



# **Sample Portfolio: Pass**

**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 **Pass** 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 NCFE 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**

**Learner evidence:**

NCFE Level 2 Diploma for Entry to the uniformed services			
Investigate 3 different jobs from 3 different services (1.1 and 1.2)			
Service / Job	Police	Army	Fire
Minimum joining age	over 18	18	18
Starting salary	£20,000	£15,000	£21,000
Holiday entitlement		38 days	
Retirement age			55
Pension arrangements	Provisional test	From 65	
Education / qualifications	Police entry test	BARB	
Fitness requirements	Need to be fit	Must pass army entry Fitness tests	Pass fire service fitness tests
Benefits	Pension	Travel and make friends	
Maternity/paternity provisions			

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

**Assessment criteria 1.1, 1.2 (cont'd)**

**Learner evidence:**

Minimum length of service		4 years	
Shift patterns	Weekends Evenings		Day + night shifts
Contracted hours	40		42
Postings			
Access to training	<del>Basic</del> Basic police training	Basic training	

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

**Assessment criteria 1.1, 1.2 (cont'd)**

**External Quality Assurer commentary:**

The learner has researched the minimum of 3 jobs and has not been able to complete them all. They have identified a range of things with some description.

**Grade awarded for these assessment criteria - Pass**

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

**Assessment criterion 1.3**

**Learner evidence:**

**NCFE Level 2 Diploma for Entry to the uniformed services**

Describe the advantages and disadvantages of service routine and structure (1.3)

Work in groups and create a list of advantages and disadvantages of service routine and structure. Describe what they mean to you.

Advantages	Disadvantages
Promotion - do well Travel the world - see places Pension - money! 😊 Uniform- the uniform is smart Friends - I will make new friends	Shift work - I dont like working at weekends Away from home & family - I will miss them Get up early - I dont like getting up early I might get hurt - I dont want to die!

What are the top three advantages that would make you choose a service career and why?

- 1 Promotion - I want to be an inspector
- 2 I want to travel to different places
- 3 I like making new friends

What are the 3 disadvantages which concern you and why

- 1 Getting up early - I dont like getting up lol
- 2 I dont want to die!!
- 3

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

**Assessment criterion 1.3 (cont'd)**

**External Quality Assurer commentary:**

The learner has provided a basic description for the task. The learner has identified a range of matters outlined in the guidance.

**Grade awarded for this assessment criterion - Pass**



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

**Assessment criterion 1.4**

**Learner evidence:**

<b>NCFE Level 2 Diploma for Entry to the uniformed services</b>	
Look at the following key qualities required for employment in a uniformed service (1.4)	
<b>Honesty</b>	
Definition:	You do things right, you abide by the law
Why is it important:	Policemen need to tell the truth when they are in court and when dealing with the public
How could it be used:	In a court as a witness you will need to show that you were honest. Writing statements about what happened
<b>Trustworthiness</b>	
Definition:	People can trust you and the public trust you They believe that you will do what you say
Why is it important:	Your friends need to trust you as well as the public Colleagues need to know you will do what you say
How could it be used:	If they ask you <sup>to do</sup> something you do it Ensure deadlines are met

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

**Assessment criterion 1.4 (cont'd)**

**Learner evidence:**

<b>Commitment</b>
<p><b>Definition:</b></p> <p>It means you will do it when and how you have agreed. Turn up on time for work, dressed correctly</p>
<p><b>Why is it important:</b></p> <p>To show that you will do what you say Work needs to know that you will be there</p>
<p><b>How could it be used:</b></p> <p>I will do what I say I will do I do the shifts that I have agreed to do.</p>
<b>Adaptability</b>
<p><b>Definition:</b></p> <p>You can do different things, change my workload to adapt to what is needed each day I am in work.</p>
<p><b>Why is it important:</b></p> <p>So that I can do lots of different jobs when I need to. No two days are the same.</p>
<p><b>How could it be used:</b></p> <p>If I turn up for work and they ask me to do something else I can do it. Change shifts. Help out another team</p>

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

**Assessment criterion 1.4 (cont'd)**

**External Quality Assurer commentary:**

The learner has provided a basic description for the task.

