

# TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC) CANDIDATE TOOL

**Qualification Code:** 

**Qualification**: Agricultural Extension Level 6, Agripreneurship Level 6, Building Technician Level 6, (Power Option), Horticulture Production Level 6, HRM Level 6, ICT Technician Level 6, Marketing Level 6, Project Management Level 6, Supply Chain Management Level 6, Business Management Level 6, Construction Management Level 6, Automotive Engineering Level 6, Mechanical Production Technician Level 6, Mechatronics Level 6 and Electrical Engineering Level 6 (Power Option),

**Unit Code** : AGR/CU/EXT/BC/06/6, AG/CU/PN/BC/04/6/A, HO/CU/HP/BC/05/6,

CON/CU/BUT/BC/04/6, CON/CU/CM/BC/05/6, ENG/CU/AUT/BC/4/6,

ENG/CU/PO/BC/04/6, ENG/CU/ME/BC/4/06/A,

ENG/CU/MC/BC/04/6/A,

HRM/CU/BUS/BC/05/6, BUS/MKT/BC/5/6, BUS/CU/PM/BC/05/6/A, BUS/CU/SC/BC/05/6/A, BUS/BM/BC/05/6, IT/CU/ICT/BC/5/6

**Unit of Competency**: Employability Skills

#### **INSTRUCTIONS TO CANDIDATE:**

- 1. In this assessment, you will be required to answer **written** questions.
- 2. You have **3 hours** to answer all the questions.
- 3. Marks for each question are indicated in the brackets.
- 4. The paper consists of **THREE** sections: A, B and C.
- 5. Candidates should answer the questions in English

## **FOR OFFICIAL USE ONLY**

## **SCORING GRID**

## Section A (10 marks)

QUESTION	1	2	3	4	5	6	7	8	9	10	Total Score
Mark(s)	1	1	1	1	1	1	1	1	1	1	10
Score											

# Section B (40 marks)

QUESTION	11	12	13	14	15	16	17	18	19	20	21	Total Score
Mark(s)	4	4	2	2	2	4	4	4	4	5	5	40
Score									<b>.</b>	0		

## Section C (50 marks)

QUESTION	22	23	24	25	Total Score
Mark(s)	10	10	10	20	50
Score					

## **OVERALL SCORE** (Section A, B and C) (100 marks)

SECTION	Section A	Section B	Section C	OVERALL SCORE
Mark(s)	10	40	50	100
Score				

#### **SECTION A: 10 MARKS**

#### Each correct answer is 1 mark

#### Encircle the correct response

- 1. Which of the following statements best describes professional integrity?
  - A. Practicing a profession according to professional guidelines
  - B. Practicing a profession as instructed by the manager
  - C. Practicing a profession within moral values of society
  - D. Practicing a profession as studied in college
- 2. Grooming is a term associated with?
  - A. Time management
  - B. Personal hygiene
  - C. Problem solving
  - D. Self-management
- 3. Which of the following statements is TRUE about safe job procedure/work habits?
  - A. Helps one to be happy at work
  - B. Helps one to acquire necessary skills
  - C. Helps one to become more productive at work
  - D. Helps one minimise potential risk at work
- 4. A written statement of policies and principles that guide the behaviour of all employees is called?
  - A. Code of ethics
  - B. Code of standards
  - C. Ethical dilemma
  - D. Work standards
- 5. The following are self-management skills except?
  - A. Problem solving
  - B. Bargaining for self
  - C. Understanding self
  - D. Confidence building
- 6. Who is responsible for preparing a code of conduct for employees in an organisation?
  - A. HR officer

- B. Finance Officer
- C. Chief Executive Officer
- D. Procurement Officer
- 7. Which of the following principle is true with regard to gender mainstreaming?
  - A. Men and women are paid the same salary
  - B. Men and women are the same workplace
  - C. Men and women are given the same workload
  - D. Men and women are equally involved in decision making
- 8. Workplace policy on HIV/AIDS covers the following except?
  - A. Non-discrimination of the affected and infected
  - B. Care and support of the affected and infected
  - C. Recognition and disclosure of the infected
  - D. Recognition of HIV/AIDS as a workplace issue
- 9. Which of the following is an essential element in achieving one's goals?
  - A. Self-denial
  - B. Self-motivation
  - C. Good diet
  - D. Good hygiene
- 10. What is emotional intelligence?
  - A. Ability to project, feel and use emotions
  - B. Ability to recognize emotions
  - C. Ability to learn about emotions
  - D. Ability to understand, use and manage emotions

