



**PAC INSTITUTE OF TECHNOLOGY AND SOCIAL STUDIES
SEPTEMBER – DECEMBER 2024 ASSESSMENT**

FORMATIVE ASSESSMENT

Qualification Code : 041306T4HRM
Qualification : HRM LEVEL 6 (DIPLOMA)
Code : HRM/CU/BUS/CC/02/6/A
Unit of Competency : HUMAN RESOURCES MANAGEMENT

WRITTEN ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO THE CANDIDATE:

- 1. Read all the instructions carefully before attempting the questions.*
- 2. This paper consists of two sections, A & B.*
- 3. You are allowed 3 Hours to Answer the questions.*
- 4. Marks for each question are indicated in brackets.*
- 5. Write your responses in the Separate Answer booklet provided.*
- 6. Do not write anything on this question paper.*

SECTION A: (40 MARKS)

Answer ALL questions in this section.

1. Outline four roles of a human resource manager. [4 marks]
2. Elaborate on four functions of the human resource management office in an organization. [4 marks]
3. Highlight four challenges facing human resource management today. [4 marks]
4. “An assessment centre consists of a standardized evaluation of behaviour based on multiple inputs”. Outline four requirements of an assessment centre. [5 marks]
5. Highlight 4 workforce trends today in HRM. [4 marks]
6. State four methods of E – recruitment. [4 marks]
7. Human resource policies are continuing guidelines on the approach the organization intends to adopt in managing its people. Enumerate four purposes of these policies. [4 marks]
8. Elaborate on four levels of human resource planning. [4 marks]
9. Employee Selection is the process of putting right people on right job. Highlight the steps in selection. [4 marks]
10. Enumerate four items that can be included in an employee starter pack. [4 marks]

SECTION B: (60 MARKS)

Answer any THREE questions in this section.

QUESTION ONE

- a) Registered unions play an important role in agitating for the rights of workers. Discuss five importance of unions. [10 marks]
- b) Explain 5 advantages of E – recruitment. [10 marks]

QUESTION TWO

- a) By law, all places of work should adhere to set safety and health standards. Explain five reasons why this is important. [10 marks]
- b) Elaborate with examples five sources of recruitment. [10 marks]

QUESTION THREE

- a) Workers that suffer injury or death while at work should be compensated. Explain five major areas of The Workers compensation Act of Kenya. [10 marks]
- b) You are the HR officer at AXL Company. A worker has suffered an injury while working with a machine. Elaborate five steps you will take in this situation. [10 marks]

QUESTION FOUR

- a) Discuss five importance of outsourcing to an organization. [10 marks]
- b) Elaborate on five areas of the Labour Relations Act of Kenya. [10 marks]

QUESTION FIVE

- a) Discuss five aspects of the Occupational Safety and Health Act of Kenya. [10 marks]
- b) Performance appraisal is a method by which the job performance of an employee is documented and evaluated. Explain five benefits of appraisal. [10 marks]