



Sample portfolio: merit

**NCFE CACHE Level 1 Diploma for Entry to the
Uniformed Services**

QN: 601/2457/X

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Introduction

The material in this portfolio relates to:

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141).

This portfolio is designed to demonstrate the types of evidence that could be produced for the unit above from NCFE Level 1 Diploma for Entry to the Uniformed Services.

It is designed to provide guidance on how a **merit** graded 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 criterion number detailed at the top of the page.

External moderator guidance has been provided for each piece of evidence relating to an assessment criterion. The guidance comments on how the evidence meets the assessment criterion 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 are 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 moderator.

It is 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 moderated and made available for the external moderator. It is 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 moderator. 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 qualification page of our dedicated qualifications website www.qualhub.co.uk; however, any method which clearly records the evidence against the assessment criteria can be used.

Learner evidence and external moderator commentary

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141)

Assessment criterion 1.1

Learner evidence:

NCFE Level 1 Diploma for entry to the Uniformed Services			
A-Z of Jobs with Uniforms (1.1)			
Start Here	A Artillery Army Aircraftsman Ambulance	B Bomb Disposal Bobby	C Cavalry C.I.D. Chef Coast Guard
D Dog handler Doctor Driver	E E.O.S. Engineer	F Firefighter	G Guards Gunner
H Household Cavalry H.R. Helicopter Pilot	I Infantry	J	K
L Load Logistics	M Medics Marines Military Police Midshipman	N Navy Nurse Navigator	O Officer Observer
P Pilot Paramedic Pass. Officer Police	Q	R RAF R.E.M.E Radio Operator Radar Tech	S Sniper Sapper Sergeant Submarine
T Tank Driver T.A.	U	V	W Weapons Officer
X	Y	Z	Finish here

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 1.1 (cont'd)

External moderator commentary:

The learner has identified a wide range of jobs. It meets the requirement of the guidance. This would be more than the limit required for a Merit therefore this is Distinction level.

Grade awarded for this assessment criterion - Distinction

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria 1.2, 1.3

Learner evidence:

NCFE Level 1 Diploma for Entry to the Uniformed Services			
Investigate different jobs in the uniformed services (1.2 and 1.3)			
You are to look at 3 different jobs and find out the following information about each one			
Job	Army Parachute Regiment	Police Traffic	Dog handler Army
What does the role involve	Being an infantry soldier. Guard duties	Upholding the law Dealing with crime	Looking after dog - sniffer - guard dogs dogs
Give examples of the type of work this role would do?	Guard duties Operational duties overseas Exercise Public display	Vehicle patrols Traffic flow Accident investigation Scene of crime	Guard dogs at bases Explosive dogs on operations
What are the qualification requirements for this role?	No quals Good standard of education	Good standard of education Must pass police entrance exams	No qualification but must have a good standard of education - level 2

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria 1.2, 1.3 (cont'd)

Learner evidence:

<p>What are the skill requirements for this role?</p>	<p>Fitness levels must be good Teamwork</p>	<p>Honesty. Teamwork.</p>	<p>have to do Work as part of team Organised.</p>
<p>Any other things to note?</p>	<p>Pass army recruitment test</p>	<p>Police recruitment test Driving licence needed Shift worker</p>	<p>Army recruitment test Pass basic training test</p>

I want to join the para's

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria 1.2, 1.3 (cont'd)

External moderator commentary:

The learner has provided a suitable list against the tasks set. It more than meets the guidance requirements of a minimum of 2.

Merit for both 1.2 and 1.3.

Grade awarded for these assessment criteria - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)**Assessment criterion 2.1****Learner evidence:****NCFE Level 1 Diploma for Entry to the Uniformed Services**

Look at the different jobs that you have identified in the previous worksheets.

