

**CONFIDENTIAL**



**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**FINAL EXAMINATION  
(ONLINE)  
SEMESTER 2  
SESSION 2020/2021**

COURSE NAME : TVE PLANNING  
COURSE CODE : BBD20802  
PROGRAMME CODE : BBA/BBB/BBC/BBD/BBE/BBF/BBG  
EXAMINATION DATE : JULY 2021  
DURATION : 2 HOURS  
INSTRUCTION : ANSWER ALL QUESTIONS

THIS QUESTION PAPER CONSISTS OF **THIRTEEN (13)**PAGES

- Q1** Which statements define human resource management (HRM)?
- A A range of coordination and action manage within specific time to produce positive behavior.
  - B The process of managing employees in a company and it can involve hiring, firing, training and motivating employees.
  - C The framework for helping employees develops their personal and organizational skills, knowledge, and abilities.
  - D The key to higher productivity and better productivity.
- Q2** What are the differences between human resource management (HRM) and human resource development (HRD)?
- A HRM is continuous function and HRD is routine function.
  - B HRM is manage to improve performance and HRD is manage to improve employee.
  - C HRM enhance employee performance and HRD increase company achievement.
  - D HRM is focus on organizational target and HRD is focus on individual employee.
- Q3** The function of human resource management (HRM) as stated as follows except
- A describe the duties, responsibilities and operations of the job to hire the right employees.
  - B establish equitable and fair remuneration for everyone.
  - C achieving best practices in various industries include careful considering of safety and health concerns for employees.
  - D provide proper rules, regulations and policies about labor relations.
- Q4** Accountability in management and administration for employee status is refer to
- A procedure.
  - B strategy.
  - C approach.
  - D policy.
- Q5** The process of recruitment and selecting employee in staffing organization steps as follows except
- A job information, qualified applicant and accept position.
  - B job information, provide good job deal, qualified applicant.
  - C abilities need, qualified applicant, provide good job deal.
  - D abilities need, job information, accept position.

- Q6** What are the differences between vision and mission of organization?
- A Vision is to define the purpose and mission is the action to manage particular of activities.
  - B Vision is expectation of what going to do with employee and mission is the expectation of what going to do with future action.
  - C Vision is what we expect to become as an organization at a particular future time and mission is expectation of what going to do in order to become the organization that envisioned.
  - D Vision is what we need to become as a human resource management goal at future time and mission is the explanation of the organization's reason for existence.
- Q7** The steps of job analysis are
- A compile job information, analyze job information, writing job description.
  - B distribute job advertisement, conform job information, write job description.
  - C distribute job information, update job criteria, write job description.
  - D compile job description, analyze job criteria, write job information.
- Q8** The process of job analysis is
- A gather background data, select representative the position analysis, job description, job specification.
  - B gather background data, represent information of position analysis, job description, job specification.
  - C gather background data, analyze job description, prepare job position, job specification.
  - D gather background data, analyze job specification, prepare job description, analyze job position.
- Q9** The Job Characteristics Model (JCM) for designing or enriching job based on core job analysis except
- A reaction of how employee perform their task.
  - B the wisdom of to make decision and controlling the task performed.
  - C diversity of skill used to perform task.
  - D employer perception by overloaded task.
- Q10** The Job Characteristics Model (JCM) focus on outcome which are
- A motivation and satisfaction.
  - B knowledge and skill.
  - C work and autonomy.
  - D feedback and result.
- Q11** What is the dimension concern of strategic HRD?
- A Assess current HR capacity.
  - B Determines the current resources available to meet the demands.
  - C The matching of the organization's activities to available resources.
  - D Develop talent strategies.

- Q12** HRD is a process by which the employees of an organization are helped in a continuous and systematic way except
- A acquire or develop capabilities required to perform various functions relating to their present and future roles.
  - B improve their general capabilities as individuals, discover and exploit their available potential for their own and organizational development purpose.
  - C improve supervisor-subordinate relationship, teamwork and collaboration among different departments in an organizational culture.
  - D aligning the HR function to the organization's business strategy.
- Q13** The main roles of top management is to decide on the direction of an organization and set major milestones, which departments and teams need to achieve except
- A evaluate performance of junior managers.
  - B determine organizational objectives.
  - C procurement of sources of finance, funds and management of profits.
  - D control over middle and lower level management, regarding operations, through budget, quality control and accounting services.
- Q14** The core competencies of the HRD profession should consists of
- A technical skills, cognitive skills, hard skills and soft skills.
  - B technical skills, business skills, interpersonal skills and intellectual skills.
  - C presentation skills, communication skills, writing skills and negotiation skills.
  - D project management skills, research skills, technical skills, and interpersonal skills.
- Q15** What main function of HRD?
- A Career planning Empowerment.
  - B Placement.
  - C Empowerment.
  - D Creating motivation.
- Q16** What is the characteristic of Theory X Managers?
- A Most people find happiness in hard work under the right conditions.
  - B People enjoy taking ownership of their work.
  - C People are motivated by money and fears about their job security.
  - D Creativity and problem-solving thrive when employees are trusted.
- Q17** Theory Y management makes the following assumptions except
- A most people are not ambitious, have little desire for responsibility, and prefer to be directed.
  - B the capacity for creativity spreads throughout organizations.
  - C most people can handle responsibility because creativity and ingenuity are common in the population.
  - D work can be as natural as play if the conditions are favorable.

