



UNIVERSITI TUN HUSSEIN ONN MALAYSIA

FINAL EXAMINATION  
SEMESTER II  
SESSION 2023/2024

- COURSE NAME : TECHNICAL VOCATIONAL  
EDUCATION TRAINING AND  
PLANNING
- COURSE CODE : BBD 20802
- PROGRAMME CODE : BBA/BBB/BBC/BBD/BBE/BBF/BBG
- EXAMINATION DATE : JULY 2024
- DURATION : 2 HOURS
- INSTRUCTIONS : 1. ANSWER ALL QUESTIONS  
2. THIS FINAL EXAMINATION IS  
CONDUCTED VIA  
 Open book  
 Closed book  
3. STUDENTS ARE **PROHIBITED** TO  
CONSULT THEIR OWN MATERIAL  
OR ANY EXTERNAL RESOURCES  
DURING THE EXAMINATION  
CONDUCTED VIA CLOSED BOOK

THIS QUESTION PAPER CONSISTS OF SEVEN (7) PAGES

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**PART A**

This part consists of 25 multiple choice questions. Each question carries 2 marks.  
Answer ALL questions using OMR form provided.

- Q1** Human resource management is concerned with \_\_\_\_\_ dimension in organisation.
- A) people
  - B) technology
  - C) government
  - D) international
- Q2** The main function of human resource management is to
- A) help the organisation deal with its employees in different stages of employment
  - B) improve an organization's financial performance
  - C) develop aim and objectives of an organization
  - D) create productivity in the workplace
- Q3** All of the following are theories related to human resource management except
- A) organisational behaviour theory
  - B) motivation theory
  - C) human capital theory
  - D) learning theory
- Q4** Strategic management is the
- A) process to identify and execute manager's mission by matching company's capabilities with the demands of its environment
  - B) process to identify and execute employees demand by matching company's capabilities with the demands of its environment
  - C) process to identify and execute company's mission by matching company's capabilities with the demands of its environment
  - D) process to identify and execute costumers demand by matching company's capabilities with the demands of its environment
- Q5** Which of the following is not a reasonable benefit of strategic planning?
- A) Can lower costs
  - B) Can replace the need for effective leadership
  - C) Can increase productivity
  - D) Can solve complex problems

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- Q6** \_\_\_\_\_ refers to the process of identifying and attracting people to apply for a job vacancies.
- A) Selection
  - B) Recruitment
  - C) Training
  - D) Induction
- Q7** What is the main objective of the recruitment and selection process?
- A) Recruit the right candidates
  - B) Meet the high labour turnover
  - C) To reduce the costs of recruiting
  - D) To realign mission and vision of an organisation
- Q8** Compensation can be \_\_\_\_\_ benefits.
- A) Monetary
  - B) Non-monetary
  - C) Monetary and non-monetary
  - D) None of the above
- Q9** All of the following are effective ways that employers reduce workers' compensation costs except
- A) enforcing safety policies
  - B) communicating safety policies
  - C) providing classroom training
  - D) using appropriate safety equipment
- Q10** Job analysis is the
- A) technique of studying a job to identify the skills, knowledge, experience and other requirements to determine profits
  - B) technique of studying a job to identify the skills, knowledge, experience and other requirements to increase productivity
  - C) technique of studying a job to identify the skills, knowledge, experience and other requirements to perform a job
  - D) technique of studying a job to identify the skills, knowledge, experience and other requirements to fire employees
- Q11** Which of the following consolidates information regarding required tasks and skills in a format that is helpful for determining training requirements?
- A) Training assessment form
  - B) Task analysis record form
  - C) Organizational skills sheet
  - D) Work function analysis

