

**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

6. Which one of the following is an experience of feeling competent to cope with basic challenges in life and of being worth.
  - A. Arrogance
  - B. Self-esteem
  - C. Wishful thinking
  - D. Self-efficacy
7. One of the major indicators that employees are using drugs and substances at workplace is?
  - A. Good mental health
  - B. Increased worker involvement
  - C. Increased absenteeism
  - D. Decreased complaints from unions.
8. Which of the following is an example of relaxation technique used to manage stress at workplace
  - A. Ruminating about problem.
  - B. deep breathing exercises
  - C. Procrastination
  - D. over working
9. Which one of the following is a time management mistake?
  - A. Delaying tasks
  - B. Managing distractions
  - C. Setting deadlines
  - D. Scheduling tasks
10. Which one of these is considered to be an employee right?
  - A. To not be paid a fair salary or wage
  - B. To be treated equally
  - C. To work in dangerous environment
  - D. To not receive any holiday.

**SECTION B: (40 MARKS)**

*Attempt all questions in this section*

11. Outline **Three** importance of keeping records in an organization. (3 Marks)
12. HIV and AIDS can be transmitted through various modes. List any **Four** such modes. (4 Marks)
13. Monitoring is a routine part of the employee and employer relationship. State **Three** importance of monitoring at workplace. (3 Marks)
14. Outline **Four** ways in which management of an organization can promote healthy relations among its employees. (4 Marks)
15. List **Four** importance of team work. (4 Marks)
16. State **Four** importance of time management at workplace. (4 Marks)
17. List **Three** ways of managing insecurity at workplace (3 Marks)
18. Outline **Three** benefits of setting personal goals. (3 Marks)
19. State **Two** factors to consider when choosing a communication channel. (2 Marks)
20. State **Four** principles of ethics (4 Marks)
21. Outline **Four** importance of leisure time (4 Marks)
22. List **Two** importance of collecting feedback ( 2 Marks)