

LEVEL 6

Demonstrate Employability Skills

Nov /Dec 2024



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

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

**This paper consists of THREE (3) 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. Identification of stressors within working environment is a major step towards coming up with coping strategies. List THREE stressors that employees encounter at place of work. (3 Marks)
2. You have been asked by your supervisor to prepare a presentation on benefits of self-awareness at workplace. Highlight THREE key points that you will include in your presentation.(3 Marks)
3. Chijo is an employee in charge of operations at Kolkol communication Network. Advise him on THREE non-verbal cues he can employ to enhance effective interpersonal communication. (3 Marks)
4. Zulazula company has budgeted for creation of awareness on HIV/AIDs. Outline FOUR importance of conducting awareness on HIV/AIDs. (4 Marks)
5. Janjara is your colleague at workplace. Highlight THREE measures that she can take to improve on time management. (3 Marks)
6. Work diversity and inclusivity are important components that influence productivity. List THREE examples of diversity that exist at workplace. (3 Marks)
7. Assertiveness is a very important skill used in ensuring one's voice is heard. State THREE principles that can enable workers to develop assertiveness. (3 Marks)
8. Self Esteem is how one values his/her self-worth based on how individuals feel about their appearance and behavior. Identify THREE factors that influences one's self esteem. (3 Marks)
9. You have secured employment at Utigongo Company LTD. State THREE ways in which you will integrate personal goals with those of the organization. (3 Marks)
10. Ethics and code of conduct are emerging issues that impact and shape employee's behavior at workplace. List THREE ethical values that you will adhere to at workplace. (3 Marks)
11. You are an employee at Milk Production Company working as an innovation officer. Outline THREE measures that you will take to promote creativity and innovation among employees. (3 Marks)
12. Gender mainstreaming is important in achieving gender equality at work place. State THREE reasons why organizations must adhere to gender equality. (3 Marks)
13. Continuous employees' training and professional certifications are highly emphasized by both emerging and high growth industries and organizations. Outline THREE benefits of having well trained and professionally qualified employees. (3 Marks)

SECTION B (60 MARKS)

Answer Any THREE Questions in This Section.

14. Matezuri Company Limited has witnessed increased conflicts and anger outburst among employees.
- a. Explain FIVE situations that may have led to increased conflicts witnessed by employees at Matezuri Company Limited. (10 Marks)
 - b. Discuss FIVE measures that employees at Matezuri Company Limited can use to manage anger. (10 Marks)
15. As a Team Leader at Chetu Energy Production Company Ltd, you have noticed unethical behavior among employees at workplace.
- a. Explain FIVE factors that may have led to unethical behavior experienced at the Company. (10 Marks)
 - b. Discuss FIVE strategies that can be taken to promote ethical behavior among workers at the Company. (10 Marks)
16. Pandia is the current managing director at Mizigo Oil Refinery Limited. You have been selected by the company's management as a consultant on matters of learning and personal career growth and advancement.
- a. Explain FIVE factors that may necessitate learning at the Company (10 Marks)
 - b. Describe FIVE reasons why employees should possess problem solving skills. (10 Marks)
17. The managing director of a company in your community believes that organizations should address community needs and expectations. The director has sought for your expert services in an effort to address community needs.
- a. As a consultant, explain FIVE possible problems faced by your community. (10 Marks)
 - b. Explain FIVE reasons why acquisition of employability skills is important for employees at the Company in addressing community needs and expectations. (10 Marks)