

DEMONSTRATE EMPLOYABILITY SKILLS LEVEL 4

July/August 2024



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

WRITTEN ASSESSMENT

TIME- 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

This paper consists of FOUR (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)

In this section, each question carries one (1) mark. Attempt all questions in this section. Choose the correct answer and write it in the answer booklet provided.

1. Which one of the following is a symptom of stress
 - A. Innovative
 - B. Creativity
 - C. Productive
 - D. Confused
2. Having a code of conduct in your work place provides staff with clear standards and expectations of how to do their job. Which one is NOT a good code of conduct.
 - A. Objectivity
 - B. Confidentiality
 - C. Corruption
 - D. Integrity
3. Which one among the following is considered as a hard drug.
 - A. Alcohol
 - B. Tobacco
 - C. Heroin
 - D. Bhang
4. Communication is a method of passing information from one person to the other. Which among the following is not a communication skill.
 - A. Texting
 - B. Listening
 - C. Swimming
 - D. Asking questions
5. Which of the following is a method of collection of information for job analysis?
 - A. Questionnaire method
 - B. Optimisation model
 - C. Ratio analysis
 - D. Trend analysis