the above
5. Which of the following is a non-verbal method of communication?
 - A. Facial expression**
 - B. Report
 - C. Email