

041305T4BUS

BUSINESS MANAGEMENT LEVEL 5

BUS/OS/BM/CR/01/5/A

COORDINATE HUMAN RESOURCE FUNCTIONS

Nov/Dec 2023



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

WRITTEN ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATES

1. This paper has **THREE** sections **A, B** and **C**.
2. You are provided with a separate answer booklet.
3. Marks for each question are indicated in the brackets ().
4. Do not write on the question paper.

This paper consists of Six (6) 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.

1. The following are used to make an operational plan except,
 - A. Vision and mission.
 - B. Resource plan.
 - C. Goals and objectives.
 - D. Action plan.
2. Which of the following plays a vital role in team building process?
 - A. Resources.
 - B. Executive.
 - C. Delegation.
 - D. Assignment.
3. Who approves departmental budgets in an organization?
 - A. Production Manager.
 - B. Operations manager.
 - C. Finance Officer.
 - D. Accounting Officer.
4. Employee appraisal is carried out in accordance to _____
 - A. Organization policy
 - B. Organization strategy
 - C. Human resource policy
 - D. Human resource strategy
5. The second stage in group development is known as?
 - A. Adjourning
 - B. Storming
 - C. Forming
 - D. Norming
6. Which of the following does not form an organization culture?
 - A. Leadership.
 - B. Mission and vision
 - C. Marketing strategies
 - D. Values and believes.
7. Which of the following indiscipline cases may attract an employee's summary dismissal?
 - A. Failure to meet deadlines
 - B. Intoxication at work