

BTEC Assignment Brief

Qualifications	BTEC Level 1/Level 2 First Award in Public Services BTEC Level 1/Level 2 First Certificate in Public Services BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit or Component number and title	Unit 2: Working Skills in the Public Service Sector
Learning aim(s)	Learning aim A: Explore working skills used in the public service sector
Assignment title	Exploring internal and external customer service
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	<p>You are working for a large employer in the public service sector that is planning to improve how it works with customers. The employer wants to know how other public services work with customers so that it can use best practice. You have been given the task of exploring both internal and external customer service in two contrasting public services.</p> <p>Once this has been done, you must then look at the working skills used by the two contrasting public services. You will compile this information into a report for the management team to support their decision making.</p> <p>The report will need to consider the different types of customer and the working skills used.</p>
Task 1	<p>Select two contrasting public services to focus your report on. Choose two of the following categories:</p> <ul style="list-style-type: none"> • Emergency services (Blue Light Services) • Armed services • Local authorities • Central government • Voluntary/Third sector services <p>Once you have selected the services, prepare a report that assesses the working skills used in each public service to meet the needs of their customers.</p> <p>Your report should include:</p> <ul style="list-style-type: none"> • a description of who the internal and external customers are • an explanation of the working skills used by the two contrasting services

	<ul style="list-style-type: none"> • a comparison of the working skills used across the services • how and why the skills used may differ • what the consequences may be if working skills are not used effectively • what might happen to the integrity of the public service and their reputation if the working skills are not used effectively.
Checklist of evidence required	<ul style="list-style-type: none"> • Report for the management team, including an assessment of how customer needs are met within two contrasting public services and how working skills are used to achieve this. • Research and preparation notes used to prepare the report.
Criteria covered by this task:	
Criteria reference	To achieve the criteria you must show that you are able to:
2A.P1	Describe internal and external customers of two contrasting public services.
2A.P2	Explain working skills used with customers by two contrasting public services.
2A.M1	Explain how customer needs are met in two contrasting public services.
2A.M2	Compare working skills used with customers by two contrasting public services.
2A.D1	Assess how working skills are used by two contrasting public services to meet customer needs.
Sources of information to support you with this Assignment	<p>Textbooks</p> <p>Breeze, M. Cronin, M. and Spafford, A. (2010) <i>BTEC Level 2 Public Services</i>, London: Hodder Education, ISBN 978 1 44411 211 5.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p> <p>Jones, A. (1999) <i>Team-building Activities for Every Group</i>, Maryland: Rec Room Publishing, ISBN 978 0 96623 416 9.</p> <p>Newstrom, J.W. and Scannell, E.E. (1998) <i>The Big Book of Team Building Games</i>, New York: McGraw Hill Professional, ISBN 978 0 07046 513 8.</p>

	<p>Scannell, M., Mulvihill, M. and Schlosser, J. (2013) <i>The Big Book of Team Coaching Games</i>, New York: McGraw Hill Professional, ISBN 978 0 07181 300 6.</p> <p>Websites The British Army: www.army.mod.uk The British Transport Police: www.btp.police.uk The Fire Service: www.fireservice.co.uk Her Majesty's Revenue & Customs: www.hmrc.gov.uk The Ministry of Defence: www.gov.uk/government/organisations/ministry-of-defence The Prison Service: www.gov.uk/government/organisations/hm-prison-service The Royal Air Force: www.raf.mod.uk The Royal Navy and Royal Marines: www.royalnavy.mod.uk Civil service careers: www.civilservice.gov.uk/recruitment NHS careers: www.nhscareers.nhs.uk Public services recruitment agency: www.jobsgopublic.com Public sector jobs at Reed recruitment agency: www.reed.co.uk/public</p> <p>Note to assessors We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study. We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites. Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs. Above are some examples of textbooks and websites. Further useful resources may be found at www.edexcel.com/resources.</p>

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Identify internal and external customers of two contrasting public services.	2	1A.1

