



**PAMIBIA 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: TRAINER	
QUALIFICATION CODE: 06DTVT	LEVEL: 6
COURSE CODE: MTV620S	COURSE NAME: MANAGEMENT OF TVET
SESSION: NOVEMBER 2025	PAPER: 1
DURATION: 3 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
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INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.3. Number the answers clearly

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

Question 1**(10 marks)**

Read the following statements and indicate true if you agree with the statement and false if you do not agree.

- 1.1 Management is the art of getting things done through other people, whereas a leader influences others to work together willingly on related tasks to attain goals desired by the leader or the group. **(1 mark)**
- 1.2 A transactional leader makes few decisions and allows their staff to choose appropriate workplace solutions. **(1 mark)**
- 1.3 An assessment coordinator at a VTC forms part of middle management. **(1 mark)**
- 1.4 A Centre Manager at a VTC does not need to have technical and conceptual skills. **(1 mark)**
- 1.5 A VTC can operate without any policies, procedures, or guidelines. **(1 mark)**
- 1.6 Continuous Professional Development (CPD) is only meant for employees and not the Centre Manager. **(1 mark)**
- 1.7 One of the ways a Centre Manager at a VTC can build solid and positive relationships is by showing respect. **(1 mark)**
- 1.8 The Head of Training is responsible for the strategic direction of a VTC. **(1 mark)**
- 1.9 One of the functions of establishing work groups is to work on complex and independent tasks. **(1 mark)**
- 1.10 Negotiation in the workplace refers to a way in which people settle their differences to avoid an argument and dispute. **(1 mark)**

Question 2**(8 marks)**

A policy is a written statement or set of statements that describes principles, requirements, and limitations and is characterised by indicating “what” needs to be done rather than how to do it. There are eight steps in developing organisational policies. The steps below are scrambled. Put the steps in the correct order.

1. **Implementation** **(1 mark)**
2. **Maintenance and Review** **(1 mark)**
3. **Drafting** **(1 mark)**
4. **Approval** **(1 mark)**
5. **Communication** **(1 mark)**
6. **Consultation with stakeholders** **(1 mark)**
7. **Needs Analysis** **(1 mark)**
8. **Research** **(1 mark)**

Question 3**(16 marks)**

Mr Likando has been serving as Centre Manager since 2002. Mr Likando has not participated in any professional development opportunities. However, Mr Likando acknowledged that he needed to develop himself professionally.

3.1 Mention six (6) reasons why Continuous Professional Development is important. **(6 marks)**

3.2 Explain the Continuous Professional Development cycle Mr Likando should follow. **(10 marks = one mark for the correct stage mentioned and one mark for the correct explanation)**

Question 4**(14 marks)**

4.1 Explain the four (4) fundamental functions of Managers at a Vocational Training Centre. **(8 marks = 1 mark for the correct function mentioned and 1 mark for the correct explanation)**

4.2 Mention the different management levels at a Vocational Training Centre. Provide one example of each. **(6 marks)**

Question 5**(30 marks)**

Mr Sydney joined Auas VTC in August 2025. In one of his staff meetings, he was informed that the centre lacked a strategic plan. Mr Sydney indicated that a strategic plan should be developed immediately. The Head of Administration and Finance offered to facilitate the strategic planning process.

5.1 Mention four (4) benefits of strategic planning. **(4 marks)**

5.2 Discuss at least six (6) components that the strategic plan should contain. **(12 marks)**

5.3 Mention five (5) best practices the Centre Manager and the Head of Administration and Finance can use to ensure the strategy is successfully implemented. **(5 marks)**

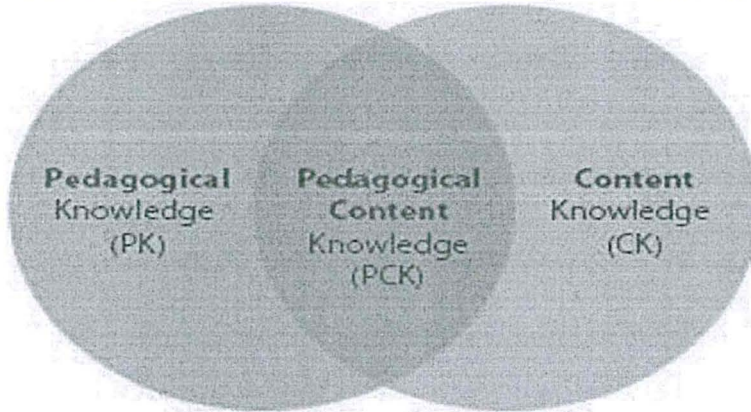
5.4 Explain five (5) possible challenges they can face during the planning process. **(5 marks)**

5.5 Mention four (4) supporting plans that can assist in ensuring the strategic plan is successfully implemented. **(4 marks)**

Question 6

(6 marks)

Look at the figure below and answer the questions that follow:



- 6.1 Define the following: **(6 marks)**
- a. Content knowledge **(2 marks)**
 - b. Pedagogical knowledge **(2 marks)**
 - c. Pedagogical content knowledge **(2 marks)**

Question 7

(16 marks)

Work-Integrated Learning (WIL) has been identified as a way of equipping graduates with the attributes that make them work-ready.

- 7.1 Mention six (6) benefits of Work-Integrated Learning for trainees. **(6 marks)**
- 7.2 Explain at least two (2) responsibilities of the following staff during the WIL planning phase:
- a. Liaison / Placement Officer **(2 marks)**
 - b. Trainer **(2 marks)**
- 7.3 Discuss the roles and responsibilities of:
- a. The trainee during the WIL implementation phase **(4 marks)**
 - b. The company during the WIL implementation phase **(2 marks)**

Total = 100 marks

END