

Level 4

Demonstrate Employability Skills

November /December 2023



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

WRITTEN ASSESSMENT

Time: 2 Hours

INSTRUCTIONS TO CANDIDATE

1. This paper has two sections A and B.
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 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)

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

Each question in this section carries 1 mark

1. _____ are causes of stress at a work place.
 - A. Environment and thoughts.
 - B. Time management and punctuality.
 - C. Self-management and self-awareness skills.
 - D. Team work.
2. Misuse and wrong use of substances is known as_____.
 - A. Drug abuse.
 - B. Medicine.
 - C. Stress management.
 - D. Peer pressure.
3. Which of the following is a component of emotional intelligence?
 - A. Self-awareness.
 - B. Spirituality.
 - C. Self-interest.
 - D. Favoritism.
4. HIV/AIDs can NOT be spread through_____.
 - A. Sharing food.
 - B. Sexual intercourse.
 - C. Sharing needles.
 - D. Contact with blood of infected person.
5. The following are characteristics of effective personal goals except?
 - A. Specific.
 - B. Strategic.
 - C. Measurable.
 - D. Achievable.
6. Highlight the importance of training employees at a work place.
 - A. Increases job satisfaction and morale.
 - B. Reduces employee productivity.
 - C. Increases accidents at work place.
 - D. Discourages employees and lowers their morale.
7. Ethics at the work place is best described as:

- A. Moral code that guides employees as to what is right or wrong, good or bad in regard to conduct and decision making at work place.
 - B. Being late at work.
 - C. Reporting your colleagues to your boss.
 - D. Being intelligent.
8. Which among the following does NOT promote ethical behaviours at a work place?
- A. Rewarding ethical behaviour.
 - B. Training employees.
 - C. Role models.
 - D. Unprofessionalism.
9. Integrity is best described as:
- A. Being honest and straight forward.
 - B. Dismissal of employees who do not achieve targets.
 - C. Dishonest and not accountable.
 - D. Following rules.
10. Health and safety practices can be promoted at the work place through the following, except?
- A. Using facilities and equipment properly.
 - B. Wearing protective gears.
 - C. Training employees on health and safety measures.
 - D. Following some and not all safety precautions.

SECTION B (40 Marks)

Answer All the questions in this section.

11. Highlight FOUR reasons for having a personal vision statement. (4 Marks)
12. State FOUR elements of emotional intelligence. (4 Marks)
13. Outline FOUR benefits of ethical behaviour at a work place. (4 Marks)
14. List FOUR work place learning methods. (4 Marks)
15. Identify FOUR ways of improving your self-management skills. (4 Marks)
16. Name FOUR emerging issues that employees face at the work place. (4 Marks)
17. Outline FOUR reasons why employees should manage their time effectively. (4 Marks)
18. Highlight FOUR ways of handling stress at the work place. (4 Marks)
19. What are the FOUR benefits of having accountable and responsible employees at the work place? (4 Marks)
20. Your work mate has low self-esteem. List FOUR factors that may contribute to low self-esteem. (4 Marks)

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