Describe working skills used with customers by two contrasting public services.	2	1A.2
---	---	------

BTEC Assignment Brief

Qualifications	BTEC Level 1/Level 2 First Award in Public Services BTEC Level 1/Level 2 First Certificate in Public Services
-----------------------	--

	BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit number and title	Unit 2: Working Skills in the Public Service Sector
Learning aim(s)	Learning aim B: Demonstrate working skills used in the public service sector
Assignment title	Working to meet the needs of our customers
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	<p>To show you can work in a team, you will take part in the following two public service scenarios/simulations:</p> <ol style="list-style-type: none"> 1. a road traffic accident involving a truck and three cars, with casualties 2. a crime prevention campaign, sponsored by the police, to prevent burglaries in the local community. <p>You will play different roles in each situation and will need to carry out research in preparation for the role plays.</p> <p>In the role plays you will need to demonstrate relevant and appropriate working skills for that role and work in a team to manage both situations. Your performance will be observed and you will need to have other evidence of your performance. This may include reviews from peers, action logs, recordings and written documentation.</p> <p>You will then go on to review your performance and suggest improvements. You must complete an assessment of how well you think you have performed as a team member in the role play against required standards, identifying strengths and areas for improvement. You must use this assessment to develop an action plan for how you can improve your working skills.</p>
Task 1	<p>Choose the roles you will play in each scenario and carry out some research into each role, including the working skills expected. You will need to use the research to inform how you should respond in each role play scenario. You should show the characteristics of an effective team member at all times, using appropriate communication, personal and interpersonal skills.</p> <p>Following the role plays, write an assessment. Your assessment should include:</p> <ul style="list-style-type: none"> • a review of your performances • the strengths you demonstrated in each scenario

	<ul style="list-style-type: none"> • the areas that you need to develop in each scenario • your own judgement on how effective your contribution was in each scenario and what you need to do to make your contribution more effective. • how your performance differed in each scenario. <p>Finally, use your assessment to create an action plan that outlines areas for improvement of the relevant working skills.</p>
--	---

Checklist of evidence required	<ul style="list-style-type: none"> • Research and preparation notes • Observation records signed by an assessor and witness testimonies from your teacher/tutor • Peer testimonies to provide evidence of effective team working • Action logs and recordings, such as video • Written assessment • Action plan
---------------------------------------	---

Criteria covered by this task:

Unit/Criteria reference	To achieve the criteria you must show that you are able to:
2B.P3	Demonstrate own working skills through teamwork in two contrasting public service situations.
2B.P4	Describe own performance as a team member in two contrasting public service situations.
2B.M3	Compare own performance as a team member in two contrasting public service situations in terms of strengths and areas for improvement.
2B.D2	Assess own performance as a team member in two contrasting public service situations and develop an action plan for improvements.

Sources of information to support you with this Assignment	<p>Textbooks</p> <p>Breeze, M. Cronin, M. and Spafford, A. (2010) <i>BTEC Level 2 Public Services</i>, London: Hodder Education, ISBN 978 1 44411 211 5.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p> <p>Jones, A. (1999) <i>Team-building Activities for Every Group</i>, Maryland: Rec Room Publishing, ISBN 978 0 96623 416 9.</p> <p>Newstrom, J.W. and Scannell, E.E. (1998) <i>The Big Book of Team Building Games</i>, New York: McGraw Hill Professional, ISBN 978 0 07046 513 8.</p>
---	--

Scannell, M., Mulvihill, M. and Schlosser, J. (2013) *The Big Book of Team Coaching Games*, New York: McGraw Hill Professional, ISBN 978 0 07181 300 6.

