BCS Practitioner Award in Leading with an IT Mindset

Specimen Paper

Record your surname / last / family name and initials on the answer sheet.

Sample paper only 10 questions, which are a mixture of multiple-choice, ordering, complete the blanks and multiple-response questions – 1 or 2 marks awarded to each question. There are no trick questions. Questions which specify more than one response required are worth two marks.

A number of possible answers are given for each question, indicated by either A B C D or E. Your answers should be clearly indicated on the answer sheet.

Pass mark is 10/15
Time allowed 22 minutes

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This professional certification is not regulated by the following United Kingdom Regulators - Ofqual, Qualifications in Wales, CCEA or SQA.
1  Harvey is preparing a presentation on the elements of successful team leadership. Which of the following SHOULD he cover?

Select three CORRECT options.

A  Achieving work objectives.
B  Building team spirit and capability.
C  Mentoring and supporting individuals.
D  Dictating to the team.
E  Managing the team budget.

2  As part of a leadership development programme, Davina has been considering the management style she should apply to the graduates in her team. She has written the following:

‘The graduates have spent 6 months working with the accounts department and have the experience needed to perform the work. Therefore, a (A)…….. style of leadership will be effective. However, they have no experience of working with HR and therefore, a (B)…….. style would be more effective.

Circle the CORRECT option to complete each blank.

A  telling
   participating
   selling
B  telling
   delegating
   dominating

3  Jayad is working on a difficult project with a challenging deadline, which means he has limited time.

Which of the following are MOST LIKELY to help him deliver?

Select three CORRECT options.

A  Taking time to rest and recover between shifts.
B  Investing time in managing expectations.
C  Not wasting time communicating with colleagues.
D  Taking time to consider different ways to deliver.
E  Challenging what has been asked for.
4  Imogen is well established in her current role.

Which of the following is LEAST LIKELY to stretch her personal development?

A  Attending a seminar on industry best practice.
B  Researching the market in which the company operates.
C  Understanding the company’s customers.
D  Reading the team’s operating procedures.
E  Spending time with another team in the company.

5  When striving for balance in a team, it is beneficial to have people with (A)………… who are a (B)……………

Circle the CORRECT option to complete each blank.

A  the same skills
   a range of skills
   newly acquired skills
B  a mixture of personality types
   extroverted and confident
   focused and friendly

6  Jojo runs a customer support team. The team is about to undergo extensive change as a new IT system is introduced.

Which of the following strategies is LEAST LIKELY to be helpful in managing her team through change?

A  The use of champions.
B  Providing coaching.
C  Overlooking the emotions of the team.
D  Observing behaviours.
E  Using formal reviews.
As part of her responsibilities as a Director of TopsToys, Ali has taken responsibility for improving distribution over the Christmas period. She calls a meeting for a number of her team members, including Kevin, a more junior manager. At the meeting, Kevin starts to lead the conversation, builds consensus and develop an action plan.

Which of the following **SHOULD** Ali do?

A Pull Kevin up in front of the meeting as she is leading the work.
B Take Kevin aside after the meeting and remind him that she is leading the work.
C Support Kevin to continue as his methods are proving effective.
D Remove Kevin from the team, after the meeting, for overstepping his authority.
E Assert herself in the meeting and take on the role that Kevin was performing.

Matthew’s company prides itself on being a sustainable business.

Which of the following **COULD** his business use to demonstrate that it is a sustainable business?

Select three **CORRECT** options.

A Compliance with GDPR.
B Using electric vehicles.
C Paying minimum wage.
D Paying a living wage.
E Ensuring all buildings are wheelchair accessible.

A number of factors determined the success of virtual meetings in supporting organisations through the pandemic.

Which of the following is the **LEAST** significant factor?

A Responsive decision making.
B Effective 3rd party tools.
C Ability to bring about cultural change.
D Engaged employees.
E Strategic investment plan for technology.
10 You have been asked to advise TopsToys on its digital transformation strategy.

Which of the following would be LEAST useful to include in your recommendations?

A Build a flexible workforce.
B Reduce investment in employees.
C Focus on the customer.
D Reduce barriers to employee interaction.

End of Paper
## Answer Key

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<th>Question</th>
<th>Answer</th>
<th>No. of Marks</th>
<th>Syllabus Section</th>
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