

Assignment brief –Public Services Induction

Unit title		
Planning for a Public Service Career		
Learner name		Assessor name
		GXW
Date issued	Hand in deadline	Submitted on
20 Jun 18	4 Sep 18	

Assignment title	Public Service Skills and Personal Qualities.
In this assessment you will have opportunities to provide evidence against the following criteria. Indicate the page numbers where the evidence can be found.	

Criteria reference	To achieve the criteria the evidence must show that the learner is able to:	Task no.	Evidence
P1	Describe the current entry requirements for two public service jobs.	1	Pres & Handout
P2	Describe the application and selection process for two public service jobs.	1	Pres & Handout
P3	Identify the different skills and qualities required for a given public service role.	2	Handout
P4	Carry out a personal skills audit for a given public service role.	3	Skills Audit
M1	Analyse your skills against a given public service role.	3	Skills Audit
D1	Evaluate your skills against a given public service role.	3	Skills Audit

Learner declaration	
I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.	
Learner signature:	Date:

Assignment brief

Unit title	Career Planning for the Public Services
Assessor name	GXW
Date issued	20 Jun 18
Hand in deadline	4 Sep 18

Task 1	Entry requirements for Public Service Careers
Purpose of this assignment	
<p>There are more people employed in the public service sector in this country than in any other sector, and although such services may be liable to public spending cuts, these services will always be required.</p> <p>Anyone who applies for a job in the public services will almost certainly face stiff competition from other applicants. The recruitment and selection process for most public service jobs is usually quite a lengthy one. It is important that applicants are fully prepared before applying for a job and this unit will help them to achieve this.</p>	
Scenario	
<p>Working with the careers officer in a public service organisation you have been asked to prepare a presentation supported by information handouts for a careers exhibition at a local school.</p> <p>You are required to produce a presentation¹ detailing the entry requirements for 2 contrasting² UPS organisations. You must also include the application and selection processes for these 2 organisations. You must select a particular trade or branch of the organisation and look specifically at the requirements for those jobs.</p> <p style="text-align: right;">This provides evidence for P1, P2</p>	

¹ If you use PowerPoint please read the 'presentation top-tips' document in the transitions folder.

² Ensure your services are contrasting: If you choose one of the Armed services, you cannot use another Armed Service, because their overall role is similar.

Task 2	Skills and Personal Qualities required for Public Service Careers
Scenario	
Working with the careers officer in a public service organisation, you have been asked to prepare information for a year 9 careers exhibition.	
Choose any job/role within a public service. Then design and produce a detailed handout that will be used at a careers exhibition in a local school. Your handout should identify the skills and qualities required for your chosen public service role.	
This provides evidence for [P3]	

Task 3	Public Service Careers - Personal Skills Audit
Scenario	
You have recently started your public service course and have been selected to attend a practice selection interview ³ at RAF Cranwell. In preparation for the interview you will need to complete a skills audit, to make sure you have the necessary skills, qualities and attributes required for the job.	
Identify a role in the RAF that you would like to undertake. Evaluate your own skills against those required by the RAF. You need to undertake a personal skills audit ⁴ , which will identify, analyse and evaluate your skills and personal qualities against your chosen role. Your audit should clearly identify your strengths, weaknesses and highlight any areas for development.	
This provides evidence for [P4, M1, D1]	

Evidence checklist	Tick when Complete
A detailed presentation, with speaker notes and supporting handouts, that details the entry requirements and the application and selection processes for two public service organisations.	
A detailed handout that identifies the skills and qualities required for your chosen public service role.	
A skills audit, which will examine, identify and evaluate your skills and personal qualities, including areas of strength and weaknesses and any areas for development.	

³ This will happen during your first year so keep a copy handy!

⁴ An example of a skills audit is on the website with the public service transition packs.

Sources of information

Websites:

Army	www.army.mod.uk
Careers advice	www.careersadvice.direct.gov.uk
Careers advice – Direct govt Young People	www.direct.gov.uk/en/youngpeople/index
Fire service	www.fireservice.co.uk
Government job vacancy and recruitment agency	www.industryrecruit.co.uk/Government
Her Majesty's Revenue & Customs	www.hmrc.gov.uk
Jobs in the public sector	www.jobsinpublicsector.co.uk
Local government careers	www.lgcareers.com
NHS careers	www.nhscareers.nhs.uk
Prison service	www.hmprisonservice.gov.uk/careersandjobs
Public service jobs	www.jobsgopublic.com
Public service recruitment	www.opportunities.co.uk
Reed – recruitment agency	www.reed.co.uk/public
Royal Air Force	www.raf.mod.uk
Royal Navy/Royal Marines	www.royal-navy.mod.uk

ASSESSMENT RECORD SHEET

Programme	Edexcel BTEC Level 3 Extended Diploma in Public Services	Learner name	
Assignment title	16.2: Public Service Skills and Personal Qualities.	Assessor name	GXW
Unit no. & title	Unit 16 – Career Planning for the Public Services	Targeted assessment criteria	
Issue date	28 Jun 17	Submission deadline	5 Sep 17
First submission / resubmission?*		Date submitted	
Resubmission authorisation by Lead Internal Verifier*		Date	

* All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.
- The tutor considers that the learner will be able to provide improved evidence without further guidance.
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner.

Any resubmission evidence **must be submitted within 10 working days of receipt of results of assessment.

Targeted criteria	Criteria achieved? (Yes / No)	Assessment comments
P1, P2		
P3		

P4, M1, D1		
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General comments			
Assessor declaration	I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Assessor signature		Date	
Learner comments			
Learner signature		Date	