Websites

The British Army: www.army.mod.uk
 The British Transport Police: www.btp.police.uk
 The Fire Service: www.fireservice.co.uk
 Her Majesty's Revenue & Customs: www.hmrc.gov.uk
 The Ministry of Defence:
www.gov.uk/government/organisations/ministry-of-defence
 The Prison Service:
www.gov.uk/government/organisations/hm-prison-service
 The Royal Air Force: www.raf.mod.uk
 The Royal Navy and Royal Marines: www.royalnavy.mod.uk
 Civil service careers: www.civilservice.gov.uk/recruitment
 NHS careers: www.nhs.uk/careers
 Public services recruitment agency: www.jobsgopublic.com
 Public sector jobs at Reed recruitment agency:
www.reed.co.uk/public

Note to assessors

We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.

We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.

Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.

Above are some examples of textbooks and websites. Further useful resources may be found at www.edexcel.com/resources.

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Demonstrate own working skills through teamwork in a public service situation with guidance.	2	1B.3
Outline own performance of working skills through teamwork in a public service situation.	2	1B.4

BTEC Assignment Brief

Qualifications	BTEC Level 1/Level 2 First Award in Public Services BTEC Level 1/Level 2 First Certificate in Public Services BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit or Component number and title	Unit 3: Employment in the Public Services
Learning aim(s)	Learning aim A: understand employment roles and conditions of service in the public services
Assignment title	The Public Services Exhibition
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	<p>You are putting on an exhibition for school/college leavers to inform them about careers available in the public services. Before the exhibition takes place, you will need to decide which three public services to include. You should prepare information about working in these public services, such as:</p> <ul style="list-style-type: none"> • the type of work available in your area • the requirements for job roles in these services, including conditions of service, such as salary, holiday entitlement and benefits • the advantages and disadvantages of employment in these services. <p>You will also need to prepare clear and accessible information about resources to be given to attendees so that they can do further research into careers in the chosen public services.</p>
Task 1	<p>To prepare for the exhibition you need to choose three public services to include. The services should be contrasting; you can choose from armed services, emergency services (blue light services), local authorities and central government.</p> <p>Next, do some research to find out about the work that each public service undertakes. Use this information to create:</p> <ul style="list-style-type: none"> • a multimedia presentation • an information sheet about each chosen service • a leaflet that includes information about the work that three contrasting public services do <p>All of this material will be put on your stand at the exhibition. Make sure that the information:</p> <ul style="list-style-type: none"> • evaluates the good and bad points of employment in each of the three contrasting public services • compares the work that these contrasting public services undertake • thinks about all of the roles they do

	<ul style="list-style-type: none"> • includes the jobs that are available in each service • includes the requirements and conditions of service for the job roles in each service.an explanation of the working skills used by the two contrasting services • a comparison of the working skills used across the services.
Checklist of evidence required	<ul style="list-style-type: none"> • A leaflet • Three information sheets, one for each contrasting public service • Multimedia presentation and accompanying notes
Criteria covered by this task:	
Criteria reference	To achieve the criteria you must show that you are able to:
2A.P1	Describe, using relevant examples, the range of work undertaken by three contrasting public services.
2A.M1	Compare the range of work undertaken by three contrasting public services.
2A.P2	Explain the requirements for job roles available in three contrasting public services.
2A.M2	Compare the requirements for job roles available in three contrasting public services.
2A.D1	Evaluate the advantages and disadvantages of employment in three contrasting public services.
Sources of information to support you with this Assignment	<p>Textbooks Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p> <p>Websites Ambulance Service Team careers: www.nhscareers.nhs.uk/explore-by-career/ambulance-service-team The British Army: www.army.mod.uk The Fire Service: www.fireservice.co.uk Her Majesty's Revenue & Customs: www.hmrc.gov.uk Maritime & Coastguard Agency: www.gov.uk/government/organisations/maritime-and-coastguard-agency National Careers Service: https://nationalcareersservice.direct.gov.uk</p>

	<p>The Prison Service careers: www.gov.uk/government/organisations/hm-prison-service/about/recruitment</p> <p>Public services recruitment agency: www.jobsgopublic.com</p> <p>Public sector jobs at Reed recruitment agency: www.reed.co.uk/public</p> <p>Note to assessors</p> <p>We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.</p> <p>We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.</p> <p>Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.</p> <p>Above are some examples of textbooks and websites. Further useful resources may be found at www.edexcel.com/resources.</p>

