

041305T4HRM

HUMAN RESOURCE ASSISTANT LEVEL 5

HRM /OS/BUS/CR/06/5

Manage Human Resource Records

July/August 2024



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

Time: 3 hours

INSTRUCTIONS TO CANDIDATES

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

This paper consists of 5 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 (40 Marks)

Answer all the questions in this section.

1. Your Company is setting up a new filing system to organize its human resource documents. Name **three** resources needed for filing. (3 Marks)
2. You are the human resource assistant at ABC firm and part of your tasks involve maintaining human resource records. List **four** types of records that you will maintain for each employee. (4 Marks)
3. John is a human resource assistant at Taptengele Enterprises. The Company is required to maintain various forms of human resource records to comply with legal and regulatory requirements. Identify **three** forms used for capturing human resource records. (3 Marks)
4. Your desk is piled with unfiled documents and you need to organize them efficiently. State **four** essential filing skills required for effectively managing the employees records. (4 Marks)
5. A company is updating its records management policies to ensure compliance with data protection regulations and improve efficiency in handling records. State **four** contents that should be included when drafting the new policies. (4 Marks)
6. As a human resource officer, you are tasked with overseeing the process of restructuring the organization's filing system. Outline **five** factors you should consider when designing a new filing system. (5 Marks)
7. KYZ enterprise is working on improving its storage of human resource records to ensure compliance with data protection regulations. State **five** resources essential for storing human resource records effectively. (5 Marks)
8. Your company is concerned about the physical security of its human resource records especially in light of recent burglary cases in the area. As the human resource manager, you are responsible for ensuring the records are securely stored. Outline **three** measures to be taken to physically secure the human resource records. (3 Marks)
9. As the human resource manager; you are tasked with implementing a new indexing system to enhance efficiency and accessibility of human resource records in the organization. Identify **four** methods that you will use to index human resource records effectively. (3 Marks)

10. It is important for every organization to prepare a policy on the retrieval of records to ensure that employees understand the procedures for accessing and retrieving human resource records. Mention **three** contents that should be included when drafting a policy on the retrieval of human resource records. (3 Marks)
11. Retrieving human resource records effectively requires a combination of resources. List **three** resources essential for retrieving human resource records. (3 Marks)

easytvvet.com

SECTION B: (60 Marks)

Answer question 12 and any other Two questions in this section.

Use the case study below to answer question 12

KAKA LIMITED

Kaka limited is facing challenges with its human resource records management system. The company has a mix of physical and digital records, making it difficult to locate and retrieve information efficiently. Additionally, there are concerns about data security and compliance with privacy regulations. There is a need to recruit a human resource manager who will be tasked with improving the records management system and training employees on the new records management system within the organization.

Required

12. a) Highlight **three** challenges faced by Kaka Limited in its human resource records management system. (6 Marks)
- b) Explain **three** measures that Kaka limited may take to improve its human resource records management system. (6 Marks)
- c) Highlight **four** potential benefits of improving the human resource records management system for Kaka limited. (8 Marks)
13. a) Mwangaza Corporation is reviewing its policy provisions on retention of records. Highlight **five** factors that should be considered when determining the time duration for retaining different types of records in the company. (10 Marks)
- b) Imagine that you work for a company that needs to dispose-off sensitive documents containing customer information. Explain **five** methods that you would recommend for the disposal. (10 Marks)
14. a) Human resources records may require sorting before filing. Outline **four** basis of categorizing human resource records. (8 Marks)
- b) YZ company faced a legal challenge from a former employee regarding termination procedures. The human resource department however had up to date records on the

employee. Explain **six** importance of keeping accurate and up to date human resource records. (12 Marks)

15. (a) Alphabetical filing is more common in microfinance institutions. Highlight **five** advantages of using the method in organizing documents. (10 Marks)

(b) You have been tasked to make a presentation on records management. Outline **five** features a good record management system that you shall present. (10 Marks)

easytvvet.com

This is the last printed page.