

Sample portfolio: Distinction

NCFE Level 2 Diploma for Entry to the Uniformed Services QN: 601/2456/8

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Introduction

The material in this portfolio relates to:

Unit 01 Investigate employment in the uniformed services (H/505/9139)

This portfolio is designed to demonstrate the types of evidence that could be produced for the unit above from NCFE Level 2 Diploma for Entry to the Uniformed Services.

It's designed to provide guidance on how a **Distinction** grade portfolio could look, rather than being prescriptive.

Evidence may be submitted in a variety of forms. In this example there are written accounts and visual evidence, but the evidence could also be presented in an audio format. Where the learner has provided visual evidence (for example screen grabs, copies of research), this has been clearly annotated to give context as to why it has been included. Each piece of evidence has been presented with the assessment criteria number detailed at the top of the page.

External Quality Assurer guidance has been provided for each piece of evidence relating to an assessment criterion. The guidance comments on how the evidence meets the assessment criteria and what could be improved to obtain a higher grade. The suggestions and assessment methods are not exhaustive and Tutors are encouraged to explore other methods which will support the learner to produce the best evidence that they're capable of for the unit. For further advice on the suitability of a particular assessment method, you can refer to the relevant qualification specification or contact your External Quality Assurer.

It's strongly recommended that each unit is presented and assessed individually to allow accurate judgements about the learner's competence. This will also make it easier to award a grade for the unit. The work must then be internally quality assured and made available for the External Quality Assurer. It's accepted that a piece of evidence may be presented for more than one unit. Where this is the case, the evidence must be clearly mapped to all units and assessment criteria it applies to when presented to the External Quality Assurer. This will enable them to make an accurate judgement about the learner's competence and overall unit grade.

We would encourage the use of our Evidence and Grading Tracker document which is available on the qualifications page on the NCFE website however any method which clearly records the evidence against the assessment criteria can be used.

Learner evidence and External Quality Assurer commentary

Unit 01 Investigate employment in the uniformed services (H/505/9139)

Assessment criteria 1.1, 1.2

Investigate 3 differe	nt jobs from 3 different s	ervices (1.1 and 1.2)	
Service / Job	Police	Army	Fire
Minimum joining age	18.5 > 55	16-33	18
Starting salary	2-19,000 to \$23,000	113,000 to 114,300 +17,700 on try	\$21,000 \$28,500 when qualified / Polation
Holiday entitlement	Min 23 pand days		Could not had who
Retirement age	60	could not the	55
Pension arrangements	and into	(ron 65 0140 or completed 18 years service	From 60
Education / qualifications	None but must pass entry texts	None but every tests include matter + english	Some broades require USE Level 2 functional skyl
Fitness requirements	Physically ht	Must pass medical + petress tests	pan litress tests
Benefits	land over time Sich leave	subsidused food and accomplation Hovering of married	Varied Jub
Maternity/paternity provisions	Could not had upo	Yes-	Could not had who

Unit 01 Investigate employment in the uniformed services (H/505/9139) (cont'd) Assessment criteria 1.1, 1.2 (cont'd)

Minimum length of service	Could not	4 years and	Could not
	ahr had	then 12 months	had who
Shift patterns	Hights Vectored Source Milidens	Normal working week when or duty or overseas	Days night shift
Contracted hours	40 ho c week	Depends on where you are = operations	42 hors a week
Postings	Dog handler	Orocas Spendent to good	artish apports Defence fire service
Access to training	Probation for 2 years	Specialist trs. es form Alvesturous try	specialist trs.
	A hall driving licence		Need a full during hiera

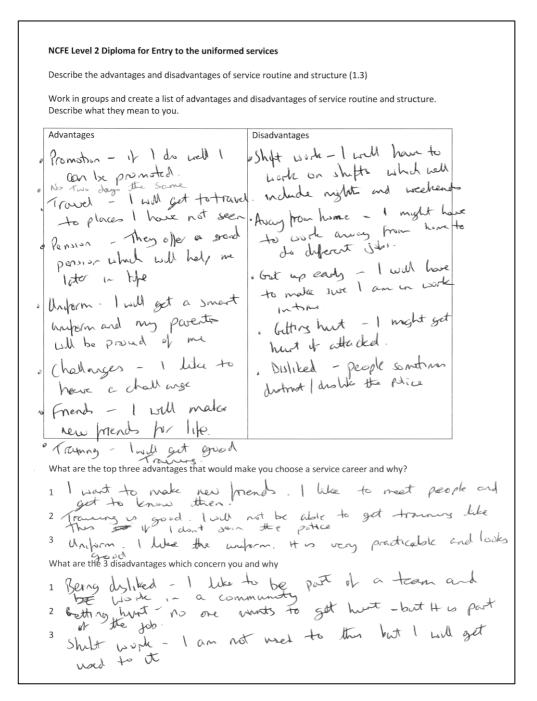
Assessment criteria 1.1, 1.2 (cont'd)

External Quality Assurer commentary:

The learner has researched the minimum of 3 jobs and has completed all boxes - albeit that they've identified where they couldn't find the information. There's no Distinction grading for 1.1. They have 'thoroughly explored the entry requirements (1.2).'

