

**Level 5**

**Demonstrate Employability Skills**

**November /December 2023**



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

**WRITTEN ASSESSMENT**

**Time: 3 Hours**

**INSTRUCTIONS TO CANDIDATE**

1. This paper has three sections A, B and C.
2. Attempt questions in each section as per instructions given in the section.
3. You are provided with a separate answer booklet.
4. Answer all questions in the answer booklet.
5. Marks for each question are indicated in the brackets.
6. Do not write on the question paper.

**This paper consists of SEVEN (7) 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** the questions in this section.*

*Each question in this section carries one mark*

1. Which of the following statements describes the best approach of assisting colleagues struggling with alcohol?
  - A. Report them to the supervisor for appropriate action.
  - B. Assist them to accomplish their tasks in time.
  - C. Provide information on how to avoid alcohol.
  - D. Refer them to a medical health center.
2. What is a career plateau?
  - A. Employee stagnation in career.
  - B. Employees salary decreasing.
  - C. Failure to meet career goals.
  - D. Failure to get promotions.
3. A task refers to \_\_\_\_\_
  - A. A unit of work.
  - B. A unit of career.
  - C. A unit of position.
  - D. A unit of Profession.
4. The following are negotiation stages except?
  - A. Preparation.
  - B. Middle.
  - C. Closing.
  - D. Bargaining.
5. The conflict resolution mechanism where a neutral fact finder is involved is known as?
  - A. Mediation.
  - B. Litigation.
  - C. Avoidance.
  - D. Arbitration.
6. The following are strategies used in scanning as a reading strategy except?
  - A. Preview.
  - B. Active reading.
  - C. Paraphrase.