



**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: HRV610S	COURSE NAME: HUMAN RESOURCES MANAGEMENT IN TVET
SESSION: JULY 2023	PAPER: 2
DURATION: 3 HOURS	MARKS: 100

SECOND OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms Indepentia de Waldt
MODERATOR:	Mr Kamwi Subasubani

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

(5 x 2 = 10 marks)

Match the definitions in Column B to the terms in Column A. Write down only the correct answer (for example: 1.1 Job Description: An organised factual statement, which entails the environment, conditions, duties and responsibilities of a specific job)

	COLUMN A	COLUMN B
1.1	Job Analysis	Refers to the selection of the most suitable candidate, judged by predetermined criteria, to be placed in a specific position
1.2	Workforce Planning	Verifying the accuracy of factual information provided by the applicant
1.3	Reference Checking	Process of studying and collecting information relating to activities and responsibilities of a specific job
1.4	Induction	Process of making sure that individuals with the right skills are where they need to be at the right time to meet an organisation's current and future needs
1.5	Selection	Process of introducing a new employee to the company culture, processes and co-workers

Question 2

(10 marks)

Mali (2018) defines Human Resources Management as *“making decisions that relate to developing and implementing policies and practices for managing work and employment relationships for effectively and efficiently achieving the goals of an organisation while also keeping in mind the needs of the employees.”*

You are the Head of Training at TI VTC, explain your role, in the following Human Resources Management functions:

- a. Recruitment and Selection (2 marks)
- b. Induction / Orientation (2 marks)
- c. Retention (2 marks)
- d. Performance Management (2 marks)
- e. Job Descriptions (2 marks)

Question 3**(15 marks)**

You are the Head of Training at a VTC. Recently one of your Trainers refused to carry out a lawful instruction given to him. Upon investigation, you realize that the Trainer was never provided with a Job Description.

- 3.1 Explain the benefits of a good job description. **(10 marks)**
- 3.2 Discuss how you, as the Head of Training, would remedy the situation. **(5 marks)**

Question 4**(25 marks)**

You were recently appointed as Centre Manager at XYZ VTC. You have noticed there are no health and safety programmes in place. During your short time at XYZ VTC, you have been receiving several queries regarding workplace health and safety.

- 4.1 Mention any three benefits to the organisation and three benefits to the employees for promoting a healthy workforce. **(6 marks)**
- 4.2 Discuss at least two possible reasons as to why you as Centre Manager receive queries regarding workplace health and safety. **(4 marks)**
- 4.3 Provide solutions to solve the above-mentioned. **(4 marks)**
- 4.4 One of the employees got injured in the workshop. Mention three direct costs and three indirect costs the VTC may incur as a result of the injuries. **(6 marks)**
- 4.5 Mention at least five duties, you as an Employer has towards your employees in terms of Health and Safety as outlined in Namibia's Labour Act, 2007 (Act No. 11 of 2007). **(5 marks)**

Question 5**(25 marks)**

As Centre Manager at your VTC, you have a vacancy for Head Training.

- 5.1 Discuss whether you will use internal or external recruitment. **(2 marks)**
- 5.2 Explain why you would prefer the specific recruitment source. **(8 marks)**
- 5.3 Discuss and explain the method you would use to advertise the position. **(4 marks)**
- 5.4 Discuss the interview type you would use when interviewing the shortlisted candidates. **(2 marks)**
- 5.5 Mention five guidelines you would follow to ensure effective interviewing takes place. **(5 marks)**

- 5.6 Mention two reasons why you would use reference check on the candidates who were found suitable for appointment. **(4 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 your VTC you have to arrange an induction session for new employees.

- 6.1 Mention five (5) benefits of induction / orientation. **(5 marks)**
- 6.2 **Mention** and **explain** five organization information you would share with the new employees, to introduce them to the centre. **(10 marks)**