Grade awarded for these assessment criteria - Merit for 1.1, and Distinction for 1.2

Assessment criterion 1.3



Assessment criterion 1.3 (cont'd)

External Quality Assurer commentary:

The learner has thoroughly explored the advantages and disadvantages for the task set. The learner has identified a range of matters outlined in the guidance.

Assessment criterion 1.4

امما	at the following key qualities required for employment in a uniformed service (1.4)
LOOK	at the following key qualities required for employment in a uniformed service (1.4)
	Honesty
	nition:
Ho	one able in principles, intentions and actions
	proght and fair
. 5	sincere and trank
	is it important:
A	policeman has to whold the law. They need to
, T	hey may need to have to go to court and
	que endence.
How	could it be used:
	When in court they may need to say what happened
9	They may have to look after property e.g. look afte a house that has been burgled.
	work after a visible when has been suggested.
	They need to write witness statments which must be
	Trustworthiness
Defi	nition:
ik.	Dependable, reliable
1	Deserving of trust
Why	is it important:
.	A policeman has to be trusted. They need to
	1 latter people and property.
	The public need to know that they can trust
	a policeman.
	could it be used:
٥	Looking after something e.g. looking after Royal
	Family or poreign visitors
4.	hooking after properts which has been handed in
	by the public

Assessment criterion 1.4 (cont'd)

	Commitment
Definition	r.
· 601	nouting, fledging or engaging oneself
	age or promise, obligation
· EN	gage ment, involvement
	mportant:
· A	policemen needs to be able to get involved we ever they are reeded.
	ey promise to uphold the law and serve other
	ey reed to get to know the commenty they work
	d it be used:
	on up when reeded - shift work,
	see to serve for many years - promotion
· Hel	port when needed - extra shifts, overtime
5 6	Adaptability
Definition	
. Ads	not onesel to different conditions
Why is it i	important:
	I down or the same so you need to be able
- No 2	agua de la serie d
- No 2	to the bout what was have to do quickly
- No E	the thirte about what you have to do quickly
- No 8	day you may be at a protball match, the rext
- No ?	day you may be at a protball match, the rext dury the scene of a murde.
- No ?	day you may be at a protball match, the next dury the scene of a murde. dit be used:
- No 8	day you may be at a protball match, the rext day the scene of a murde. dit be used: you know what to do if told to do something
- No 2 to ore other How coul	day you may be at a hotball match, the rext day the scere of a murde. dit be used: you know what to do it told to do something except
How could	day you may be at a protball match, the rext day the scene of a murde. dit be used: you know what to do if told to do something

Assessment criterion 1.4 (cont'd)

External Quality Assurer commentary:

The learner has thoroughly explored the entry key qualities for the task set.

Assessment criterion 1.5

Positive attitudes and values	
	How will they affect my employment
Good teamplayer	Help me with watery with other
Atres a good.	Pass my entry test
Helphi	Policemen most be able to help in the commenty.
Trustworthy	Islice have to be trusted.
Sment.	You need to keep you under a
Negative attributes	How will they affect my employment
Sonotines don't large - Count get out of bed sonotimes to too hard in heres to good do too med	Might be the injured
	ese get my totor to help me then is good so I don't se
How could you maximise the positive attributes	
been up my levels	training to make sure!
Help out in the Commun	to look at volunteer opportun
Do more team sports	and be a good team play

Assessment criterion 1.5 (cont'd)

External Quality Assurer commentary:

The learner has thoroughly explored attributes and values for the task set.