## **SECTION B: 40 MARKS**

# You are required to answer all the questions in the spaces provided.

11. Wh	nich are the main types of communication at the workpl	ace?	(4 Marks)
• • • • • • • • • • • •			
		•••••	• • • • • • • • • • • • • • • • • • • •
	wet.		
12. The	ere are various self-management skills that can be appli	ed at the workpl	ace, FOUR of
	ere are various self-management skills that can be appli	ed at the workpl	ace, FOUR of (4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)
wh	ich are?		(4 Marks)

13. What are employability skills?	(2 Marks)
14. What is 'stress'?	(2 Marks)
29 July 10	
15. What is the difference between a vision and a goal?	(2 Marks)
	• • • • • • • • • • • • • • • • • • • •

©IVEI Curriculum Development, Assessment and Certification Council	March/April. 2021
	•••••
16. There are various methods of acquiring relevant job-related sk	rills and knowledge at the
workplace, FOUR of which are?	(4 Marks)
25 Mar.	
<i>&amp;</i>	
17. When making an oral presentation at the workplace, you may	
audiences. Which are these audiences?	(4 Marks)
	· · · · · · · · · · · · · · · · · · ·

©TVET Curriculum Development, Assessment and Certification Council	March/April. 2021
	•••••
18. Why are planning and organising skills important for an employee?	
, colf	
age Made.	
19. What are the characteristics of an effective workplace team?	(4 Marks)

©TVET Curriculum Development, Assessment and Certification Council	March/April. 2021
	•••••
20. What are the FIVE stages of team development?	(5 Marks)
	, , , , , , , , , , , , , , , , , , ,
	•••••
······	
<u>.</u>	
Wai sur	
2065)	
	•••••
21. Why is it important for employees to focus on their career growth and de-	velopment?
The state of the s	(5 Marks)
	(3 Marks)
	• • • • • • • • • • • • • • • • • • • •

©IVEI Curriculum Development, Assessment and Certification Council	march/April. 2021

easythet.com

# **SECTION C: 50 MARKS**

## You are required to answer all the questions in the spaces provided.

22. List and explain 5 common communication barriers you may come acros	
to a new city or country.	(10 Marks)
	•••••
	• • • • • • • • • • • • • • • • • • • •
	•••••
	•••••

©TVET Curriculum Development, Assessment and Certification Council	March/April. 2021
23. Over the years, ABC enterprises have been controlling the market share	in Kenva
However, the last one year the organization has been experiencing stiff c	=
the new entrants in the market. As a result of this phenomenon, the chief	=
(CEO) of the organization has constituted a committee to formulate turns	
that will ensure the revival of the organization. As a member of the const	ituted committee
identifies the decision-making process that will be used to achieve the ab	ove strategies
and the second s	(10 Marks).
Secular Colu	
۵°	

©TVET Curriculum Development, Assessment and Certification Council	March/April. 2021
	•••••
······································	
Jak Colli	
28 <sup>65</sup>	
24. John, an upcoming motivational speaker has been invited to address stude	ents at Meru
University of Science and Technology. Explain to him at least five relevant	nt public
speaking tips he should consider in order to deliver his speech effectively	. (10 Marks)
	•••••
	•••••
	•••••
	•••••
	•••••

©TVET Curriculum Development, Assessment and Certification Council	March/April. 2021
con con	
& SAND COLL	
25. You have been offered employment at FGH Company LTD. What T	EN employability
skills should you possess?	(20 Marks)

©TVET Curriculum Development, Assessment and Certification Council	March/April. 202
<u> </u>	
est to the state of the state o	

©IVEI Curriculum Development, Assessment and Certification Council	March/April. 2021
	•••••
easytuat.com	
Section 1985 and 198	