**Grade awarded for this assessment criterion - Pass**

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

**Assessment criterion 1.5**

**Learner evidence:**

**NCFE Level 2 Diploma for Entry to the uniformed services**

Describe your own positive and negative attitudes and values and how they could affect your employability in the uniformed services (1.5)

Positive attitudes and values	How will they affect my employment
I am good at sport	I will pass the fitness tests
I am trustworthy	They need trustworthy people in the police
Negative attributes	How will they affect my employment
I dont like to get up early	I need to show that I can be on time.

How could you minimise the negative attributes

Get an alarm clock and get up when I need to

How could you maximise the positive attributes

Do more sport and make sure I get top marks on the tests

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

**Assessment criterion 1.5 (cont'd)**

**External Quality Assurer commentary:**

The learner has provided a basic description for the task.

**Grade awarded for this assessment criteria - Pass**

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

**Assessment criteria 2.1, 2.2**

**Learner evidence:**

**NCFE Level 2 Diploma for Entry to the uniformed services**

Complete the following table in relation to yourself

**Self Assessment**

	Rate yourself									
	1 = Very Poor					10 = Outstanding				
	1	2	3	4	5	6	7	8	9	10
Fitness								X		
Practical skills						X	<del>X</del>			
Dexterity				X						
Leadership				X						
Listening							X			
Presentation skills						X				
Report writing							X			
Calculating and budgeting									X	
Decision making				X						
Meeting deadlines						X				
Organising work							X			
Prioritising work					X					
Working in a team					X					

What are the 4 skills you need to develop most (2.1)

- 1 Dexterity
- 2 Leadership
- 3 Decision making
- 4 working ~~as~~ in a team

How will you develop these skills (2.2)

- 1 I will do more stuff with my hands.
- 2
- 3 I need to be more positive
- 4 Do more sports

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

**Assessment criteria 2.1, 2.2 (cont'd)**

**External Quality Assurer commentary:**

The learner has identified some basic skills they need to develop and has given some examples of how they may develop them. They've identified a range of things showing in the guidance.

**Grade awarded for these assessment criteria - Pass**

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

**Assessment criterion 2.3**

**Learner evidence:**

**NCFE Level 2 Diploma for Entry to the uniformed services**

Take a look at the main steps in the recruitment process (2.3). What do you have to do for each of those steps?

	<b>The Steps</b>	<b>What do you have to do for each step</b>
Step One	Complete an application form	Request a form from the police make sure I fill in the application form check it is accurate send off.
Step Two	Attend an assessment centre	Turn up on time and undertake writing tests and interview with recruiter
Step Three	Undertake the fitness test	Undertake the strength and endurance tests Achieve the acquired standards
Step Four	Health checks	Doctor to fill in a medical report. Have a medical with my GP
Step Five	Background and security checks	Complete the referee details Ensure I have given all information requested.
<del>Step Six</del>		



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

**Assessment criterion 2.3 (cont'd)**

**External Quality Assurer commentary:**

The learner has provided a basic description for the main stages.

**Grade awarded for this assessment criterion - Pass**

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

**Assessment criterion 2.4**

**Learner evidence:**

NCFE Level 2 Diploma for Entry to the uniformed services

Think about the things that you need to consider to prepare for your interview (2.4). List them and what you would do to prepare for it.

What I need to do	How I will prepare for this
Be on time	- Set my alarm - Check bus times
Look smart	- Clean suit and shoes - shower and shave
Be prepared	- research the job - Think of questions
Be calm	- practise my interview techniques

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

**Assessment criterion 2.4 (cont'd)**

**External Quality Assurer commentary:**

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

**Grade awarded for this assessment criterion - Pass**

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

### Assessment criterion 2.5

#### Learner evidence:

##### NCFE Level 2 Diploma for Entry to the uniformed services

Why is it important to prepare for an interview (2.5). Describe the positive and negatives aspects of preparation.