- Q18** Theory Y managers have an optimistic, positive opinion of their people, and they use a decentralized, participative management style. This style of management assumes that workers are
- A seek and accept responsibility, and need little direction.
  - B have no incentive to work or ambition, and therefore need to be enticed by rewards to achieve goals.
  - C avoid responsibility and need constant direction.
  - D dislike their work.
- Q19** How to identify the required workforce competencies and behaviors?
- A Training programs, revised compensation plan, attractive.
  - B Organizational outcomes that should be achieved.
  - C Personal accountability, working proactively, motivation, and commitment.
  - D Analyzing the company's core activities and costs.
- Q20** The training curriculum is planned in advance and conducted in careful steps day to day. This method is appropriate for training in crafts, trades and technical areas. Which one of the training methods match with the statement above?
- A Simulation employee training.
  - B Coaching.
  - C Mentoring.
  - D Apprenticeship.
- Q21** The steps of recruitment process stated as follows, except
- A make decision to recruit new employee.
  - B conduct job analysis.
  - C conduct induction once employee report duty.
  - D conduct salary analysis.
- Q22** What is an effective recruitment process?
- A Attractive appearance.
  - B Individual diversity.
  - C Variation and personalization.
  - D Strong decision making.
- Q23** What is the purpose of industrial training for Technical Vocational Educational Training program?
- A To expose students to real work of environment experience and at the same time, to gain the knowledge through hands on observation and job execution.
  - B Enable practitioners to gain a license to practice in a regulated profession.
  - C To prepare the student with theoretical knowledge.
  - D Develop the career of the individual and the prosperous growth of the organization.

- Q24** This learning method involves collaboration between institution and industry because it combines theoretical learning at institution and practical learning at industry. What is the workplace learning method applied in this training curriculum program?
- A Industrial training.
  - B Apprenticeship.
  - C On-the-job training.
  - D Work-based learning.
- Q25** The objective of performance appraisal in management refer to
- A the connection of opinion, comment and review.
  - B discover the good behavior not an assumption.
  - C extended of measuring individual performance.
  - D maintain records in order to determine compensation packages, wage structure, salaries raises, etc.
- Q26** Selection test is an attempt to introduce some objectivity in the selection process. Which test is an attempt to measure capacity for comprehension, reasoning, word fluency, verbal comprehension, numbers, memory and space?
- A Performance test.
  - B Personality test.
  - C Intelligence test.
  - D Aptitude test.
- Q27** What are the objectives of compensation management?
- A Function deal with salaries and benefits competitive to help both employers and employees.
  - B Function deal with reward for department contribute achievement in human resource.
  - C Function deal with benefit for individual contribute performance organizational task.
  - D Function deal within kind benefit for department contribute achievement in human resource.
- Q28** What are the differences between salary and wages?
- A Salary is the sum off all form of payment; wages the sum off all form of benefit and payment.
  - B Salary is money received by weekly or monthly; wages is specifically period pay.
  - C Salary is money received by percentage of performance; wages is specifically paid by rate.
  - D Salary is the sum off payment pay by working day; wages the sum off all form of benefit and payment.

- Q29** The application of external equity for employee satisfaction and motivation issues based on
- A measure value job in relation to organizational objectives.
  - B designing pay ranges, seniority and skilled based.
  - C setting pay rates, pricing wage structure.
  - D job methods, job ranking, job grading.
- Q30** The major part of compensation system are
- A direct and indirect compensation.
  - B salary and wages compensation.
  - C retention and productivity compensation.
  - D internal and external compensation.
- Q31** The benefit of management by objective (MOB) as follows except
- A improved performance.
  - B maximum utilization of human resources.
  - C recruitment and training.
  - D improved organizational structure.
- Q32** The process of Management by Objectives (MBO) are
- A reviewing, monitoring, reward.
  - B planning, monitoring, performance appraisal.
  - C evaluating, reward, performance appraisal.
  - D planning, reward, monitoring.
- Q33** Employee rewards is
- A the efforts of employees and encouraging their morale results in increased productivity and decreased attrition rate.
  - B incentive plan to reinforce the desirable behavior of workers or employers and in return for their service to the organization.
  - C the process of foreseeing the requirement of human resources in an organization.
  - D the process of bringing people and organizations together so that the goals and objectives of each are achieved.
- Q34** The principle of reward stated as follows except
- A result with employer instinct.
  - B in line with organizational goals.
  - C summative and formative based performance.
  - D combination of compensate.
- Q35** The factor influenced total reward strategy is
- A employee social economy.
  - B recognition from outside organization.
  - C the changes of management.
  - D ability in using technology.