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Outline the range of work undertaken by two contrasting public services.	3	1A.1
Identify job roles available in two contrasting public services.	3	1A.2

BTEC Assignment Brief

Qualifications	<p>BTEC Level 1/Level 2 First Award in Public Services</p> <p>BTEC Level 1/Level 2 First Certificate in Public Services</p>
-----------------------	---

	BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit number and title	Unit 3: Employment in the Public Services
Learning aim(s)	Learning aim B: Explore employment in the public services
Assignment title	The Careers Fair
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	<p>You are putting on an exhibition for school/college leavers to inform them about careers available in the public services.</p> <p>You will need to produce documentation to inform the school/college leavers about the application and selection procedures used for jobs in the public service sector, what the requirements are, how to use job-searching techniques and match skills and abilities to jobs and how to apply for a job.</p> <p>When doing this, you should decide what type of employment you are interested in and use job-searching techniques to find two job opportunities that would be suitable for you. You will show how to apply for a job by completing an application for one of the job opportunities you have found.</p>
Task 1	<p>In order to provide information about the application and selection processes in the public services, choose two contrasting services and find one job vacancy from each to investigate. Remember that contrasting means that you should choose from the range of public services, covering armed services, emergency services (blue light services), local authorities and central government.</p> <p>Next, prepare a multimedia presentation for use at the careers exhibition that analyses the processes that each of the two public services you have selected use to recruit for a particular job.</p> <p>Your presentation should:</p> <ul style="list-style-type: none"> • compare the application and selection processes of the two contrasting public services • describe all stages in the application and selection process for each service <p>investigate why the services use different stages, what they test and how this links to the jobs you are analysing.</p>

Checklist of evidence required	<ul style="list-style-type: none"> Multimedia presentation with accompanying notes, including a list of the sources of information used to research public service employment
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
2B.P3	Describe the application and selection process for two public service jobs from contrasting public services.
2B.M3	Compare the application and selection process for two public service jobs, from contrasting public services.
2B.D2	Analyse the application and selection process for two public service jobs, from contrasting public services.

Task 2	<p>To demonstrate how to match skills and abilities to jobs, you need to prepare a pack for use by the people attending the careers exhibition. You will need to use the job opportunities you investigated in Task 1 to complete this task.</p> <p>Your pack should contain:</p> <ul style="list-style-type: none"> a completed skills audit a report that evaluates the results of the skills audit showing the strengths and areas for development that have been highlighted and matches the results to the two selected jobs used in Task 1 <p>a recommendation of which of the two jobs is most suitable for you, based on the evaluation of the skills audit.</p>
Checklist of evidence required	<ul style="list-style-type: none"> An information pack that demonstrates how to evaluate skills and how you have matched yourself up to the two jobs investigated in Task 1. The pack must have: <ul style="list-style-type: none"> a completed skills audit an evaluation of the results <p>a recommendation of the most suitable job for you with justification</p>
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
2B.P4	Use job-searching techniques to find two suitable job opportunities in the public service sector from researched sources of information.
2B.M4	Compare the suitability for self of two selected job opportunities in public services, identifying areas for improvement of own skills.
2B.D3	Evaluate the suitability of self for two selected job opportunities in public services, recommending the most suitable option.

Task 3	<p>You will now need to complete a job application to use as an example at the careers exhibition. Your application should be for the job that you decided was most suitable for you in Task 2.</p> <p>Your application should be well organised and professional, fully meeting the requirements of the selected vacancy. You must complete an application form, a covering letter and any other documentation that is needed for the application. The application form must be completed in full and your covering letter must be organised in a manner that is easy to read and informs prospective employers, using appropriate detail, how you meet the requirements of the job.</p>
Checklist of evidence required	<p>A completed application pack, including a covering letter, completed application form, and any other relevant recruitment documentation.</p> <p>The pack must:</p> <ul style="list-style-type: none"> • be well structured • be fit for purpose • meet the requirements of the job.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
2B.P5	Produce a structured written application for a selected vacancy using appropriate language and tone.
2B.M5	Produce a structured and detailed written application, using appropriate language and tone, which meets the requirements of a suitable vacancy.
2B.D4	Produce a well-organised presentation of a written application, which is fit for purpose and fully meets the requirements of the selected vacancy.

