Academic year 2021–22



SUBMISSION DEADLINE:
4 weeks after delivery is complete

BTEC LEVEL 2

Teamwork and Personal Development in the Community

UNIT 3 WORKBOOK

Preparing for Employment

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LEARNER NAME:

EMAIL ADDRESS: (capital letters)

CVQO REF: **VQ**

GROUP OR UNIT NAME:

Affix label here (for CVQO use)

LEARNER DECLARATION

The declaration must be signed by you (the learner). Unfortunately, any unsigned work cannot be accepted for marking.

"I certify that the work submitted in this workbook is my own."

SIGNED:

.....

DATE:

.....

Edexcel approved centre. Centre number 01383

BTEC
Approved Centre from Pearson

Welcome to the workbook

for Unit 3

This workbook is for you to submit your answers for the written tasks required for Unit 3.

To complete this unit you must take part in a CVQO-led employability skills workshop (either face-to-face or as a webinar). The content that you covered will help you to complete the tasks within this workbook. If you feel that you need support or assistance with completing the workbook please ask your tutor.

Referencing

Although you should try to use your own words throughout this workbook, there may be some answers where a quote from elsewhere is acceptable. If you do this, you must use quotation marks and name the source.

Glossary

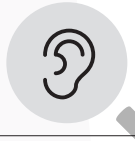
The following command verbs introduce the different tasks in this workbook and their meanings are given below:

Describe	Think of it as answering the question 'what is it?' Include linked series of relevant points to 'paint a picture with words'.
Explain	Think of it as 'how does something work?' You need to provide an explanation first and then give your reasons for doing so. Using words such as 'because' or 'therefore' will help you to do this.
Identify	This usually tests your skill of remembering information. You might select from a list of options, point something out, or give a list of main features.
Justify	Give reasons to support your answer.
Outline	A brief description setting out main characteristics or points.

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Icon key

Icon	Description
	**Learning outcome** Each unit has a series of learning outcomes which indicate the knowledge you are expected to demonstrate when you complete the accompanying tasks or activities.
	**Literacy** This will assess your understanding of the task and demonstrate the quality of your English skills, particularly your use of correct spelling, punctuation and grammar.
	**Task** This requires a written response which links to each assessment criteria (AC).
	**Activity** This requires you to complete a practical activity.

	**Learning** Learn the subject theory.
	**Doing** Put into practice what you have learnt.
	**Listening** Ask yourself how you performed. Listen to feedback from others, i.e. your tutor or peers.
	**Reflecting** Learn from the experience to improve next time.

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Unit 3

Preparing for Employment

Date attended workshop: ...

Task 1: Describe different skills required for employment (AC 1.1)

Complete the following table to **DESCRIBE** the different skills required for employment. You **MUST** use a job description and person specification of a Police Officer to complete this task. **They are provided at the back of your workbook on pages 18 and 19.**

IDENTIFY and then **DESCRIBE one** technical skill, **one** practical skill and **one** transferable skill that relate to a job role of a **Police officer**.

Technical skill:	
Description:	

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Practical skill:	
Description:	

Transferable skill:	
Description:	

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Task 2: Explain personal qualities required for employment and their importance (AC 1.2)



During the workshop you spent time looking at the important 'additional' skills that employers look for in potential employees. These are 'over and above' any academic skills required and often known as employability skills. Complete the table below to **EXPLAIN** three of these.

You must *identify* an employability skill and then give a detailed reason why it is important.

Employability skill 1:	
Why is this important for employment?	

Employability skill 2:	
Why is this important for employment?	

Employability skill 3:	
Why is this important for employment?	

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Task 3: Explain ways employability skills can be developed (AC 1.3)



Using the table below, you should **IDENTIFY *two*** ways you have developed your own employability skills. You should then **DETAIL** *how* each way has helped and one skill it has helped to develop.

What have I done to develop my employability skills?	How has this helped me?	One specific skill it has helped to develop
...		
...		

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Task 4: Review own skills, qualities and interests for career planning (AC 2.1, 2.2, 2.3 & 2.4)



This task is in three parts.

Part a.

During the workshop you attended, you will have had the opportunity to look at a personal skills analysis and a SWOT profile.

Completing them both will help you to answer the questions below and **IDENTIFY** your own *skills, qualities and interests* to choose a suitable career path.

You should now **IDENTIFY** three of the skills you have identified and provide evidence of how you have used or demonstrated these skills. The evidence can be from activities you have completed within your own organisation or elsewhere.

Skill 1:	
Evidence:	

Skill 2:	
Evidence:	

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Skill 3:	
Evidence:	

You should **IDENTIFY** at least two points in *each* element of the SWOT profile below:

STRENGTHS (What you are good at? What are your positive personal/character traits?) Strengths	**WEAKNESSES** (Skills, knowledge or experience that could be improved) Weaknesses
OPPORTUNITIES (What could be advantageous to you, e.g. contacts, skills, experiences, etc.) Opportunities	**THREATS** (What may present a challenge or prevent you from achieving what you want?) Threats

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Part b.

Following on from your skills analysis and SWOT profile, you should now **IDENTIFY two** suitable career paths for yourself. You must **JUSTIFY** *why* they are suitable choices by giving **two** detailed reasons for each.