Assessment criteria 2.1, 2.2

Visit in the same of the same	Rate yourself									
		Ver	***********							anding
	1	2	3	4	5	6	7	8	9	10
Fitness Practical skills								_	-+	
Dexterity							#	1		
Leadership							شتعل	~	/	
Listening										
Presentation skills								/		
Report writing			/							
Calculating and budgeting			/							
Decision making						,	/			
Meeting deadlines							_/			
Organising work								/		
Prioritising work Working in a team			-					/		
What are the 4 skills you need to develop Refort working - Colombring and be Listening - I to Meeting deadling	nds ilk	rethr too	1 - h	vel	-	So	1	rei	ed	to st
How will you develop these skills (2.2)										
1 I will practice mu and Cadet Adult	o t	Wn 6	tin	s tc	sk ve id	us d	o it	nd the	ay n	h me bette can

Assessment criteria 2.1, 2.2 (cont'd)

External Quality Assurer commentary:

There's no Distinction grade for these 2 assessment criteria. The learner has identified in detail the things they need to develop and given coherent and realistic examples of how they may develop them. They've identified a range of things shown in the guidance.

Grade awarded for these assessment criteria - Merit

Assessment criterion 2.3

	The Steps	What do you have to do for each step
Step One	Make an application	1. Consiste the police for a I want to your the application form fully. 3. Submit the application
Step Two	Attend on assessment centre and do the P.Y.R.T.	1. undertake preparation befor attending 2. head the information Pack. 3. Complete the assessment contre
Step Three	Undertale the	1. undertake the shuttle run 2. Undertake the strength test 3. Azheur reguved standard
Step Four	Undertake the Health Check	1. Have a medical examination 2. Fell in medical questioners 3. Ashere the Egyptical standar
Step Five	Background and security checks	1. Pronde the names of referee 2. Security checks undertaken 3. No problem found
Step Six	Scourty chewronce	1. Police carry out seems, chechos 2. No problems found.
and	mental tests	I prepare for the physica

Assessment criterion 2.3 (cont'd)

External Quality Assurer commentary:

The learner has thoroughly explored the main stages.

Assessment criterion 2.4

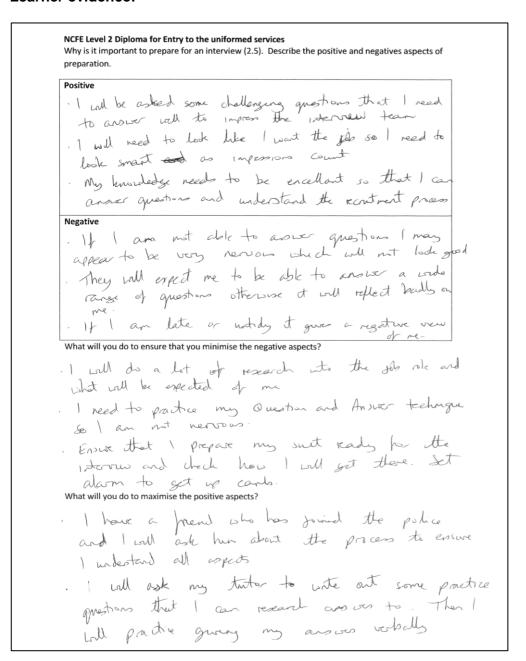
what you would do to prepare for it.	nsider to prepare for your interview (2.4). List them and
What I need to do	How I will prepare for this
· Picpare myself for the	· clean sunt - pressed · clean shoes · sho we
· What do I need to to	
. Arrive on time.	. Plan my Journey time. Allow for any problem on say
· Think of my responses greations	to · Shot night they ask? . what would be my anowe.
· know about the organ	atter. Lescart on web site. Folk to a policeman
· Try and remain calm.	· Pacte whereas with
· Be positive	Body language - cyc contest shaking hands
Thenk about any prestion.	. How long is training. When will know about where

Assessment criterion 2.4 (cont'd)

External Quality Assurer commentary:

The learner has thoroughly explored the preparations for an interview. They've identified a range of things shown in the guidance.

Assessment criterion 2.5



Assessment criterion 2.5 (cont'd)

The learner has thoroughly explored the preparation needed for an interview.

Assessment criterion 3.1

Learner evidence:

NCFE Level 2 Diploma for Entry to the uniformed services

You will be required to attend a mock interview which will be conducted by the staff with the other students watching (3.1). You will be required to demonstrate your ability in a number of areas including punctuality, use of language, response to questions and use of questions.

