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LEVEL 4

Demonstrate Employability Skills

Nov/Dec 2024

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

WRITTEN ASSESSMENT

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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)

Answer all questions in this section. Each question carries one mark

1. Vision is best described as_____.
    A. A picture of what you have achieved in life.
    B. A picture of where you want to be in life.
    C. A picture of what you are doing in life.
    D. A picture of one's mission in life.

2. _____ are personal goals.
    A. Work related activities for an individual.
    B. Specific statements of what an individual wants to achieve.
    C. Daily activities for an individual.
    D. A work plan for the future.

3. Which one of the following is the benefit of continuous training and development organized at workplace.
    A. It helps one get recognition at workplace.
    B. It increases absenteeism at place of work.
    C. It helps workers build skills and knowledge they need to do their job.
    D. It increases accidents at workplace.

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4. Leisure is all about_____.
    A. Time when one is very busy at place of work.
    B. Time when one is free and not occupied with tasks.
    C. Time to take alcohol and energy drinks.
    D. Time to plan and organize work.

5. Identify one way of monitoring employee performance at workplace.
    A. Provide regular feedback on employee performance.
    B. Identifying those to be dismissed.
    C. Take disciplinary action against workers.
    D. To evaluate the company's financial performance.

6. Self-awareness is often associated with_____.
    A. Knowing everything about your friends.
    B. Understanding only your strength.
    C. Understanding only your weaknesses.
    D. Understanding one's strengths and weakness.

7. _____ is a way of stress management at work place.
   A. Rushing to meet deadlines.
   B. Engaging in physical activities to relax your mind.
   C. Working overtime.
   D. Changing your roles and demanding for promotion.
8. Which of the following is a strategy to prevent HIV/AIDs at workplace.
   A. Avoid shaking hands with infected persons.
   B. Use gloves and other barriers when anticipating contact with body fluids.
   C. Avoid sharing water glasses.
   D. Categorize employees and assign duties based on their HIV status.
9. Unethical conduct at place of work can be caused by_____.
   A. Time management.
   B. Code of ethics.
   C. Misleading communication.
   D. Job promotions.
10. _____ is an important employability skill required at work place.
   A. Problem solving.
   B. Spreading rumors.
   C. Stealing from your boss.
   D. Making jokes and fun of your colleagues.

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SECTION B (40 MARKS)

Answer ALL questions in this section.

11. Outline FOUR common time wasters at work place. (4 Marks)
12. Poapoa Company Ltd has organized a learning session for its employees. State FOUR benefits of providing employees with learning opportunities at work place. (4 Marks)
13. Identify FOUR common emotions witnessed among employees at workplace. (4 Marks)
14. Give FOUR benefits of adhering to health and safety practices at workplace. (4 Marks)
15. List FOUR principles of ethics at workplace. (4 Marks)
16. Stress management is important in achieving organizational goals. Mention FOUR signs of stress witnessed among employees at workplace. (4 Marks)
17. Highlight FOUR ways in which employees can be motivated at work place. (4 Marks)
18. Outline FOUR examples of ethical behaviors at place of work. (4 Marks)
19. Identify FOUR measures you will take to support employees struggling with drugs addiction at workplace. (4 Marks)
20. Your organization has introduced leisure time. List FOUR ways in which you will spend your leisure time. (4 Marks)

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