Possible career path 1:	
1.	
2.	

Possible career path 2:	
1.	
2.	

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Part c.

You should now focus on **one** career pathway (from those listed in Part b.) and **IDENTIFY two** gaps that exist in your current skills and experiences.

You should then **EXPLAIN** how to develop your skills and experiences to address the gaps.

Career pathway: ...

Identified gap 1:	

What are you going to do about this?	What help or resources do you need?	How will you know you have achieved it?

Identified gap 2:	

What are you going to do about this?	What help or resources do you need?	How will you know you have achieved it?

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Task 5: Producing a CV (AC 3.1, 3.2, 3.3 & 3.4)



The following tasks must be answered in relation to a specific job of your choice, and the job description and person specification that would accompany that role. This requires personal research. In the box below specify the job role you are interested in:

This task is in three parts.

Part a.

You **must** produce a basic CV that includes a personal statement. This must showcase your employability skills in relation to the specified job role above.

You will be given a CV template during the session that you may wish to use.

A CV will contain a number of personal details for the information of a prospective employer. For this submission please REMOVE your personal contact details and your date of birth from your CV. This is to protect your details under the Data Protection Act.

☐ *I can confirm that I have removed my personal contact details and date of birth from my CV.*

Your completed CV should be printed and posted to CVQO along with your paper workbook.

Part b.

Now that you have produced your CV, you **must** answer the following questions:

DESCRIBE the purpose of a CV when applying for a *specified* job.

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Part c.

IDENTIFY three pieces of information that you have included in *your* CV that show how suitable *you* are for the job role you have specified. You **must** give a reason for your answer.

Information contained within my CV:	
How does this show that I am suitable for the job?	

Information contained within my CV:	
How does this show that I am suitable for the job?	

Information contained within my CV:	
How does this show that I am suitable for the job?	

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Task 6: Preparing for an interview

(AC 4.1, 4.2, 4.3 & 4.4)



There are three parts to this question.

During the workshop you attended, you considered interview preparations that would be required.

You must now produce some notes that could feature in a factsheet, aide memoire or preparation pack. They must relate to the one job role that you identified for Task 5.

Part a.

OUTLINE three ways an individual could prepare for an interview.

1.
2.
3.

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Part b.

IDENTIFY two potential interview questions that you may be asked along with a response that you may give to showcase your employability skills.

You can use the STAR method (Situation, Task, Action and Result) to give your answer a suitable structure. You must then detail *why* your response would be suitable.

Question 1:	
Answer	
Why would this be a suitable answer?	

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Question 2:	
Answer	
Why would this be a suitable answer?	

Part c.

IDENTIFY two questions you could ask the interviewer during an interview in relation to the job you identified as part of Task 5.

1.	
2.	

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Additional information for Task 1 overleaf

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Additional information for Task 1: Police Officer

Job description

Police officers protect the public from crime, as well as supporting victims and witnesses of crime, providing reassurance to local people in the community.

As a police officer you'll work in partnership with the communities you serve to maintain law and order, protect members of the public and their property, prevent crime, reduce the fear of crime and improve the quality of life for all citizens.

Role specification

As a police officer you'll need to:

- provide a visible presence to deter crime and reassure the community
- conduct patrol duties on foot, by car and bicycle
- develop community knowledge to identify individuals and locations at risk of being involved in crime
- respond to calls and requests from the public to assist at incidents
- work alongside communities, liaising with community groups and individuals
- keep the peace at public meetings, social events, processions, trade disputes or strikes
- diffuse potentially volatile situations with due regard for the safety of all involved
- act with sensitivity when dealing with situations such as delivering news of a sudden death or when dealing with sexual crimes
- conduct initial investigations, gather evidence, take statements and comply with relevant legal requirements
- interview suspects, victims and witnesses in accordance with relevant legislation
- conduct arrests with due regard for the human rights, security and health and safety of detained individuals, members of the public and colleagues, as well as yourself
- prepare crime reports and present case files
- attend and give evidence in court and at other hearings
- complete administrative procedures
- submit internal crime reports and criminal intelligence reports
- take action on information received from members of the public
- gather, record and analyse intelligence to achieve community safety and crime reduction objectives and provide crime prevention advice
- take direction on specific duties from senior colleagues
- attend road-related incidents including collision scenes, vehicle check points and traffic offences
- enforce road traffic legislation and issue fixed penalties for relevant offences
- deal with lost or found property

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Person specification

You need to have:

- effective communication skills, including tact and diplomacy for dealing with sensitive situations
- community focus
- a sense of personal responsibility, integrity and resilience
- problem-solving skills
- a confident and calm manner
- good literacy skills in order to accurately record details and write reports
- respect for diversity
- teamwork skills and the ability to work independently
- professionalism, honesty and trustworthiness
- sound judgement and a proper respect for confidentiality
- an ability to act with resolve, tolerance and restraint

You'll also need physical fitness in order to pass the job-related fitness test and medical assessment.

Source: The Association of Graduate Careers Advisory Services (AGCAS) and Jisc
https://www.prospects.ac.uk/job-profiles/police-officer

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