You should choose two of your fellow students to write a few good point and some areas for improvement about your performance. You will use this later on

Name:	Beeter Jade
Good points	Areas for improvement
Smiled Asked questions	untidy was late
Name:	Josh
Good points	Areas for improvement
Suit was some croned	He was nervous
Shoes were clean	He was not able to answer
	all the questions

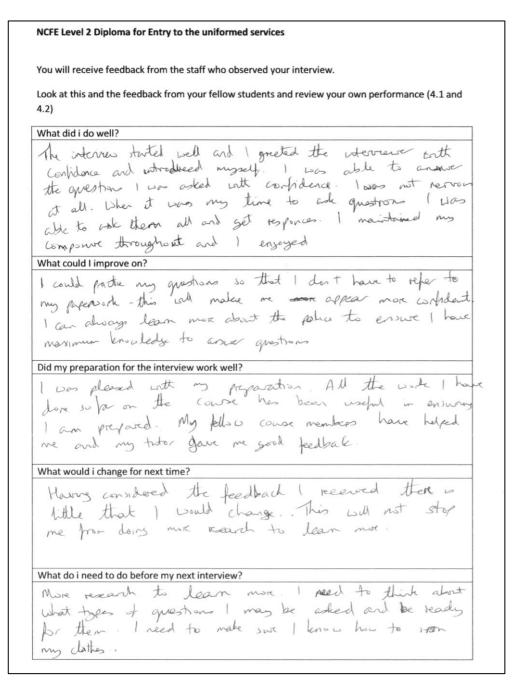
Assessment criterion 3.1 (cont'd)

External Quality Assurer commentary:

There are testimonies provided which show that the learner convincingly demonstrated their skills at interview. This is in line with the guidance. In order to gain more than a Pass, a witness testimony must be very specific to the learner, clearly indicating how the learner has achieved the grade given.

Video evidence could be used to supplement the witness testimony evidence. If used it should clearly indicate the learner and the assessment criteria it relates to.

Assessment criteria 4.1, 4.2



Assessment criteria 4.1, 4.2 (cont'd)

External Quality Assurer commentary:

The learner has shown that they can give a comprehensive and perceptive review of their own performance and thoroughly explore how they can improve in the future.

External Quality Assurer commentary:

Out of 13 assessment criteria this learner has been deemed to be at Distinction level for 10. The other 3 are at Merit but there's no Distinction grade for these criteria - therefore the overall grade for this unit is Distinction.

The criteria for grading is not about quantity but about meeting the descriptors used. For example, 1.3 – "describe" is a Pass, "detailed description" is a Merit, and "thoroughly explore" is a Distinction.

Internal and External Quality Assurers will be looking for evidence that the descriptors have been met. As well as learners' own work, witness testimonies and Assessor feedback should clearly show how the learner has met the assessment criteria and descriptors.

Overall grade awarded for this assessment unit - Distinction

Evidence and Grading Tracker

Unit 01 Investigate employment opportunities in the uniformed services (H/505/9139) (cont'd)

A breakdown of the grades awarded for each assessment criteria within Unit 01 is shown below in this example of our completed Evidence and Grading Tracker, which is available on the qualifications page on our website.

A **Distinction** grade can be awarded for the unit as a whole.

The learner is entitled to one opportunity to resubmit work for the unit to obtain a higher grade.

Learners should ensure their work is mapped to the relevant assessment criteria and this can be referenced here

Tutors should complete the grading section

Assessment criteria	Not Yet Achieved	Pass	Merit	Distinction	Evidence (inc portfolio page number and type)
1.1 Identify types of jobs within the uniformed services			X	No Distinction grade for this AC	
1.2 Describe the entry requirements for different uniformed services				X	
1.3 Describe the advantages and disadvantages of service routine and structure				X	

Assessment criteria	Not Yet Achieved	Pass	Merit	Distinction	Evidence (inc portfolio page number and type)
 1.4 Describe why the following are key qualities required for employment in the uniformed services: honesty trustworthiness commitment adaptability 				X	
1.5 Describe how own personal attitudes and values could positively and/or negatively affect own employability in the uniformed services				X	
2.1 Identify skills to be developed to help achieve own job goals in the uniformed services			Х	There is no Distinction for this AC	
2.2 Give examples of ways to develop own skills			X	There is no Distinction for this AC	
2.3 Describe the main stages of a uniformed service recruitment process				X	

Assessment criteria	Not Yet Achieved	Pass	Merit	Distinction	Evidence (inc portfolio page number and type)
2.4 Describe the preparation needed in the run-up to an interview				X	
2.5 Describe why it is important to prepare for an interview				X	
 3.1 Demonstrate in an interview situation appropriate: punctuality use of language response to questions use of questions 				X	
4.1 Review own performance following an interview situation				X	
4.2 Describe ways to improve own interview performance in the future				Х	

Summative feedback

I confirm this is all my own work.

Learner signature:

Assessor comments: (please continue overleaf if necessary)

Assessors should provide comments and feedback to learners in this section of the Evidence and Grading Tracker

Overall unit grade:

Tutor/Assessor Name:

This section should be completed by the Assessor. Please refer to the Qualification Specification for further information on how to grade the work. Signature: Date: