namibia university
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCE AND EDUCATION

DEPARTMENT OF TECHNICAL, VOCATIONAL EDUCATION AND TRAINING

QUALIFICATION : DIPLOMA IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING: MANAGEMENT	
QUALIFICATION CODE: 06DTVM	LEVEL: 6
COURSE CODE: HRV610S	COURSE NAME: HUMAN RESOURCES MANAGEMENT IN TVET
SESSION: JULY 2024	PAPER: 2
DURATION: 3 HOURS	MARKS: 100

SECOND OPPORTUNITY EXAMINATION QUESTION PAPER	
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MODERATOR:	Mr David Mateu

INSTRUCTIONS
1. This examination paper consists of six questions, answer ALL the questions.
2. Read all the questions carefully before answering.
3. Number the answers correctly

THIS QUESTION PAPER CONSISTS OF 4 PAGES (Including this front page)

Question 1   **[5 x 2 = 10 marks]**

Read the following multiple-choice questions. For each statement, select the option that best answers the statement.

1.1   Job analysis, job evaluation, pay survey, and pay structuring are essential elements
       of a _____   (2 marks)

       a.   Recruitment
       b.   Selection
       c.   Compensation
       d.   Job Description

1.2   Verifying the accuracy of information provided by an applicant is referred to as:
                                                                          (2 marks)
       a.   Induction
       b.   Reference checking
       c.   Selection
       d.   Recruitment

1.3   Which of the following benefits below is a legally mandated benefit.   (2 marks)

       a.   Social security
       b.   Medical aid scheme
       c.   Training and staff development
       d.   Entertainment expenses

1.4   Which of the following refers to the selection of the most suitable candidate, judged
       by predetermined criteria, to be placed in a specific position.   (2 marks)

       a.   Reference checking
       b.   Selection
       c.   Induction
       d.   Job analysis

1.5   _____ means a set of affirmative action measures
       designed to ensure that persons in designated groups enjoy equal employment
       opportunities at all levels of employment and are equitably presented in the
       workforce of a relevant employer.   (2 marks)

       a.   Diversity
       b.   Inclusion
       c.   Affirmative action

Question 2   **[4 x 2 = 8 marks]**
Performance management is a set of processes and systems aimed at developing employees, so they perform their job to the best of their ability. There are four steps used in monitoring the performance of employees. The steps underneath are scrambled, write down the steps in the correct chronological order.

Step 1:   Monitoring
Step 2:   Rating and rewarding.
Step 3:   Planning
Step 4:   Developing

Question 3   **[27 marks]**
You are in the process of establishing your own VTC. Part of the process requires you to do workforce planning.

    3.1   Explain workforce planning.   **(3 marks)**

    3.2   Mention at least six benefits of workforce planning.   **(6 marks)**

    3.3   Discuss the six different stages you would use in developing the workforce plan for your VTC.   **(18 marks)**

Question 4   **[20 marks]**
You are the Head of Finance and Administration at Amadhila VTC. You must conduct a job analysis for a Trainer: Maritime Operations.

    4.1   Mention the six steps you would use to conduct the job analysis.   **(6 marks)**

    4.2   Mention any four methods you would use in conducting the job analysis. **(4 marks)**

    4.3   A Job Description (JD) is an organised factual statement, which entails the environment, conditions, duties, and responsibilities of a specific job. Explain at least ten components that a JD should contain.   **(10 marks)**

Question 5   **[20 marks]**
In your role as Head of Finance and Administration at Amadhila VTC you have noticed that there are no employee wellness programmes.

    5.1   Mention **four benefits to the organization** and **four benefits to employees** of promoting a healthy workforce.   **(8 marks)**

    5.2   Explain the four main aims of occupational safety and health programmes.

                                                                                       (12 marks)

Question 6   **[15 marks]**
Induction is a formal process of familiarizing new employees with the organisation, their job and their work unit. As Head of Training at XYZ Vocational Training Centre you must arrange an induction session for new employees.

6.1   Mention 5 benefits of induction/orientation.   **(5 marks)**

6.2   Mention and explain at least five organizational information you would address with the new employees, to introduce them to the centre.   **(5 x 2 = 10)**

(TOTAL = 100 marks)

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