##### Positive

- ✓ I can answer questions that I am asked correctly
- ✓ I arrive for my interview on time so that I can relax before I go in
- ✓ I look smart - first impressions count!
- ✓ I am prepared for questions which shows I have carried out research.

##### Negative

- X I might be late or miss my interview - I may have to wait ~~at~~ many months for another opportunity
- X If I am scruffy they will not want me - a police constable needs to present a positive image
- X I might not be able to answer the questions they ask which will look like I haven't done any research.

What will you do to ensure that you minimise the negative aspects?

- Set my alarm so I have plenty of time to get ready
- Iron my clothes and clean my shoes
- Carry out research before the interview

What will you do to maximise the positive aspects?

- Practise my interview skills so I am confident in providing answers
- Research as much as I can so that I am knowledgeable about the police

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

**Assessment criterion 2.5 (cont'd)**

The learner has provided a basic description of why it is important to prepare for an interview.

**Grade awarded for this assessment criterion - Pass**

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

**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:	Dave
Good points	Areas for improvement
Smart suit Asked questions	Nervous
Name:	Vicky
Good points	Areas for improvement
Looked happy Arrived early	Dirty Shoes

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

**Assessment criterion 3.1 (cont'd)**

**Learner evidence:**

<b>Qualification</b>	<b>Level 2 Diploma for Entry to the Uniformed Services</b>	<b>Candidate</b>	
<b>Assessor</b>		<b>Date and time of observation</b>	

<p><b>Description of the candidate's activity. Please include:</b></p> <ul style="list-style-type: none"> <li>• People present</li> <li>• What was observed</li> <li>• What the candidate did well</li> <li>• How the candidate could improve</li> </ul>	<p><b>Indicate which of the units and assessment criteria have been covered. Briefly explain how they have been addressed.</b></p>
<p>XXXX took part in a mock interview for joining the police. I was the interviewer and he was observed by a number of fellow candidates.</p> <p>He arrived at the allotted time and was ready for the interview.</p> <p>He was dressed smartly and he had pressed his suit.</p> <p>His language was appropriate and he knew a lot about the police.</p> <p>He was able to answer a lot of questions but needs to ensure he knows about the fitness requirements so he can answer the questions he is asked.</p> <p>He asked me a number of questions which were appropriate for joining the police.</p> <p>You should think about this and consider what you can do to make your next interview better. Well done.</p>	<p>3.1 Be able to conduct oneself in an interview situation</p> <ul style="list-style-type: none"> <li>- Punctuality</li> <li>- Use of language</li> <li>- Response to questions</li> <li>- Use of questions</li> </ul>

Assessor signature		Date	
Candidate signature		Date	

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

**Assessment criterion 3.1 (cont'd)**

**External Quality Assurer commentary:**

There are testimonies provided which show that the learner gave an effective interview. This is in line with the guidance.

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

**Grade awarded for this assessment criterion - Pass**



**Unit 01 Investigate employment in the uniformed services (H/505/9139) (cont'd)****Assessment criteria 4.1, 4.2****Learner evidence:**

<b>NCFE Level 2 Diploma for Entry to the uniformed services</b>	
You will receive feedback from the staff who observed your interview.	
Look at this and the feedback from your fellow students and review your own performance (4.1 and 4.2)	
What did i do well?	<p>I was confident when I entered the room which was a good start.</p> <p>I was smart and my shoes were clean which was a good impression.</p>
What could I improve on?	<p>I did not answer the questions very well. I need to think about this and practise.</p> <p>I was Nervous when I couldn't answer some of the questions.</p>
Did my preparation for the interview work well?	<p>I need to think about the questions I might be asked and do some more research.</p>
What would i change for next time?	<p>I need to work on my nerves by understanding more about the police so I can answer questions.</p>
What do i need to do before my next interview?	<p>Practise my questions and answers!</p> <p>Ask my tutor to <del>ask</del><sup>help</sup> me with my techniques</p> <p>watch some DVD's about Interviews</p>

