



THE **MARSH** ACADEMY

WHERE **LEARNING** COMES FIRST

Uniformed Public Services Employment

UNIT 1

Unit abstract

The uniformed public services have a central function within a modern society and provide structure and support to the values of a modern democratic society.

Uniformed public services cover a variety of different roles and each has its own distinct purpose. It is important that learners have a clear understanding of the many different uniformed public services and the range of opportunities for employment within them. To allow learners to make a clear judgment as to which uniformed public service they wish to apply for it is important that they appreciate the diversity of them and their distinct roles. Conditions of service differ between the services and learners need to be aware of what is expected of them and what they would receive in return.

Each of the uniformed public services has its own selection processes and requires specific skills, qualities and qualifications which mean the learner will have to investigate them to gain a better understanding of what they will need to do to apply. Learners will also be able to see what will be expected of them during basic training and look at what prospects there are for them during their public service career.

The unit also prepares learners for the application and selection process of their chosen public service. Learners will be required to examine the entry requirements and selection process for a uniformed public service. Opportunities are also provided for learners to practice and develop a range of skills to help them during their application and selection for a career in the uniformed public services.

In addition to examining basic training programmes, learners will examine the different opportunities that exist for career development within the public services that could be achieved by promotion or specialisation. This will enable them to prepare their own personal future development within the uniformed public services.

Learning outcomes

On completion of this unit a learner should:

- 1 Understand the purpose, roles and responsibilities of a range of uniformed public services.
- 2 Understand a range of jobs and conditions of service within the uniformed public services.
- 3 Know the application and selection process for a given uniformed public service
- 4 Understand the initial training and opportunities for career development within a given uniformed public service.

ASSIGNMENT 1 (P1)

SCENARIO

You are a recruitment officer for a public service, and are responsible for providing local school information to ensure that children have a better understanding of your public service.

P1 describe the roles, purpose and responsibilities of two contrasting uniformed public services.

Task1

Create a web-page/site or powerpoint presentation that gives information to any person wishing to go into the public service but is unsure which to choose.

- Your web-site must contain an opening page with links to information about two contrasting public services.
- For both public services you must describe the major roles, purpose and responsibilities of employees of both services.

M1 explain the role, purpose and responsibilities of two contrasting uniformed public services.

Task 1

On an additional web-page explain what the role, purpose and responsibilities of the two public services are.

D1 evaluate the role, purpose and responsibilities of a uniformed public service

Task 1

On an additional web-page evaluate what the role, purpose and responsibilities of the two public services are.

BTEC FIRST DIPLOMA

PUBLIC SERVICES

Assignment: Describe the roles, purpose and responsibilities of two contrasting uniformed public services.

Unit: 1 Public Service Employment

Student Name:

Assessor:

Date Issued:

Target Completion Date:

Date Submitted and Staff Initials:

Unit outcomes that can be achieved with this assignment

Outcome 1: Understand the purpose, roles and responsibilities of a range of uniformed public services

Key Skills Opportunities available in this assignment

INTERNAL VERIFICATION

This Assignment Brief has been internally verified before being issued to students and the activity recorded on a BTEC Assignment Brief Verification Form.

The Internal Verifier will verify a sample of assessment decisions and record this activity on a BTEC Assessment Decisions Verification Form.

Student Comments:

Student Signature:

Date:

Assessment Decision Internally Verified by: (Print Name)

Date:

(Signature)

ASSIGNMENT 2 (P2, P3, P5, M2)

SCENARIO

You have finished your Diploma, after working long and hard, you must now apply to the public service of your choice to gain employment. You will need to be able to break down each step of what you must do to gain entry into your public service so you are fully prepared.

P2)

You will need to design a leaflet for three different jobs you would like to do in a public service (of your choice) and describe what type of work you would need to do in that job.

Present your work in the form of a computer generated leaflet, and include an image for all jobs.

(P3)

Within the leaflet you must state the conditions of service for the jobs.

Make sure you include the day to day activity you would do in the job.

(P5)

You will need to complete an application form of your chosen service, ensuring you fill it out correctly and to the criteria stated by that service. You must also complete curriculum vitae to be sent with your application form. Ensure you complete all sections of information needed for the forms and your CV is fully up to date.

To achieve the higher grade of a Merit you must include the following:

(M2)

You will need to explain in more detail than in your leaflet a particular job with in your chosen service, this can be either an extra part of your leaflet or as an attached report.

