

0092305T4SWC

SOCIAL WORK LEVEL 5

COD/OS/SW/CR/10/5/A

MANAGE COMMUNITY-BASED GROUPS

July/Aug 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

ASSE E

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front

This paper consists of FIVE (5) printed pages

**Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing.**

OBSERVATION CHECKLIST

Candidate's Name				
Candidate's Registration Code				
Assessor's Name				
Assessor's Registration Code				
Venue of Assessment				
Date of assessment				
Task	Items to be evaluated: Award marks as appropriate. Give a brief comment on your observation.	Marks available	Marks obtained	Comments
Task 1: Identified the community groups.	i) Identified the groups existing in the community. The possible groups could be cate line with; • Gender • Age • Special groups • Skills • Education <i>(Award one mark for each group identified. 4x1 mark=4 Mark)</i>	4		
Task 2: Identified the activities of each group	ii) Identified the activity of each group. Each of the group identified above had an activity to meet its objective. Some activities could be; • Farming • Art work • Business • Co-curricular activities	5		

	(Award one mark for each group identified. 5x1 mark=5 Mark)			
Task 3: Identified the group leaders.	iii) Identified the community group leaders; Each group had a leader and were recognized. (Award one mark for each group leader identified. 5x1 mark=5 Mark)	5		
	iv) Recorded the names of the group leaders. (Award one mark recording the group leaders. 5x1 Mark)	5		
Task 4: Conducted an induction meeting	v) Introduced the mee • Welcomed the mem • Members introduced self (Award one mark appropriately introducing the meeting . 2x1 mark=2 Mark)	2		
	vi) Prepared the meeting agenda; The agenda focused on; • Roles of group leaders • Managing of community groups • Challenges of managing groups • Measures on how to address management challenges • Any other business (Award two marks for each appropriate agenda developed. 3x2 mark=6 Mark)	6		

	vii) Discussed the meeting agenda; Each of the set agenda was discussed. <i>Award two marks for each appropriately discussed agenda developed. 3x2 mark = 6 Mark)</i>	6		
Task 5: Documented the orientation meeting proceedings	viii) Prepared a report for the meetings proceedings. All the discussions of the meeting were recorded in line with the objectives. <i>(Award 1 mark for each objective included. 3 x1 mark = 3 marks)</i>	3		
	ix) Good presentation report; The report should be • Neat • Coherent • Organized • Precise • Grammatically correct <i>(1 mark for each quality observed. 2 x1 mark = 2 marks)</i>	3		
	x) Filed the documents of the meeting; • Labelled the file • Inserted the documents in the file <i>(1 mark for each activity done.. 2 x1 mark = 2 marks)</i>	2		
	Total Marks	40		

ASSESSMENT OUTCOME	
The candidate was found to be: Competent ☐ Not yet competent ☐ (Please tick as appropriate) (The candidate is competent if s/he gets at least 50%)	
Feedback from candidate: 	
Feedback to candidate: 	
Candidate's Signature -----	
Assessor's/ verifier's signature 	

This is the last printed page.