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

**Assessment criteria 4.1, 4.2 (cont'd)**

**External Quality Assurer commentary:**

The learner has shown that they can review their own performance and give a basic description of how they can improve in the future

**Grade awarded for these assessment criteria - Pass**

**Unit 01 Investigate employment in the uniformed services (H/505/9139) (cont'd)****External Quality Assurer commentary:**

Out of 13 assessment criteria this learner has been deemed to be at a Pass level for all of them, hence the overall Pass grade.

The criterion 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 learner’s own work, witness testimonies and Assessor feedback should clearly show how the learner has met the assessment criteria and descriptor.

In order to achieve a Merit the learner must show evidence that they have met the assessment criteria and descriptors shown.

**Overall grade awarded for this assessment unit - Pass**

**Evidence and Grading Tracker**

**Unit 01 Investigate employment 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 **Pass** grade can be awarded for the unit as a whole.

The learner has not achieved a **Merit** grade for the unit because they did not achieve a **Merit** for some assessment criteria.

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 criterion and this can be referenced

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			

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

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: <ul style="list-style-type: none"> <li>• honesty</li> <li>• trustworthiness</li> <li>• commitment</li> <li>• adaptability</li> </ul>		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		X		No Distinction grade for this AC	
2.2 Give examples of ways to develop own skills		X		No Distinction grade for this AC	
2.3 Describe the main stages of a uniformed service recruitment process		X			
2.4 Describe the preparation needed in the run-up to an interview		X			

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

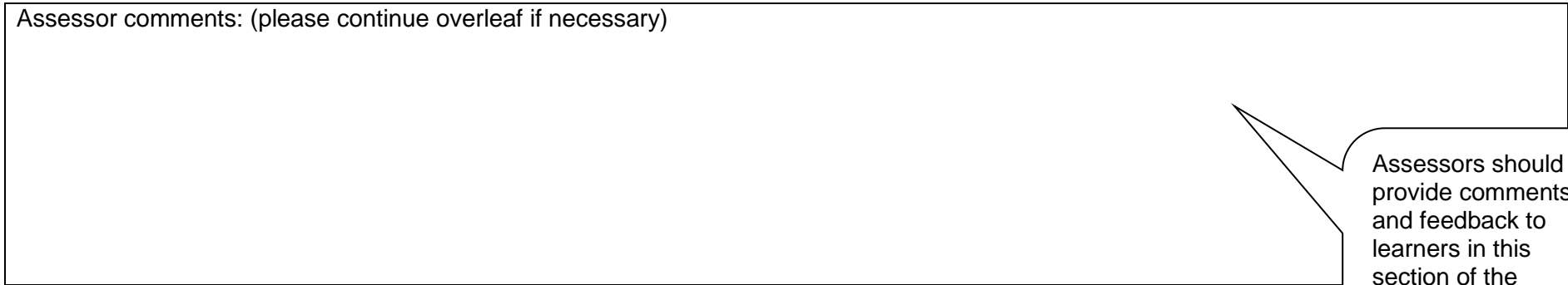
Assessment criteria	Not Yet Achieved	Pass	Merit	Distinction	Evidence (inc portfolio page number and type)
2.5 Describe why it is important to prepare for an interview		X			
3.1 Demonstrate in an interview situation appropriate: <ul style="list-style-type: none"> <li>• punctuality</li> <li>• use of language</li> <li>• response to questions</li> <li>• use of questions</li> </ul>		X			
4.1 Review own performance following an interview situation		X			
4.2 Describe ways to improve own interview performance in the future		X			

**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.

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade:

Tutor/Assessor Name:

Signature:

Date:

This section should be completed by the Assessor. Please refer to the qualification specification for further information on how to grade the work.