PASS - criteria covered by this brief:

P2. Describe the type of work done in three different jobs within a named uniformed public service

P3. Describe the current conditions of service for a given job within a uniformed service

P5. Complete an application form and curriculum vitae accurately for a given job within the uniformed public service

Key Skills Criteria: C1.3a or b, C1.2

MERIT - criteria covered by this brief:

M2. Explain in detail the work of a job within a uniformed public service

Key Skills Criteria: C1.3a or b, C1.2

DISTINCTION - criteria covered by this brief:

No distinction criteria for this assignment

Key Skills Criteria: C1.3a or b

BTEC FIRST DIPLOMA

PUBLIC SERVICES

Assignment: 2 Understand a range of jobs and conditions of service within the uniformed public services

Unit: 2 Public service Employment

Student Name:

Assessor:

Date Issued:

Target Completion Date:

Date Submitted and Staff Initials:

Unit outcomes that can be achieved with this assignment

Outcome 1: Understand a range of jobs and conditions of service within the uniformed public services

Key Skills Opportunities available in this assignment:

Key Skills Criteria: C1.3a or b, C1.2

Key Skills Criteria: C1.3a or b, C1.2

Key Skills Criteria: C1.3a or b

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BTEC ASSESSMENT FEEDBACK SHEET

Student Name:
Assessor Name:
Course Title: Public Services
Unit Title: Public Service Employment Assignment Number: 2

Grading Criteria Possible*	P2	P3	P5		M2			
Grading Criteria Achieved (please tick)								

Assessor Comments: (Please include guidance about what the student needs to do in order to improve)

Key Skills
Elements Achieved:
Assessor Signature: Date:

Student Comments:

Student Signature:

Date:

Assessment Decision Internally Verified by: (Print Name)

Date:

(Signature)

ASSIGNMENT 3 (P4, P6, P7, M3, M4, D2)

SCENARIO

You have finished your Diploma, after working long and hard, you must now apply to the public service of your choice to gain employment. You will need to be able to break down each step of what you must do to gain entry in to your public service so you are fully prepared.

You must first explain what you need to gain entry into your chosen service.

(P4)

You must list all the entry requirements for your chosen public services. When you have listed all the entry requirements you must describe what each one means.

Congratulations your application has been excepted, you must now explain what is next.

(P4) You must then explain what you need to do stage by stage to gain entry into your public service i.e., interview, medical and fitness test.

Well done have gained entry into your public service you need to explain what comes next.

(P6) What is the initial training programme for your chosen service

- Make sure you break down each stage and describe what each stage does.

Congratulations you have passed your initial training and have gained employment in your chosen service

(P7) You now need to explain what path you are going to take with in the first 5 years of your time in your chosen service. Describe in detail what opportunities are available to you to progress up the ranks or different career developments you can take.

To achieve the higher grade of a Merit you must include the following:

(M3)

Explain the process of applying for your chosen job in the public services ensuring you explain in detail what it is you must do to ensure you achieve the position i.e. preparation for the interview – what did you do?

(M4)

You must then comment on your own ability to achieve the basic training and what you believe would be the best career development for your chosen service.

To achieve the higher grade of a Distinction you must include the following:

(D2)

You must evaluate both your potential and limitations for your chosen public service in career development, be detailed and state why you would or would not be able to do the job and why you are best suited for that career.

PASS - criteria covered by this brief:

P4. Describe the current entry requirements and the selection stages for a given uniformed public service

P6. Describe the initial training programme for a given uniformed public service

P7. Describe what opportunities are available for career development within a given public service

Key Skills Criteria: C1.3a or b, C1.2

MERIT - criteria covered by this brief:

M3. Explain the process of applying for given job within a uniformed public service

M4. Comment on their own suitability to complete basic training and for their career development within a chosen uniformed public service

Key Skills Criteria: C1.3a or b, C1.2

DISTINCTION - criteria covered by this brief:

D2. Evaluate both the potential and the limitations for their own career development within their chosen uniformed public service

Key Skills Criteria: C1.3a or b, C1.2

BTEC FIRST DIPLOMA

PUBLIC SERVICES

Assignment: 3

Unit: 2 Public Service Employment

Student Name:

Assessor:

Date Issued:

Target Completion Date:

Date Submitted and Staff Initials:

Unit outcomes that can be achieved with this assignment

Outcome 1: Know the application and selection process for a given uniformed public service

Outcome 2: Understand the initial training and opportunities for career development within a given

Key Skills Opportunities available in this assignment:

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Date:

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Date:

(Signature)

Grading criteria

To achieve a pass grade the evidence must show that the learner is able to:

To achieve a merit grade the evidence must show that the learner is able to:

To achieve a distinction grade the evidence must show that the learner is able to:

P1 describe the roles, purpose and responsibilities of two contrasting uniformed public services

M1 explain the role, purpose and responsibilities of two contrasting uniformed public services

D1 evaluate the role, purpose and responsibilities of a uniformed public service

P2 describe the type of work done in three different jobs within a named uniformed public service

M2 explain in detail the work of a job within a uniformed public service

P3 describe the current conditions of service for a given job within a uniformed public service

P4 describe the current entry requirements and the selection stages for a given uniformed public service

M3 explain the process of applying for a given job within a uniformed public service

P5 complete an application form and curriculum vitae accurately for a given job within a uniformed public service

P6 describe the initial training programme for a given uniformed public service

M4 comment on their own suitability to complete basic training and for their career development within a chosen uniformed public service

P7 describe what opportunities are available for career development within a given public service

D2 evaluate both the potential and the limitations for their own career development within their chosen uniformed public service