Sources of information to support you with this Assignment	<p>Textbooks</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p> <p>Websites</p> <p>Ambulance Service Team careers: www.nhscareers.nhs.uk/explore-by-career/ambulance-service-team</p> <p>The British Army: www.army.mod.uk</p> <p>The Fire Service: www.fireservice.co.uk</p>
---	--

	<p>Her Majesty’s Revenue & Customs: www.hmrc.gov.uk</p> <p>Maritime & Coastguard Agency: www.gov.uk/government/organisations/maritime-and-coastguard-agency</p> <p>National Careers Service: https://nationalcareersservice.direct.gov.uk</p> <p>The Prison Service careers: www.gov.uk/government/organisations/hm-prison-service/about/recruitment</p> <p>Public services recruitment agency: www.jobsgopublic.com</p> <p>Public sector jobs at Reed recruitment agency: www.reed.co.uk/public</p> <p>Note to assessors</p> <p>We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.</p> <p>We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.</p> <p>Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.</p> <p>Above are some examples of textbooks and websites. Further useful resources may be found at www.edexcel.com/resources.</p>
--	--

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Identify the application and selection process for a public service job.	3	1B.3
Use job-searching techniques to find two suitable job opportunities in the public service sector from given sources of information, with support.	3	1B.4
Complete a written application for a selected vacancy using appropriate language and tone, with guidance.	3	1B.5

BTEC Assignment Brief

Qualifications	BTEC Level 1/Level 2 First Award in Public Services BTEC Level 1/Level 2 First Certificate in Public Services BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit or Component number and title	Unit 5: Health, Fitness and Lifestyle for the Public Services
Learning aim(s)	Learning aim A: Understand the effect of basic nutrition and lifestyle factors on health and fitness
Assignment title	Nutrition and Lifestyle Factors
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	There is a health promotion week at a local leisure centre and you have been asked to design a presentation to be shown during this event. The presentation should include real examples of individuals and how nutrition and lifestyle have impacted on their health.
Task 1	<p>Prepare a multimedia presentation that can be used at the health promotion week. Your presentation should:</p> <ul style="list-style-type: none"> analyse the impact that both nutrition and lifestyle factors can have on an individual's health and fitness include an outline of different types of lifestyle factors show how nutrition and lifestyle factors affect health and fitness consider things such as illness and diseases that can occur as a consequence of poor choices, as well as the long-term benefits of positive choices consider the potential positive and negative impacts of nutrition and lifestyle factors on health and fitness use real examples of individuals, who should be assessed and analysed to determine how nutrition and lifestyle factors have impacted on their health make recommendations on how the individuals in your examples could improve their health and fitness through nutrition and lifestyle changes tell people how they can find more information about nutrition.
Checklist of evidence required	Presentation slides or posters presenting relevant information including:

	<ul style="list-style-type: none"> • preparation notes, including analysis of conducted research • research notes, including real assessments of individuals and information used to support the presentation • observation reports/witness testimonies of verbal responses during the presentation, including supporting handouts, leaflets or scripts.
Criteria covered by this task:	
Criteria reference	To achieve the criteria you must show that you are able to:
2A.P1	Describe the effects of nutrition on health and fitness.
2A.P2	Describe the effects of lifestyle factors on health and fitness.
2A.M1	Explain how nutrition and lifestyle factors affect health and fitness.
2A.D1	Analyse the potential impact of nutrition and lifestyle factors on individuals in order to recommend improvements.
Sources of information to support you with this Assignment	<p>Textbooks</p> <p>Bean, A. (2007) <i>Food For Fitness</i>, 3rd edition, London: A & C Black Publishers Ltd, ISBN 978 0 71368 128 4.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Teaching and Assessment Pack, Unit 5</i>, Harlow: Pearson Education, ISBN 978 1 44691 080 1.</p> <p>Scott, T. (2009) <i>Edexcel GCSE Physical Education Student Book</i>, Harlow: Pearson Education, ISBN 978 1 84690 372 4.</p> <p>Stear, S. (2004) <i>Fuelling Fitness for Sports Performance</i>, London: The Sugar Bureau, ISBN 978 0 95014 431 3.</p> <p>Wiggins-James, N. et al. (2000) <i>Sport and PE: A Complete Guide to Advanced Level Study</i>, 2nd edition, London: Hodder and Stoughton, ISBN 978 0 34077 243 0.</p> <p>Journals</p> <p>These current journals often give case studies and up-to-date information on a range of subjects specific to the service:</p> <p><i>FIRE</i>: www.fire-magazine.com</p> <p><i>Soldier</i>: www.army.mod.uk/soldier-magazine/soldier-magazine.aspx</p>

	<p><i>Public Service Magazine</i>: www.fda.org.uk/Media/Public-Service-Magazine/Public-Service-Magazine-Home.aspx</p> <p>Videos Relevant films make a good starting point for class discussions, enabling learners to engage with the subject: <i>Super Size Me</i> (2004), written and directed by Morgan Spurlock.</p> <p>Websites The following websites give up-to-date information on health, fitness or lifestyle specific to each service: The British Army: www.army.mod.uk/join/20261.aspx The College of Policing: www.college.police.uk/en/19833.htm NHS Choices: www.nhs.uk/livewell/healthy-eating/pages/healthyeating.aspx The Royal Marines: www.royalnavy.mod.uk/Careers/Royal-Marines/Get-fit-to-join-Royal-Marines The Royal Navy: www.royalnavy.mod.uk/Careers/How-to-Join/Get-fit-to-join</p> <p>Note to assessors We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study. We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites. Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs. Above are some examples of textbooks, journals, videos and websites. Further useful resources may be found at www.edexcel.com/resources.</p>

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference

Identify the effects of nutrition on health and fitness.	5	1A.1
Identify the effects of lifestyle factors on health and fitness.	5	1A.2

BTEC Assignment Brief

Qualifications	BTEC Level 1/Level 2 First Award in Public Services
-----------------------	---

	BTEC Level 1/Level 2 First Certificate in Public Services BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit number and title	Unit 5: Health, Fitness and Lifestyle for the Public Services
Learning aim(s)	Learning aim B: Explore the health and fitness requirements of different public services
Assignment title	Health and Fitness Requirements
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have been asked to write a report about the health and fitness requirements for at least three different public services for school/college leavers who are intending to work in public services. You must give clear, detailed reasons for why those requirements are in place and how requirements differ between the three services.
Task 1	<p>You must prepare a report that evaluates the health and fitness requirements within public services. Choose three public services to research and compare the health and fitness requirements for different jobs within each service, putting your findings into a report.</p> <p>Your report must:</p> <ul style="list-style-type: none"> • describe the health and fitness requirements for jobs within each service • highlight the similarities and differences between the three public services • explain why the services have these requirements, relating this to specific work done by each public service • consider the strengths and weaknesses of the health and fitness requirements <p>make recommendations for change, based on any weaknesses you have identified.</p>

Checklist of evidence required	<ul style="list-style-type: none"> • Preparation and research notes • Your report

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
2B.P3	Describe the health and fitness requirements for jobs within three different public services.
2B.P4	Explain why three public services have health and fitness requirements.
2B.M2	Compare the reasons for health and fitness requirements within three public services.
2B.D2	Evaluate the health and fitness requirements within public services with reference to a job role.

