

LEVEL 4

Demonstrate Employability Skills

March/April 2026



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

WRITTEN ASSESSMENT

TIME:2 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections **A** and **B**.
2. Answer **ALL** the questions in each section.
3. Marks for each question are indicated in the brackets.
4. You are provided with a separate answer booklet to answer the questions.
5. Do not write on the question paper.

This paper consists of FOUR (4) printed pages.

**Candidate 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

1. Setting personal goals helps employees to _____.
 - A. Avoid responsibilities
 - B. Focus on personal development
 - C. Reduce teamwork
 - D. Increase conflict
2. Which behavior demonstrates emotional self-control at work?
 - A. Shouting at colleagues
 - B. Reacting impulsively
 - C. Staying calm during conflict
 - D. Ignoring feedback
3. Wearing protective gear at work helps to _____.
 - A. Improve fashion
 - B. Prevent workplace hazards
 - C. Reduce productivity
 - D. Cause discomfort
4. Reporting unsafe conditions at work helps to
 - A. Create conflict
 - B. Increase risks
 - C. Maintain a safe environment
 - D. Delay operations
5. Workplace learning mainly aims at improving employees' _____.
 - A. Social status
 - B. Knowledge and skills
 - C. Personal opinions
 - D. Salary levels
6. One effective way of learning at work is through _____.
 - A. Mentoring

- B. Complaints
 - C. Punishment
 - D. Conflict
7. A code of conduct in an organization is mainly used to _____.
- A. Punish employees
 - B. Limit learning
 - C. Reduce teamwork
 - D. Guide professional behavior
8. Which of the following is an example of ethical behavior at work?
- A. Misuse of resources
 - B. Honesty in reporting
 - C. Favoritism
 - D. Corruption
9. On-the-job training helps employees to _____.
- A. Avoid responsibilities
 - B. Reduce teamwork
 - C. Apply skills directly
 - D. Waste time
10. HIV/AIDS awareness programs at the workplace mainly promotes. _____.
- A. Healthy and safe working practices
 - B. Discrimination
 - C. Job termination
 - D. Immorality

SECTION B (40 MARKS)

Answer ALL questions in this Section

11. State THREE practices that help employees manage their time at work. (3 Marks)
12. State FOUR safe work practices that help reduce workplace hazards. (4 Marks)
13. Corruption undermines organizational goals and is often illegal. List THREE forms of corruption. (3 Marks)
14. State FOUR reasons why organizations provide employee training. (4 Marks)
15. List FOUR benefits of observing safety rules at the workplace. (4 Marks)
16. Collecting information at work means finding the facts needed to do your job well.
State THREE methods of collecting information at the workplace. (3 Marks)
17. List FOUR barriers to effective communication at the workplace. (4 Marks)
18. Continuous training is the art of learning regularly while at work. State FOUR reasons why continuous training is important. (4 Marks)
19. Hazards threaten your safety by causing accidents and injuries. State FOUR types of hazards. (4 Marks)
20. State THREE factors that can improve the performance of an employee (3 Marks)
21. List FOUR benefits of observing ethical standards in an organization. (4 Marks)