



THE KENYA NATIONAL EXAMINATIONS COUNCIL

Qualification Code : 041306T4BUS
Qualification : Business Management Level 6
Unit Code : BUS/OS/BM/CR/02/6/A
Unit of Competency: Manage Human Resource

WRITTEN ASSESSMENT

Instructions:

- i. You are allocated **Three (3) hours**.
- ii. This assessment has two sections (**A and B**). Attempt questions in each section as per instructions given in the section.
- iii. You are provided with a separate answer booklet.
- iv. Do not write on the question paper
- v. Marks for each question are indicated in the brackets []

SECTION A: (40 MARKS)**Attempt ALL questions in this section**

1. Human capital reporting is the way forward for the organizations. State TWO reasons why Human Capital Reporting is yet to be embraced by many organizations **[2 marks]**
2. One major role of a HR manager of any organization is to identify human resource gaps within the organization. Define the term human resource gaps. **[3 marks]**
3. List FOUR types of media that can be used by an organization to advertise for jobs. **[4 marks]**
4. State FOUR methods that may be used by an organization to motivate its employees. **[4 marks]**
5. Outline FOUR reasons for change management in human resource. **[4 marks]**
6. Identify FOUR types of records that a human resource manager should maintain. **[4 marks]**
7. State FOUR factors that lead to high labor turnover. **[4 marks]**
8. Outline the stages followed when creating teams in an organization. **[4 marks]**
9. A human resource manager should ensure that employee welfare is. List FOUR ways in which this can be achieved. **[4 marks]**
10. Outline FOUR components of the payroll. **[4 marks]**
11. State THREE disciplinary actions that may be taken against an errant employee. **[3 marks]**

SECTION B: (60 MARKS)

In this section, you are required to answer THREE (3) questions; question TWELVE (12) is compulsory and any other TWO (2) questions, in the answer booklet provided.

12. Over the last 5 years Maua Farm has experienced increased incidences. This is one of the reasons has not been achieving the set targets. The management engaged you as a HR expert to develop a HR Policy.
 - a) Explain FOUR benefits of a human resource policy. **[8 marks]**
 - b) Describe the steps that should be followed when developing a HR policy. **[12 marks]**
13. a) Explain FIVE benefits of performance appraisal programme to an organization. **[10 marks]**
 - b) Describe the steps that can be followed to carry out the succession planning in an organization. **[10 marks]**

14. a) Explain FIVE types of remuneration used in compensating employees. **[10 marks]**

b) Explain the procedure followed in for remunerating human resource. **[10 marks]**

15. The main motive of any organization is to ensure that its performance always remain positive.

To realize these positive results, there is need for the organization to keep on training its employees to ensure their performance conforms to the changing needs of the industry.

a) Explain FIVE ways that may be used to assess the training needs of employees.

[10 marks]

b) Explain FIVE methods of training employees in an organization. **[10 marks]**

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