Which one do you think would suit you best (2.1):

I think I want to be in the army and be in the paras. If I don't do that I want to join the police

Why do you think this is the best job for you (2.1):

I am in the Army Cadets - In the para Cadets so I know what they do.
I am a sergeant in Cadets and I am good at shooting
my Dad was in the paras and I want to do the same as him.
I am good at sports and can ~~run~~ run the fastest in my class

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 2.1 (cont'd)

External moderator commentary:

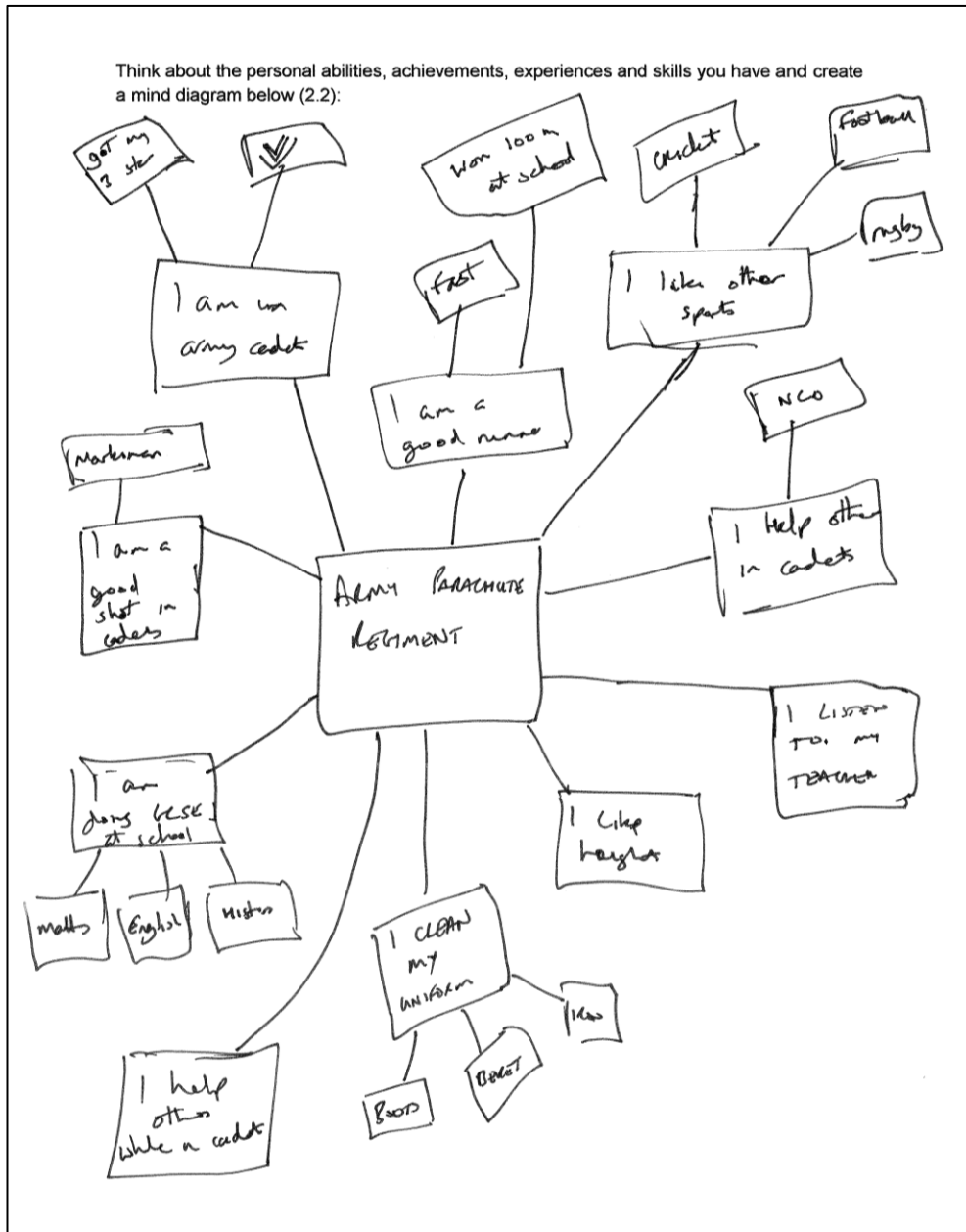
The learner has identified a suitable job role and given reasons for their choice. It meets the guidance.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 2.2

Learner evidence:



Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 2.2 (cont'd)

External Quality moderator commentary:

The learner has given a basic comparison of abilities, achievements, experiences and skills against the roles. It meets the guidance.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria 2.2, 2.3

Learner evidence:

Look at the skills and requirements you identified for the job role and your skills and qualifications. Do you have them (2.2)? How can you gain these requirements (2.3)

Educational requirements	Are you qualified?	How can you become better qualified?
level 2	Maths Yes English No	Resit English at college