Sources of information to support you with this Assignment	
	<p>Textbooks</p> <p>Bean, A. (2007) <i>Food For Fitness</i>, 3rd edition, London: A & C Black Publishers Ltd, ISBN 978 0 71368 128 4.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Teaching and Assessment Pack, Unit 5</i>, Harlow: Pearson Education, ISBN 978 1 44691 080 1.</p> <p>Scott, T. (2009) <i>Edexcel GCSE Physical Education Student Book</i>, Harlow: Pearson Education, ISBN 978 1 84690 372 4.</p> <p>Stear, S. (2004) <i>Fuelling Fitness for Sports Performance</i>, London: The Sugar Bureau, ISBN 978 0 95014 431 3.</p> <p>Wiggins-James, N. et al. (2000) <i>Sport and PE: A Complete Guide to Advanced Level Study</i>, 2nd edition, London: Hodder and Stoughton, ISBN 978 0 34077 243 0.</p> <p>Journals</p> <p>These current journals often give case studies and up-to-date information on a range of subjects specific to the service:</p> <p><i>FIRE</i>: www.fire-magazine.com</p> <p><i>Soldier</i>: www.army.mod.uk/soldier-magazine/soldier-magazine.aspx</p> <p><i>Public Service Magazine</i>: www.fda.org.uk/Media/Public-Service-Magazine/Public-Service-Magazine-Home.aspx</p> <p>Videos</p>

Super Size Me (2004), written and directed by Morgan Spurlock.

Websites

The following websites give up-to-date information on health, fitness or lifestyle specific to each service:

The British Army: www.army.mod.uk/join/20261.aspx

The College of Policing: www.college.police.uk/en/19833.htm

NHS Choices: www.nhs.uk/livewell/healthy-eating/pages/healthyeating.aspx

The Royal Marines: www.royalnavy.mod.uk/Careers/Royal-Marines/Get-fit-to-join-Royal-Marines

The Royal Navy: www.royalnavy.mod.uk/Careers/How-to-Join/Get-fit-to-join

Note to assessors

We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.

We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.

Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.

Above are some examples of textbooks, journals, videos and websites. Further useful resources may be found at www.edexcel.com/resources.

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference
List the health and fitness requirements for jobs within three different public services.	5	1B.3
Outline reasons for the health and fitness requirements within three public services.	5	1B.4

BTEC Assignment Brief

Qualifications	BTEC Level 1/Level 2 First Award in Public Services BTEC Level 1/Level 2 First Certificate in Public Services BTEC Level 1/Level 2 First Extended Certificate in Public Services BTEC Level 1/Level 2 First Diploma in Public Services
Unit number and title	Unit 5: Health, Fitness and Lifestyle for the Public Services

Learning aim(s)	Learning aim C: Participate in public service fitness tests
Assignment title	Fitness Tests
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	<p>For careers week at school, your class has been asked to demonstrate how health and fitness can relate to a career in the public services by creating a series of videos and information.</p> <p>Your class will need to prepare by researching the fitness tests required by two contrasting public services.</p> <p>For each fitness test, you should determine the standards/requirements expected to be met, as specified by the public service. You will take part in a small group discussion where you will clearly explain how various fitness tests are carried out.</p> <p>You will then take a range of fitness tests from two different public services and maintain a log of the results. You will produce a booklet explaining the results and drawing conclusions. Through analysis and assessment of the results, you will show how you performed in the fitness tests and comment on factors that may have affected those results.</p> <p>You will need to recommend improvements to individual personal fitness to meet public services standards and requirements in the future.</p>
Task 1	<p>You must prepare the evidence needed for the careers week that will allow you to assess the results of fitness tests undertaken for two contrasting public services.</p> <p>First, choose two contrasting public services and research what fitness tests are required by each service. In small groups, discuss how each fitness test will be carried out and make notes.</p> <p>Next, take part in the fitness tests for these services and log your results. Your teacher/tutor will video the tests as evidence of your participation.</p> <p>Use your results to produce a booklet, that should include:</p> <ul style="list-style-type: none"> • an analysis of your results • an assessment of what went well and what needs to be improved • details of how your results relate to the requirements of each public service

