



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

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	18-5 ⇒ 55	16-33	18
Starting salary	£19,000 to £23,000	£13,000 to £14,300 + 17,700 on try	£21,000 £28,500 when qualified / probation
Holiday entitlement	Min 23 paid days	38 day + extra when on operations	Could not find info
Retirement age	60	Could not find info	55
Pension arrangements	Could not find info	From 65 0/40 if completed 18 years service	From 60
Education / qualifications	None but must pass entry tests	None but entry tests include maths + english	Some brigades require GCSE level 2 functional skills
Fitness requirements	Physically fit	Must pass medical + fitness tests	pass fitness tests
Benefits	paid over time side leave	Subsidised food and accommodation Housing if married	Varied job Friends
Maternity/paternity provisions	Could not find info	Yes-	Could not find info

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	Could not find info	4 years and then 12 months notice	Could not find info
Shift patterns	40 hrs a week Nights Weekends Bank Holidays	Normal working week unless on duty or overseas	Day + night shifts
Contracted hours	40 hrs a week	Depends on where you are = operations	42 hrs a week
Postings	CID Dog handler Firearms Drugs	Overseas Specialist trig train	British airports Defence fire service
Access to training	Probation for 2 years	Specialist trig. e.g. from Adventure trig	specialist trig.
	A full driving licence		Need a full driving licence

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 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

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
<ul style="list-style-type: none"> • Promotion - if I do well I can be promoted. • No two days the same • Travel - I will get to travel to places I have not seen • Pension - They offer a good pension which will help me later in life • Uniform - I will get a smart uniform and my parents will be proud of me • Challenges - I like to have a challenge • Friends - I will make new friends for life. 	<ul style="list-style-type: none"> • Shift work - I will have to work on shifts which will include nights and weekends • Away from home - I might have to work away from home to do different jobs. • Get up early - I will have to make sure I am in work in time • Getting hurt - I might get hurt or attacked. • Disliked - people sometimes distrust / dislike the police

• Training - I will get good training.

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

- 1 I want to make new friends. I like to meet people and get to know them.
- 2 Training is good. I will not be able to get training like this ~~is~~ I don't join the police
- 3 Uniform. I like the uniform. It is very practicable and looks good

What are the 3 disadvantages which concern you and why

- 1 Being disliked - I like to be part of a team and ~~be~~ work in a community
- 2 Getting hurt - no one wants to get hurt - but it is part of the job.
- 3 Shift work - I am not used to this but I will get used to it

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

Grade awarded for this assessment criterion - Distinction

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

Assessment criterion 1.4

Learner evidence:

NCFE Level 2 Diploma for Entry to the uniformed services

Look at the following key qualities required for employment in a uniformed service (1.4) Police

Honesty
Definition:
<ul style="list-style-type: none"> • Honorable in principles, intentions and actions • Upright and fair • Sincere and frank
Why is it important:
<ul style="list-style-type: none"> • A policeman has to uphold the law. They need to be honest themselves to show an example • They may need to have to go to court and give evidence.
How could it be used:
<ul style="list-style-type: none"> • When in court they may need to say what happened • They may have to look after property e.g. look after a house that has been burgled. • They need to write witness statements which must be true

Trustworthiness
Definition:
<ul style="list-style-type: none"> • Dependable, reliable • Deserving of trust
Why is it important:
<ul style="list-style-type: none"> • A policeman has to be trusted. They need to look after people and property. • The public need to know that they can trust a policeman.
How could it be used:
<ul style="list-style-type: none"> • Looking after something e.g. looking after Royal Family or foreign visitors • Looking after property which has been handed in by the public

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

Assessment criterion 1.4 (cont'd)

Learner evidence:

Commitment
<p>Definition:</p> <ul style="list-style-type: none"> • Committing, Pledgers or engaging oneself • Pledge or promise, obligation • Engagement, involvement
<p>Why is it important:</p> <ul style="list-style-type: none"> • A policeman needs to be able to get involved where ever they are needed. • They promise to uphold the law and serve others • They need to get to know the community they work in
<p>How could it be used:</p> <ul style="list-style-type: none"> • Turn up when needed - shift work, • Agree to serve for many years - promotion • Help out when needed - extra shifts, overtime
Adaptability
<p>Definition:</p> <ul style="list-style-type: none"> • Adjust oneself to different conditions
<p>Why is it important:</p> <ul style="list-style-type: none"> - No 2 days are the same so you need to be able to think about what you have to do quickly • One day you may be at a football match, the next attending the scene of a murder.
<p>How could it be used:</p> <ul style="list-style-type: none"> • So you know what to do if told to do something different • if something happens when unexpected you can deal with it.

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 thoroughly explored the entry key qualities for the task set.

Grade awarded for this assessment criterion - Distinction

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
Good teamplayer Fitness is good. Helpful Trustworthy Smart.	Help me with working with others Pass my entry test. Policemen must be able to help in the community Police have to be trusted. You need to keep your uniform and equipment in good order
Negative attributes	How will they affect my employment
English is not so good. Sometimes about lazy - Can't get out of bed. Sometimes try too hard in fitness try and do too much	Might struggle on my entry test Need to ensure I get up Might be injured injured during training

How could you minimise the negative attributes

Do more English at college - get my tutor to help me with spelling.
 Need to ensure my fitness is good so I don't get injured in try

How could you maximise the positive attributes

Continue to do fitness training to make sure I keep up my levels
 Help out in the community - look at volunteer opportunities
 Do more team sports and be a good team player
 Do well in my uniformed services course.