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- Q12** 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
- Q13** Mr. Rahmat, an accounting supervisor, has been asked to provide training for her subordinates about new tax laws. In order to motivate the individuals who attend her training session, Mr. Rahmat should most likely do all of the following except
- A) use as many visual aids as possible during the session
  - B) provide an overview of the material to be covered
  - C) use new terminology and technical concepts
  - D) give information in logical, meaningful sections
- Q14** 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 and services to the public
  - B) Adhering to workplace procedures, following health and safety guidance, updating training record
  - 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
- Q15** One example of Public Private Partnership (PPP) in Malaysia is the North South Highway Project (PLUS). Which of the following statement is the most accurate to reflect such a relationship?
- A) Government borrows money to pay private entity to get the highway built.
  - B) Government pays the firm to run the highway service
  - C) Government borrows money to pay private entity to get the highway built and to run the highway service
  - D) Government borrows money to pay private entity to get the highway built and to run the highway service, and hands over after 30 years
- Q16** TVET institutions should illustrate clearly how industry can involve achieving TVET goals whereby to give opportunities to students in part of prepare a work after study. This statement refers to which issue in a Public Private Partnership (PPP) in TVET?
- A) Extending the use of educational institution building
  - B) Improving communication within the industry
  - C) Matching industry contributions with TVET institutional goals
  - D) Establishing clear policies about the importance of confidentiality

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- Q17** Why is apprenticeship considered a valuable training method?
- A) It requires no study or classroom work
  - B) It guarantees a permanent job
  - C) It allows for learning while working under supervision
  - D) It is only available in specific sectors
- Q18** The following statements are common misconception of work based learning (WBL) except
- A) identical to work
  - B) can be completed by full time employees
  - C) does not equivalent to other qualifications taught at higher education level
  - D) does not match the needs of the employer and the learner
- Q19** How does National Dual Training System differ from traditional training methods?
- A) It focuses solely on theory
  - B) It is not industry-driven
  - C) It lacks collaboration between companies and training institutions
  - D) It emphasizes practical training in the workplace
- Q20** Steps involved in the recruitment and selection process include
- I conduct job analysis
  - II collect information on applicants
  - III select most suitable applicant
  - IV conduct induction once employee reports for duty
- A) I, II and III
  - B) I, III and IV
  - C) I, II and IV
  - D) I, II, III and IV
- Q21** Factors that can influence the ability of an organization to attract suitable employees are
- I the location of the organization
  - II the public image of the organization
  - III remuneration package being offered to new recruits
  - IV the CEO of the organization
- A) I, II and III
  - B) I, III and IV
  - C) I, II and IV
  - D) I, II, III and IV

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- Q22** Forms of equity that can give impact on pay rates are
- I external equity
  - II internal equity
  - III individual equity
  - IV procedural equity
- A) I, II and III  
B) I, III and IV  
C) I, II and IV  
D) I, II, III and IV
- Q23** Which of the following is among the characteristics of TVET privatization?
- I Budget and staff recruitment
  - II Cooperation with partners
  - III Localization of TVET
  - IV Development of standards
- A) I, II and III  
B) I, III and IV  
C) I, II and IV  
D) II, III and IV
- Q24** The advantages of on-the-job training (OJT) in methods 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) I, III and IV  
C) I, II and IV  
D) II, III and IV
- Q25** Workplace learning is the best method to recruit new employees. What type of workplace learning method is applied in TVET?
- I Work-based learning
  - II Work-integrated learning
  - III Work-experience learning
  - IV Work-oriented learning
- A) I, II and III  
B) I, III and IV  
C) I, II and IV  
D) II, III and IV

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**PART B1**

This part consists of four (4) short questions.  
Answer ALL questions using answer booklet provided.

- Q26** Explain in your own words what Human Resource Management (HRM) involves.  
(2 Marks)
- Q27** Explain strategic management process.  
(2 Marks)
- Q28** List three (3) main roles of a human resource (HR) manager.  
(3 marks)
- Q29** Describe recruitment process.  
(3 marks)

**PART B2**

This part consists of two (2) essay questions.  
Answer ALL questions using answer booklet provided.

- Q30** The focus of human resource management (HRM) is on managing people within employer-employee relationship. It involves the productive use of people in achieving the organisation's strategic business objectives and the satisfaction of individual employee needs. However, the roles of HRM have gradually become broader due to the changing environment. Using SWOT analysis tool, discuss globalization, technological advances and changing nature of work that can influence the performance of HRM in an organization.  
(20 marks)
- Q31** In Malaysia, TVET programs are implemented by various public and private TVET institution to prepare future TVET workforce in line with the demand of the industry. Discuss new TVET governance coordinates the education and training implementation referring to TVET Program Standards in Malaysia. Use TVET providers from i) Ministry of Human Resource, ii) Ministry of Higher Education, iii) Ministry of Education, iv) Ministry of Youth and Sports, and v) Ministry of Rural and Regional Development as examples.  
(20 marks)

- END OF QUESTIONS -

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