

091206T4PTT

PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6

HE/OS/TT/CR/05/6/A

Execute Theatre Administrative Services

July/Aug 2023



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

WRITTEN ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper has two sections **A** and **B**.
2. You are provided with a separate answer booklet.
3. Marks for each question are indicated.
4. Do not write on the question paper.

This paper consist of THREE printed pages.

**Candidate should check the question paper to ascertain that all pages are
printed as indicated and that no questions are missing.**

SECTION A: (40 MARKS)

*Answer **all** the questions in this section.*

1. Policies are principles within an organization that sets direction, guide and influence decision making. State FOUR areas where policies can be derived from. (4 Marks)
2. Skilled and efficient administrator is an asset to the organisation. Outline FOUR decisional roles of an Administrator. (4 Marks)
3. An organization that has poor standard operating procedures can be disastrous. State FIVE effects of poor or no standard operating procedures. (4 Marks)
4. Supervision in an organization is of great importance. Explain THREE benefit of good supervision in theatre department. (3 Marks)
5. Teamwork in any organizations motivates its employees in meeting its goal. State FOUR ways on how to foster teamwork and collaboration in an organization. (4 Marks)
6. A mission statement of an organisation is a broad general goal that describes its purpose or objective in an institution to achieve its goals. State THREE importance of a Mission statement. (3 Marks)
7. A report is a presentation of facts and findings usually as a basis for recommendations. State FOUR principles of writing a report in an organisation. (4 Marks)
8. Staff turnover in a health organisation can make the organisation to fail in meeting its goal. State THREE effects of staff turnover. (3 Marks)
9. An organisation needs resources for effective delivery of its services. State FOUR ways to show how resource mobilization is important (4 Marks)
10. Supervision in an organisation provides guidance and support to worker to promote competency of workers service delivery. State THREE advantages of group supervision. (3 Marks)
11. Time is one of the major resources that can be misused. State FOUR ways in which there can be time wastage when carrying out activities in theatre. (4 Marks)

SECTION B: (60 MARKS)

*Answer any **three (3)** questions in this section.*

12. Motivation to employees is the enthusiasm, energy level, commitment and the amount of creativity that an employee brings to the organization on a daily basis.
- a) Explain the FIVE Maslow's hierarchy of needs that motivates employees in achieving human needs. (10 Marks)
 - b) Explain FIVE rights of an employee (10 Marks)
13. All managers including Theatre in charge should manifest good leadership.
- a) Explain any SEVEN qualities of a good leader. (14 Marks)
 - b) Explain any THREE major leadership styles. (6 Marks)
14. Appraisal is a process that evaluates how well an employee has performed in his/her duty during specified period.
- a) Explain FIVE importance of appraisal to individual employee (10 Marks)
 - b) Performance appraisal is a systemic review of an individual employee's performance on the job, which is used to evaluate the effectiveness of his/her work. Explain FIVE purpose of performance appraisal. (10 Marks)
15. Strategic management is based on a clearly stipulated strategic plan.
- a) Describe the FOUR components of a strategic plan. (16 marks)
 - b) Highlight any FOUR most common challenges in execution of a strategic plan (4 Marks)