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 thoroughly explored attributes and values for the task set.

Grade awarded for this assessment criterion - Distinction

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										✓
Practical skills								✓		
Dexterity							✓	✓		
Leadership									✓	
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 most (2.1)

- 1 Report writing - I have to be able to write a good report
- 2 Calculating and budgeting - need to do more maths
- 3 Listening - I talk too much so I need to stop talking and listen more.
- 4 Meeting deadlines - ensure I am on time for lessons

How will you develop these skills (2.2)

- 1 I will practice my writing skills and ask my teacher and Cadet Adult to help me do them better
- 2 I will ask my maths teacher if he can help me understand this better and do more tests.
- 3 I will try hard to listen more before I do things. My mum will help me to get better at listening
- 4 I will make sure that I plan things a lot better and use a diary to help me remember deadline dates.

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:

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

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?

	The Steps	What do you have to do for each step
Step One	Make an application	<ol style="list-style-type: none"> 1. Contact the police para 1 unit to join 2. Complete the application form fully 3. Submit the application
Step Two	Attend an assessment Centre and do the P.V.R.T.	<ol style="list-style-type: none"> 1. undertake preparation before attending 2. Read the information pack 3. Complete the assessment centre tests
Step Three	Undertake the Police fitness test	<ol style="list-style-type: none"> 1. undertake the shuttle run 2. Undertake the strength test 3. Achieve required standard
Step Four	Undertake the Health Check	<ol style="list-style-type: none"> 1. Have a medical examination 2. fill in medical questionnaire 3. Achieve the required standards
Step Five	Background and security checks	<ol style="list-style-type: none"> 1. Provide the names of referees 2. Security checks undertaken 3. No problems found
Step Six	Security clearance checks	<ol style="list-style-type: none"> 1. Police carry out security checks 2. No problems found.

- I need to practise and prepare for the physical and mental tests
- I need to ensure I fill in paperwork correctly so that checks can be carried out correctly

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 thoroughly explored the main stages.

Grade awarded for this assessment criterion - Distinction

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
• Prepare myself for the interview	• clean suit - pressed • clean shoes • shower • hair
• What do I need to take with me?	• my certificates • money • phone • map • copy of my application
• Arrive on time.	• Plan my journey time • Allow for any problems on way
• Think of my responses to questions	• What might they ask? • What would be my answer • Stay and calm my nerves
• know about the organisation.	• Research on web site • talk to a policeman
• Try and remain calm.	• Practice interviews with college staff
• Be positive	• Body language - eye contact shaking hands
• think about any questions I want to ask.	• How long is training • When will I know about interview

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

Grade awarded for this assessment criterion - Distinction

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 will be asked some challenging questions that I need to answer well to impress the interview team
- I will need to look like I want the job so I need to look smart ~~and~~ as impressions count
- My knowledge needs to be excellent so that I can answer questions and understand the recruitment process

Negative

- If I am not able to answer questions I may appear to be very nervous which will not look good
- They will expect me to be able to answer a wide range of questions otherwise it will reflect badly on me.
- If I am late or untidy it gives a negative view of me.

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

- I will do a lot of research into the job role and what will be expected of me
- I need to practice my Question and Answer technique so I am not nervous.
- Ensure that I prepare my suit ready for the interview and check how I will get there. Set alarm to get up early.

What will you do to maximise the positive aspects?

- I have a friend who has joined the police and I will ask him about the process to ensure I understand all aspects
- I will ask my tutor to write out some practice questions that I can research answers to. Then I will practice giving my answers verbally

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

Assessment criterion 2.5 (cont'd)

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

Grade awarded for this assessment criterion - Distinction

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:	Becca Jade	
Good points	Areas for improvement	
Smiled Asked questions	Untidy was late	
Name:	Josh	
Good points	Areas for improvement	
Suit was stir ironed Shoes were clean	He was nervous He was not able to answer all the questions	

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 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.

Grade awarded for this assessment criterion - Distinction

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

NCFE Level 2 Diploma for Entry to the uniformed services	
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?	The interview started well and I greeted the interviewee with confidence and introduced myself. I was able to answer the questions I was asked with confidence. I was not nervous at all. When it was my time to ask questions I was able to ask them all and get responses. I maintained my composure throughout and I enjoyed
What could I improve on?	I could phrase my questions so that I don't have to refer to my paperwork - this will make me more appear more confident. I can always learn more about the police to ensure I have maximum knowledge to answer questions
Did my preparation for the interview work well?	I was pleased with my preparation. All the work I have done so far on the course has been useful in ensuring I am prepared. My fellow course members have helped me and my tutor gave me good feedback.
What would i change for next time?	Having considered the feedback I received there is little that I would change. This will not stop me from doing more research to learn more.
What do i need to do before my next interview?	More research to learn more. I need to think about what types of questions I may be asked and be ready for them. I need to make sure I know how to iron my clothes.

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

Grade awarded for these assessment criteria - Distinction

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 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	

Unit 01 Investigate employment opportunities 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"> • 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			X	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	

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

Assessment criteria	Not Yet Achieved	Pass	Merit	Distinction	Evidence (inc portfolio page number and type)
2.4 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: <ul style="list-style-type: none"> • 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				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.