Cadet Vocational College

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BTEC LEVEL 2

Teamwork and Personal Development in the Community

UNIT 3 WORKBOOK

Preparing for Employment

LEARNER NAME:	REFERENCE: VQ
EMAIL ADDRESS:	GROUP OR UNIT NAME:

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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:

VERSION 3.1

Pearson Approved Centre. Centre number 01383

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, remember you can come to our employability skills workshop (either face-to-face or as a webinar). The content that you covered in the workshop 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 VQO, your tutor or email tpd@cvcollege.org and we will get back to you.

Referencing

You **must** use your own words to answer the tasks.

There may be an occasion when a quote from a resource (e.g. a website or a Cadet Vocational College learning resource) can be used to *support* your written answer. If you do this, you **must** use quotation marks, name the source and if applicable, state a page number. For example, "Having team members you trust is key to the success of any team." (Learning Guide, page 5).

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 a 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.
Review	Look back over the topic or activity to provide a detailed evaluation with conclusions and decide what was effective or not. Using specific examples will add strength to answers.

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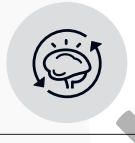
Icon key

Icon	Description
	**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 of the assessment criteria (AC).
	**Activity** This requires you to complete a practical activity.

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

Teaching and learning

There is an employability webinar that will help you complete Unit 3. To find out more, please speak to your Teaching and Learning Manager or scan here for more details.



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Unit 3

Preparing for Employment

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



Complete the following table to **DESCRIBE** the different skills required for employment.

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

You **MUST** use the job description and person specification provided for one of the roles to answer this question in full. They can be found on pages 18-21 in this workbook.

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 personal qualities that employers look for in potential employees. These are 'over and above' any academic or technical skills.

IDENTIFY three personal qualities and **EXPLAIN why** each one is important for employment. You *can* choose to include an example in each answer to help you give the level of detail required.

Personal quality 1:	
Why is this important for employment?	

Personal quality 2:	
Why is this important for employment?	

Personal quality 3:	
Why is this important for employment?	

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

IDENTIFY two different ways you have developed your own employability skills.

For each, outline the skill it has helped you to develop. You must then support your answers with an explanation of **how** it has helped **you**.

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

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



During the Employability Workshop session you attended, you will have had the opportunity to review your own skills, qualities and interests for career planning.

This task follows on from that and is in four parts.

Part a. IDENTIFY three skills or personal qualities and provide evidence of **how** you have demonstrated this.

The evidence can be from activities you have completed within your own organisation or elsewhere.

Skill 1:	
Evidence:	

Skill 2:	
Evidence:	

Skill 3:	
Evidence:	

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Part b. IDENTIFY at least **two** points in *each* element of the SWOT analysis below:

Strengths	Weaknesses
What are the **positive elements** of your personality and character? What are you good at?	Consider what you need to **improve**. What skills, knowledge or experience could you take steps to improve?
...	

Opportunities	Threats
Consider what might help you pursue your chosen career. What could be **beneficial** to you (e.g. contacts, skills, experiences, etc.)	What may present a **challenge** or **prevent** you from achieving what you are hoping for on your career pathway?

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Part c.

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

Possible career path 1:	

Possible career path 2:	

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Part d.

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

You should then **EXPLAIN** *how* you will 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 have been given a CV template during the Employability Workshop session that you may wish to use for this task.

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 submitted along with your workbook.
Please print your CV and post it along with your workbook.

Part b.

Use the space below to **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 and show how each showcases your employability skills for the job role you have specified.

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)

This task is in three parts.

During the workshop you attended, you will have considered how you can prepare for an interview.

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 in Task 5 and the job specification.

Part a.

OUTLINE three ways an individual could prepare for an interview.

The research that you have undertaken for a specific job role will help you to answer this question appropriately.

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Part b.

IDENTIFY two potential interview questions that you may be asked, based on the job specification, 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 each question you have written a suitable structure.

You can use your learning resources to refresh your learning and read an example. You must then detail why your answer would be suitable in an interview.

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

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

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Part c.

IDENTIFY two questions you could ask the interviewer during an interview. These must be based on the job description and person specification you researched in Task 5.

...

Congratulations - you have now completed all of the tasks in this unit.

Check your work before submitting for assessment!

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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, and 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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Additional information for Task 1: Paramedic

Job description

Paramedics provide an immediate response to emergency calls that can be both traumatic and medical in origin, and respond to GP referrals and 111 calls.

As a paramedic, you'll usually be the first senior autonomous independent healthcare professional on the scene, and the level of care you provide can range from dealing with life-threatening conditions to minor illnesses and injuries.

You'll need to undertake a full medical and health assessment to determine a patient's condition, provide essential treatment and transportation to a designated hospital or care facility.

You'll typically work in a two-person ambulance crew alongside an ambulance technician or emergency care assistant. It's also possible to work alone, using an emergency response car, motorbike or bicycle to get to a patient.

Role specification

Your work will vary greatly depending on the patient and their condition, but in general you'll need to:

- listen to the patient and gain their consent (if possible) before undertaking any assessments and treatment
- provide medical assessments and any immediate course of treatment prior to transporting them to a designated hospital
- use technical equipment, including ventilators to assist breathing and defibrillators to treat heart failure, in order to resuscitate and stabilise
- carry out certain surgical procedures when necessary, such as cannulation to insert a cannula into a large vein and endotracheal intubation (insertion of a breathing tube into the trachea)
- monitor the patient's condition on an ongoing basis
- decide if admission to hospital is necessary and assess how to move patients and where the best location is for them
- liaise with members of other emergency services, such as the police, fire brigade or coast guard, and other ambulance services to ensure the appropriate level of response is provided
- work closely with doctors, midwives and nurses in hospital emergency departments, briefing them as their patient arrives at hospital
- liaise with allied health professionals such as radiographers, physiotherapists, occupational therapists and podiatrists to ensure a team approach to a patient's care journey
- deal with members of the public and negotiate with family members present at the scene
- clean, decontaminate and check vehicles and equipment to maintain a state of operational readiness
- assist other healthcare professionals with patient care in hospitals or health care centres
- provide clinical advice to patients and other colleagues over the telephone from a control room
- produce thorough case notes and report details about the patient's history, condition and treatment to relevant hospital staff

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- maintain patient confidentiality and act in a professional manner at all times
- support and supervise student paramedics and new staff.

Person specification

You'll need to have:

- excellent interpersonal skills for dealing with patients, their friends and family, and members of the public
- strong teamwork skills to work alongside other crew and hospital staff
- the ability to work autonomously
- oral, written and listening communication skills for reporting conditions
- skills in problem solving and critical thinking
- the ability to remain calm and focused under pressure
- initiative and decision making skills
- a calm and reassuring approach
- a caring attitude and outgoing, helpful personality
- resilience in the face of strong emotions
- integrity and honesty
- a responsible and highly motivated approach to the work
- good general fitness to cope with lifting patients and equipment
- excellent driving skills - most NHS ambulance trusts will require you to be able to drive an ambulance under emergency conditions.

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

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