



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF TECHNICAL AND 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 TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
SESSION: NOVEMBER 2023	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 QUESTION PAPER CONSISTS OF 4 PAGES (Including this front page)

Question 1**(10 marks)**

Read the following statements below. Indicate True or False if you agree or disagree with the statements.

- 1.1 A Centre Manager does not need to participate in Continuous Professional Development.
- 1.2 Tactical and operational plans are long-term plans of an organization.
- 1.3 Technological, globalization, social and political and workforce diversity are external factors which affect organizational change.
- 1.4 The Head of Training support at a VTC is part of Middle Management.
- 1.5 A leader or manager do not need emotional intelligence to lead and/or manage.
- 1.6 Once a strategic plan is implemented there is no need for monitoring and evaluation.
- 1.7 A policy is a written document that provide "ideas and opinions" on how things should be done at an organization.
- 1.8 Effective working relationships at a VTC improves morale and increases productivity.
- 1.9 A trade union refers to an association of employees whose principal purpose is to regulate relations between employees and their employers.
- 1.10 Trainers content knowledge refers to the facts, concepts, theories and principles taught and learned in a specific occupation.

Question 2**(10 marks)**

The main goal of Continuous Professional Development (CPD) is to keep the trainer up-to-date on current trends of their trades or occupations by helping them develop new knowledge and skills in their trades. The CPD cycle consists of five steps. The steps underneath are scrambled, write down the steps in the correct chronological order.

- Step 1: Apply your learning
- Step 2: Learning Activities
- Step 3: Identify and plan
- Step 4: Share your learning
- Step 5: Reflect on your learning

Question 3**(16 marks)**

Mr liyambo was recently appointed as Centre Manager at Uugulu VTC. Prior to his appointment as Centre Manager, he served as Head of Training.

- 3.1 Discuss at least five leadership skills that will assist Mr liyambo to manage the day-to-day functions of Uugulu VTC.
(10 marks)
- 3.2 Mention three differences between leadership and management.
(6 marks)

Question 4**(20 marks)**

As Centre Manager, Mr liyambo appointed a strategic planning and change management coordinator, Mr Thomas at Uugulu VTC. Mr liyambo and Mr Thomas have engaged extensively with middle management to develop and implement a strategic plan as well as a change management plan. During the bi-annual monitoring and evaluation meetings with middle management, Mr Thomas was informed that certain employees are resisting the change.

- 4.1 Discuss five roles of leadership in change management.
(10 marks)
- 4.2 Mention five reasons why employees are resisting the change at Uugulu VTC.
(5 marks)
- 4.3 Mention five techniques that the leadership can use to overcome the resistance to change.
(5 marks)

Question 5**(20 marks)**

You have been appointed as Head of Training at a VTC six months ago. You have observed that no trainees are placed for industrial attachment.

- 5.1 Mention five possible reasons why no trainees are placed for industry attachment.
(5 marks)
- 5.2 Discuss five benefits of industry attachment to trainees.
(5 marks)
- 5.3 Explain what you would do as Head of Training to implement an industry attachment programme at the VTC.
(10 marks)

Question 6

(24 marks)

A vision statement states the current and future objectives of an organisation and is intended as a guide to help the organisation make decision that align with its declared set of goals.

- 6.1 Critically look at the two vision statements of VTCs below. Which of the vision statements best describes a futuristic vision for the VTC. Motivate your answer by providing three reasons for your answer.

Vision Statement 01

The most reputable service provider who contributes to socio-economic development of our country.

Vision Statement 02

To establish ABC VTC as the preferred vocational training institution where trainees can develop a wide range of vocational skills, knowledge and attitudes that will contribute towards socio-economic development.

(4 marks)

- 6.2 Discuss five components of a strategic plan. **(10 marks)**
- 6.3 Mention five challenges and possible solutions in strategic planning. **(10 marks)**

TOTAL = 100 MARKS

[END OF PAPER]