**Level 2 Public Services**

# Sample Assessment task:

## Unit Title: Career Planning for the Public Services

## Unit Code: Y/616/8398

This is a scenario-based assignment which allows learners to demonstrate their understanding of how to plan a career in the public services.

The assignment is split into two separate tasks:

* how to find out about careers in public services, types of careers available and the skills, attributes and entry requirements for different types of public services
* applying for a suitable job role in a selected public service.

The tutor should help to support learners to reflect realistically on their skills and attributes to research job roles in public services that are most suited to their individual needs and abilities.

Across the two tasks, tutors should check that learners have included all the evidence they need to achieve the unit. If a significant aspect has not been addressed, learners should be given an additional opportunity to cover this aspect, e.g. through a short question and answer session.

If you choose to use this sample assignment, you may adapt the scenario or forms of evidence to make them more relevant to or appropriate for your learners. For the second task, learners should be able to focus on the public service that they are most interested in and plan to enter a career in this service as this will ensure the task is motivating and engaging for them.

Additional tasks are provided to enable learners to achieve Merit and Distinction.

The assignments submitted by learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit as outlined below. To achieve a merit or distinction grade, the learners must demonstrate that they have achieved all the criteria set for these grades. Where work for the pass standard is marginal, assessors can take account of any extension work completed by the learners.

Tutors may remove these additional tasks or make them compulsory depending on the abilities of students.

# Level 2 Public Services Assignment:

## Career Planning for the Public Services

**Background**

When you finish your public services qualification, you may well decide that you would like to start a career in the public services. To help you to find out more about jobs and types of careers in public services have been asked to carry out research into careers in public services. This will help you to find a suitable job role in the public services for you to apply for.

**Task 1: Career planning and progression in public services**

1. Carry out research to find out where you can find out about careers in public services.

Write a report that outlines each of the relevant resources that you have located and the information that you have found out about on careers in the public services.

1. From your research into careers in public services, complete the table below that outlines your interests, skills and qualifications that you currently have or plan to achieve and match these to potential job roles within public services.

You should also include the entry requirements for each job role such as qualifications or experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Role**  | **Entry requirements for job role (qualifications and/or experience)**  | **Interests** | **Skills**  | **Qualifications held or planned to have** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Consider which public services you aspire to have a career in. Write a short report that describes each of these different career pathways.

If you are aiming for a **Distinction** you should also:

*Compare two of the career pathways that you have described in part c. Ensure each start from a similar entry point. Include in your comparison an assessment of the advantages and disadvantages of each career pathway.*

1. Carry out research to find out about the skills, attitudes and behaviours needed to work in one public service.

Create a poster or web page that contains descriptions of the skills, attributes and behaviours needed to work in your selected public service and provide reasons why each are important.

If you are aiming for a **Merit** you should also:

*Compare your own skills, attitudes and behaviours and the qualifications that you hold currently against those required for your selected career pathway in public services. Ensure you provide information on where you need to take further action or development to help best prepare you for entry into this selected public service.*

**Task 2: Applying for public service employment**

You will now have a very good idea of which public service job role you would like to apply to for.

1. To demonstrate to your tutor(s) your knowledge and understanding of the application process for a selected job role in a chosen public service, you have been asked to prepare and deliver a presentation to your tutors about this process.

For your presentation you will need to discuss:

* the application process for a specific job role in your selected public services.
* the selection process for a specific job role in your selected public services.
* ways that you can prepare for the selection process for your specific job role.

If you are aiming for a **Merit** you should also:

*Provide a comparison of the application and selection process for two different job roles.*

If you are aiming for a **Distinction** you should also:

*Provide an explanation of why the selection process varies for the two different job roles.*

1. Complete a job application for a specific job role in your selected public service. You should include how your own skills, qualities, achievements and experiences are relevant to the role for which you are applying.

You should ensure you use appropriate conventions, format and style to complete the job application and present the information clearly and accurately.