	<ul style="list-style-type: none"> • clear details about how the tests are carried out, including protocols such as warm-ups or cool-downs • safety measures that should be in place for the tests • the reasons for the results, saying how the test was carried out and whether this had any impact on the results • individual improvements required to meet public services fitness requirements. describe the health and fitness requirements for jobs within each service • highlight the similarities and differences between the three public services • explain why the services have these requirements, relating this to specific work done by each public service • consider the strengths and weaknesses of the health and fitness requirements <p>make recommendations for change, based on any weaknesses you have identified.</p>
--	--

Checklist of evidence required	<ul style="list-style-type: none"> • Discussion notes • Observation records and video recording of tests • Fitness test log • Booklet analysing the results and recommending improvements
---------------------------------------	---

Criteria covered by this task:

Unit/Criteria reference	To achieve the criteria you must show that you are able to:
2C.P5	Participate in fitness tests for two contrasting public services, maintaining a results log to describe results.
2C.P6	Explain the results of fitness tests undertaken for two contrasting public services.
2C.M3	Analyse the results of the fitness tests undertaken for two contrasting public services.
2C.D3	Assess the results of the fitness tests undertaken for two contrasting public services to recommend improvements.

Sources of information to support you with this Assignment	<p>Textbooks</p> <p>Bean, A. (2007) <i>Food For Fitness</i>, 3rd edition, London: A & C Black Publishers Ltd, ISBN 978 0 71368 128 4.</p> <p>Gray, D. (2014) <i>BTEC First Public Services: Student Book</i>, Harlow: Pearson Education, ISBN 978 1 44691 081 8.</p>
---	--

Gray, D. (2014) *BTEC First Public Services: Teaching and Assessment Pack, Unit 5*, Harlow: Pearson Education, ISBN 978 1 44691 080 1.

Scott, T. (2009) *Edexcel GCSE Physical Education Student Book*, Harlow: Pearson Education, ISBN 978 1 84690 372 4.

Stear, S. (2004) *Fuelling Fitness for Sports Performance*, London: The Sugar Bureau, ISBN 978 0 95014 431 3.

Wiggins-James, N. et al. (2000) *Sport and PE: A Complete Guide to Advanced Level Study*, 2nd edition, London: Hodder and Stoughton, ISBN 978 0 34077 243 0.

Journals

These current journals often give case studies and up-to-date information on a range of subjects specific to the service:

FIRE: www.fire-magazine.com

Soldier: www.army.mod.uk/soldier-magazine/soldier-magazine.aspx

Public Service Magazine: www.fda.org.uk/Media/Public-Service-Magazine/Public-Service-Magazine-Home.aspx

Videos

Relevant films make a good starting point for class discussions, enabling learners to engage with the subject: *Super Size Me* (2004), written and directed by Morgan Spurlock.

Websites

The following websites give up-to-date information on health, fitness or lifestyle specific to each service:

The British Army: www.army.mod.uk/join/20261.aspx

The College of Policing: www.college.police.uk/en/19833.htm

NHS Choices: www.nhs.uk/livewell/healthy-eating/pages/healthyeating.aspx

The Royal Marines: www.royalnavy.mod.uk/Careers/Royal-Marines/Get-fit-to-join-Royal-Marines

The Royal Navy: www.royalnavy.mod.uk/Careers/How-to-Join/Get-fit-to-join

Note to assessors

We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.

	<p>We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.</p> <p>Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.</p> <p>Above are some examples of textbooks, journals, videos and websites. Further useful resources may be found at www.edexcel.com/resources.</p>
--	--

If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.

To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Participate in fitness tests for two contrasting public services, maintaining a results log to identify results.	5	1C.5
Identify the results of fitness tests undertaken for two contrasting public services.	5	1C.6