



THE KENYA NATIONAL EXAMINATIONS COUNCIL

Qualification Code : 092306T4SWC
Qualification : Social Work and Community Development Level 6
Unit Code : BUS/OS/SW/CC/02/6
Unit of Competency : Conduct Social Policy Formulation and Public Administration

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

- i. You have **THREE HOURS** to attempt all the questions.
- ii. You will be provided with an answer booklet
- iii. Marks for each question are indicated in brackets [].
- iv. This paper consists of **TWO** sections: A and B

SECTION A [40 MARKS]

Attempt all questions in this section

1. Policy analysis involves determining whether a policy will achieve its goal or not. State **FOUR (4)** purposes of policy analysis [4 Marks]
2. Policy is a written document which should be kept safely after it has been developed for reference. Identify **TWO (2)** methods of storing documents [2 Marks]
3. Decision making is one major component of policy making. Analyse **FOUR (4)** characteristics of decision [4 Marks]
4. Social services are provided by the state for the benefits of its citizens. Highlight **FOUR (4)** characteristics of social welfare programmes [4 Marks]
5. Policy evaluation involves carrying out of activities to determine whether a policy is effective and efficient in achievement of the policy objective. Name **FOUR (4)** groups of people who can be involved in carrying out the evaluation process. [4 Marks]
6. Policies are implemented through various programmes. State **FOUR (4)** agencies involved in policy administration [4 Marks]
7. Community as the main beneficiary of the policy they are also involved in policy development. Explain **FOUR (4)** roles of the community in policy development [4 Marks]
8. Policy implementation involves actual execution of the policy activities. Describe **THREE (3)** approaches to policy implementation [6 Marks]
9. As the policy is formulated and implemented, it is vital to assess its progress. State **FOUR (4)** principles of evaluation [4 Marks]
10. During policy development, there are various entities who declare interest in engaging in the process. Identify **FOUR (4)** stakeholders involved in policy formulation. [4 Marks]

SECTION B [60 MARKS]

Attempt THREE (3) questions in this section. Each question has 20 Marks

11. The development of social policies involves various processes by various stakeholders.
 - a. Explain **FIVE (5)** roles of government in policy development [10 Marks]
 - b. Discuss **FIVE (5)** stages of social policy development process [10 Marks]

12. Policy administration involves the act of overseeing how the social welfare services are rendered.
 - a. Describe **FOUR (4)** groups involved in policy administration [8 Marks]
 - b. Analyze **SIX (6)** principles of policy administration [12 Marks]

13. Social policies are statements that define how the government will organize and provide social welfare services to its citizens.
 - a. Describe **FIVE (5)** main goals of social policies [10 Marks]
 - b. Explain **FIVE (5)** types of social Policies [10 Marks]

14. Policies are written to address specific issues, and therefore the structure and components of a policy will differ considerably according to the need.
 - a. Discuss **FIVE (5)** major components of a policy document. [10 Marks]
 - b. Highlight five methods of storing social policy documents ones they are compiled [10 Marks]