- Q36** What is the aim of Vroom's Expectancy Theory?
- A Challenges.
  - B Competency.
  - C Behavior outcome.
  - D Goal principles.
- Q37** Compensation versus reward stated as follows, except
- A reward part of compensation.
  - B compensation offer monetary; reward can be non-monetary.
  - C compensation ongoing process and reward once a year award.
  - D compensation offer payment such as incentive; reward offer non-monetary such as vacation.
- Q38** What is the concept of Public Private Partnership (PPP)?
- A Partnership between an agency of the government and the private sector in the delivery of goods or services to the public.
  - B Adhering to workplace procedures, following health and safety guidance, updating training records, and completing tasks to gain a qualification.
  - C To provide students the opportunity to test their interest in a particular career before permanent commitments are made.
  - D To foster and coordinate the efforts of several kinds of people in different settings, and to influence others to achieve desired work-based learning goals.
- Q39** The meaning of Work-Based Learning is
- A an educational strategy that provides students with the opportunity to put theory into practice with real-life work experiences.
  - B training in the public or private sector that is given to a paid employee while he or she is engaged in productive work.
  - C combines apprenticeships in a company and vocational education at a vocational school in one course.
  - D program that offers good practical training in the specified time frame.
- Q40** What is the on-the-job training (OJT) methods?
- I Job assignment
  - II Job instruction
  - III Job rotation
  - IV Job description
- A I and II
  - B I and III
  - C II dan III
  - D III dan IV



- Q41** The common reasons for new hiring employee are
- I replacement for turnover
  - II future business expansion
  - III increasing the firm capability
  - IV downsizing of talent because new technology
- A I, II and III  
B II, III and IV  
C I, II and IV  
D I, III and IV
- Q42** What is the definition of HRM?
- I Concerned with people at work
  - II Within the organization
  - III Seeks to bring men and women together
  - IV Contributes in achieving success
- A I and II  
B I, II and III  
C II and III, IV  
D I, II, III and IV
- Q43** HRD goals are usually connect with
- I skill development
  - II knowledge enhancement
  - III given information for compensation
  - IV increasing the competency of employees
- A I and II  
B I, II and III  
C I, II and IV  
D I, III and IV
- Q44** HR manager ensures that the company has the
- I right people
  - II right capabilities
  - III right time
  - IV right place
- A I and II  
B I, II and III  
C II and III, IV  
D I, II, III and IV

- Q45** The advantages of on-the-job training (OJT) stated as follows, except
- I lower cost
  - II greater likelihood of application of training on-the-job
  - III large numbers of trainees can be trained at once
  - IV less difficulty of transfer
- A I, II and III  
B II, III and IV  
C I, III and IV  
D I, II and IV
- Q46** What are external factors affecting recruitment?
- I HR planning
  - II Supply and demand
  - III Brand image
  - IV Labour market
- A I, II and III  
B II, III dan IV  
C I, II and IV  
D I, II, III and IV
- Q47** What is the advantages of internal recruitment?
- I Cost effective
  - II Increase employee morale
  - III Adaptability
  - IV Better selection
- A I and II  
B I, II and III  
C II and III, IV  
D I, II, III and IV
- Q48** Workplace learning is the best method to recruit new employees. What type of workplace learning method applied in TVET?
- I Work-based learning
  - II Work-integrated learning
  - III Work-experienced learning
  - IV Work-oriented learning
- A I, II and III  
B I, II and IV  
C I, III and IV  
D II, III and IV

- Q49** The constrain recruiting efforts including
- I organization image
  - II government influence
  - III ensure equality
  - IV recruiting cost
- A I and II  
B I, II and III  
C II and III and IV  
D I, II and IV

- Q50** What are the types of compensation?
- I Payment basis
  - II Retiree plan
  - III Benefits
  - IV Sharing with subordinate
- A I and II  
B I and III  
C II and III  
D III and IV

**Questions 51 to 60 are based on True (A) and False (B). Choose the answer either A or B**

- Q51** To reach its goals, the organization management use planning, organizing, staffing, and controlling functions.
- A True  
B False
- Q52** Human Resource Management policies is a comprehensive coverage of policies embrace any action or decision, taken by management or employees in relation to the working environment.
- A True  
B False
- Q53** Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.
- A True  
B False
- Q54** The factors of affecting recruitment are internal factors.
- A True  
B False

- Q55** Selection is the process of finding and hiring the best qualified candidate for a job opening in a timely and cost-effective manner.  
A True  
B False
- Q56** There are three stages of performance management consist of planning, monitoring and developing.  
A True  
B False
- Q57** Performance feedback is two way communication delivered constructively between two parties contributing to positive outcome.  
A True  
B False
- Q58** Strategic control keeps the company's strategy up to date by assessing progress towards goal and taking individual actions as needed.  
A True  
B False
- Q59** The participant feedback and feel about the training program conducted is reaction level in measuring training effectiveness.  
A True  
B False
- Q60** Basepay, recognition pay, tips income and commissions is type of the compensation.  
A True  
B False

**Answer the questions Q61 to Q64**

**Q61** What is Work-Based Learning?

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**Q62** List down five major benefits that any student will get from WBL experiences?

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**Q63** How to manage TVET training function?

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**Q64** List down five on-job-training method?

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**-END OF QUESTION-**