Skills	Do you have them?	How can you get them?
Fitness	Partly.	Need to get better to join Paras
Teamwork.	Partly	Do more leadership courses in Cadets

Create a simple action plan on how you will gain the skills and qualifications required (2.3)

Objective	How i will achieve it	By when
Gain level 2 English	Go to college and resit the exam.	Jan 16
NCFE level 1 uniformed services.	Go to college and get this award.	Jul 16
Make myself fitter.	Join the gym and do more running.	Sep 15

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria 2.2, 2.3 (cont'd)

External moderator commentary:

The learner has clearly compared personal abilities and given a range of ways to obtain additional skills. It meets the guidance.

Grade awarded for these assessment criteria - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.1

Learner evidence:

NCFE Level 1 Diploma for entry to the Uniformed Services

You need to prepare to apply for a chosen job

Think about the key information you will need to gather in order to apply for a job role. Use the diagram below to list them (3.1)

```

    graph TD
      A[Chosen job role:  
Army  
Parachute  
Regiment] --> B(My Name)
      A --> C(My address)
      A --> D(Date of Birth)
      A --> E(Telephone numbers)
      A --> F(GCSE)
      A --> G(Experience with cadets)
      A --> H(references  
Name  
Telephone Number  
e-mail)
      A --> I(e-mail address)
      A --> J(Hobbies)
      A --> K(School football Team)
      A --> L(Part time job in shop)
      A --> M(( ))
      A --> N(( ))
  
```

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.1 (cont'd)

External moderator commentary:

The learner has clearly prepared key personal information.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.2

Learner evidence:

Take a look at the main steps in the recruitment process (3.2). Describe what you have to do for each of those steps?

	The Steps	What do you have to do for each step
Step One	Application Form	<ul style="list-style-type: none"> Complete the online application form Complete the online health form check all is ok.
Step Two	Interview	<ul style="list-style-type: none"> Have an interview with a careers advisor check out ability for army
Step Three	Assessment Centre	<ul style="list-style-type: none"> Attend for 2 days check physical ability check mental ability medical examination
Step Four Five	Phase 1 trg.	<ul style="list-style-type: none"> Go to Winchester 14 weeks trg. Complete my know trg
Step Five Four	Security and Pre employment checks	<ul style="list-style-type: none"> Have a background check. Contact your doctor
Step Six	Specialist Trg	<ul style="list-style-type: none"> Undertake infantry trg Undertake P. trg Parachute training

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.2 (cont'd)

External moderator commentary:

The learner has given a clear description of the stages.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.3

Learner evidence:

Think about the things that you need to consider to prepare for your interview (3.3). List them and what you would do to prepare for it.

What I need to do	How I will prepare for this
Get to interview on Time.	Check the train times. Make sure I am awake on time.
Look smart.	Clean my shoes. Iron my shirt. Combs my hair shave.
Read about Job	Look at website. www.army.med.uk Read the books.
What questions I want to ask.	I shud think about what questions I want to ask and write them down.
Speak clearly.	Practice my speaking with others in the class.

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.3 (cont'd)

External moderator commentary:

The learner has identified a range of ways of preparing for an interview.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)**Assessment criterion 3.4****Learner evidence:**

Why is it important to prepare for an interview (3.4). List the positive and negatives aspects of preparation.

Positive

1. If you are prepared you will be more confident
2. You will be able to answer any questions that they have.
3. You will not ~~be~~ be late and sleep in.
4. You will look smart

Negative

1. You might sleep in and miss your train.
2. You will not look smart and tidy and they might think you're not interested.
3. Not answer any questions they ask you.

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 3.4 (cont'd)

External moderator commentary:

The learner has clearly outlined why it is important to prepare for an interview.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 4.1

Learner evidence:

Qualification	Level 1 Diploma For Entry to the Uniformed Services	Candidate	
Assessor		Date and time of observation	
Description of the candidate's activity. Please include: ♦ people present ♦ what was observed ♦ what the candidate did well ♦ how the candidate could improve		Indicate which of the units and assessment criteria have been covered. Briefly explain how they have been addressed	
XXXX took part in a mock interview for joining the army. I was the interviewer and he was observed by a number of fellow candidates. He was dressed smartly and he had pressed his suit and cleaned his shoes. He arrived at the allotted time and was ready for the interview. His language was appropriate and he knew a lot about the subject matter. He should stop saying err so much – this needs to be practiced. He was able to answer a lot of questions but needs to brush up on some aspects of the recruitment process so he can answer the questions he is asked He asked a number of questions which were appropriate for joining the police. Overall he was confident in his approach to the interview. Well done you did well on this interview session. You should reflect on this and consider what you can do to improve yourself on the next practice.		4.1 – Be able to conduct oneself in an interview situation - Punctuality - Use of language - Response to questions - Use of questions	
Assessor Signature		Date	
Candidate Signature		Date	

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 4.1 (cont'd)

Learner evidence:

You will be required to attend a mock interview which will be conducted by the staff with the other students watching (4.1). 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 performance. You will use this later on

Name:	Beckie ♥
Good points	Areas for improvement
Was on time Looked very smart New all about the army	Did not answer all the questions kept saying err lol!
Name:	Gillian
Good points	Areas for improvement
His suit was cool Asked good questions sat up straight	err err err?

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 4.1 (cont'd)

External moderator commentary:

There are testimonies provided which show that the learner confidently demonstrated interview skills. This is in line with the guidance.

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 - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)**Assessment criterion 5.1****Learner evidence:**

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 (5.1)

What did I do well?

I turned up at the required time
I felt confident and I was not nervous
I answered most of the questions

What could I improve on?

I could learn more about the army so I
can answer all the questions.

Did my preparation for the interview work well?

My suit was clean and smart and my
shoes shined
I knew about the army
I got up on time

What would I change for next time?

I would not change anything

What do I need to do before my next interview?

Read up more about the army so I can
answer the questions

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criterion 5.1 (cont'd)

External moderator commentary:

The learner has shown that they can clearly and confidently carry out a review of their own performance.

Grade awarded for this assessment criterion - Merit

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141)**External moderator commentary:**

Out of 12 assessment criteria, this learner has been deemed to be at Merit grade for 11 and Distinction grade for 1. As you need to meet all of the assessment criteria at Distinction to gain a Distinction, the overall grade for this unit is Merit.

The criteria for grading is not about quantity but about meeting the descriptors used. For example, 1.1 – “limited” is a Pass, “range” is a Merit, and “wide range” 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 descriptor.

In order to achieve a Distinction grade the learner must show evidence that they’ve met the assessment criterion and descriptors shown at Distinction level.

Overall grade awarded for this assessment unit - Merit

Evidence and grading tracker

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (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 **Merit** grade can be awarded for the unit as a whole.

The learner has not achieved a **Distinction** grade for the unit because they only achieved a **Distinction** for assessment criterion 1.1.

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

Assessment criteria	Not yet achieved	Pass	Merit	Distinction	Evidence (including portfolio page number and type)
1.1 Identify types of jobs in the uniformed services				X	
1.2 List the main purposes of the jobs			X		

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria	Not yet achieved	Pass	Merit	Distinction	Evidence (including portfolio page number and type)
1.3 List the main skills and qualifications required for the jobs			X		
2.1 Identify a job role in the uniformed services that would suit own circumstances and interests			X	No Distinction grade for this AC	
2.2 Compare own personal abilities, achievements, experience and skills against those required for the job			X		

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria	Not yet achieved	Pass	Merit	Distinction	Evidence (including portfolio page number and type)
2.3 Identify ways to obtain any additional skills and qualifications required for the job			X	No distinction grade for this AC	
3.1 Prepare key personal information needed to apply for a job role			X		
3.2 Describe the main stages in a uniformed services recruitment process			X		
3.3 Identify ways in which to prepare for an interview			X		

Unit 01 Investigate employment opportunities in the uniformed services (D/505/9141) (cont'd)

Assessment criteria	Not yet achieved	Pass	Merit	Distinction	Evidence (including portfolio page number and type)
3.4 Outline why it is important to prepare for an interview			X		
4.1 Demonstrate in an interview situation appropriate: <ul style="list-style-type: none"> • punctuality • use of language • response to questions • use of questions 			X		
5.1 Review own performance following an interview situation			X		

Summative feedback

I confirm this is all my own work.

Learner signature:

Assessor comments: (please continue overleaf if necessary)

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

Overall unit grade:

Tutor/ assessor name:

Signature:

Date: