



Sample portfolio: pass

**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 **pass** 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 Army	B Bomb Disposal	C Cavalry
D Driver	E Engineer	F Fire Service	G
H Helicopter Pilot	I Infantry	J	K
L	M Marines	N Navy	O observer
P Police	Q	R Royal Air force	S Submarines
T Tanks	U	V	W
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 lot of types of jobs. It meets the requirement of the guidance. This would be more than the limit required for a Pass therefore this is a Merit.

Grade awarded for this assessment criterion - Merit

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 Para	Police	
What does the role involve	Being a good infantry man	Making sure that laws of the land are followed	
Give examples of the type of work this role would do?	Fighting Parachuting	Catching thieves investigating things	
What are the qualification requirements for this role?	Need to pass army entry test Fitness test	Need to pass police entry test Fitness test	

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>Being fit Good at shooting Teamwork Leadership</p>	<p>Listening Able to respond to different things</p>	
<p>Any other things to note?</p>	<p>over 18 to join</p>	<p>Need a driving licence licence over 18 to join</p>	

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 basic list against the tasks set. This meets the guidance requirements of a minimum of 2 even though the task set asked for 3.

Grade awarded for these assessment criteria - Pass

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):

Army para

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

Because I am fit and can run fast.
my dad was in the paras and he told me about it
I am in the army cadets paras

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 done more than identifying the job role. This meets the guidance. The task set has helped the learner achieve a Merit level.

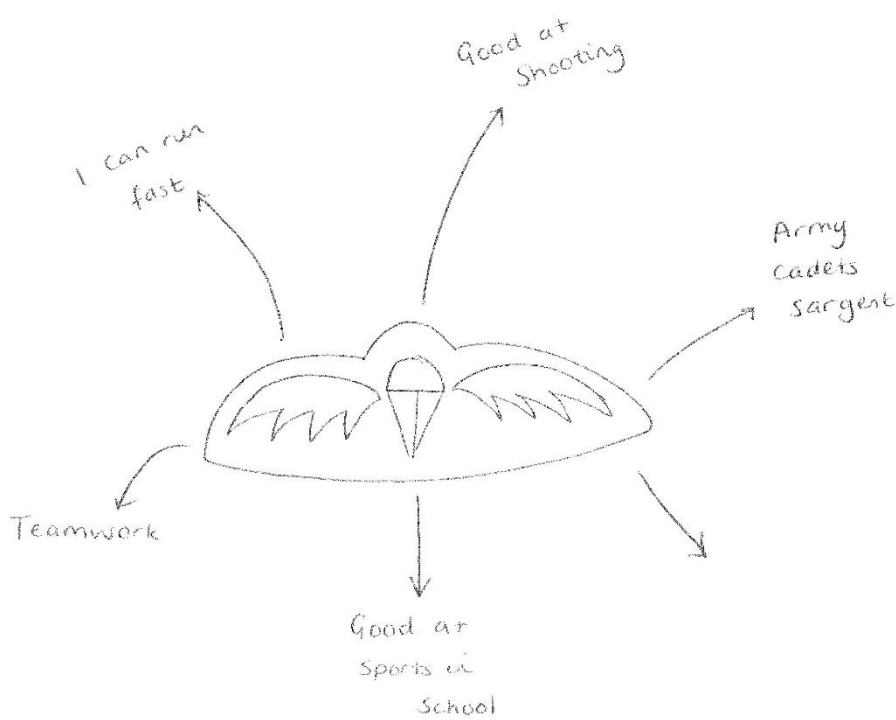
Grade awarded for this assessment criterion - Merit

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

Assessment criterion 2.2

Learner evidence:

Think about the skills and qualifications you have and create a mind diagram below (2.2):



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 skills and qualifications against the role. This meets the guidance.

Grade awarded for this assessment criterion - Pass

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?
Maths	No	Retake my GCSE
English	Yes	

Skills	Do you have them?	How can you get them?
Teamwork	Yes	
Fit	Yes	Can do more work
Leadership	No	Do more 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
Pass my maths	Do my maths GCSE	Jul 2015
Be a better leader	Do a course in cadets	Jan 2016

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 given basic/limited range of responses. It meets the guidance.

Grade awarded for these assessment criteria - Pass

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 Para] --> B((Name))
      A --> C((Address))
      A --> D((Qualifications))
      A --> E((Hobbies))
      A --> F((Work Experience))
      A --> G((Cadets))
      A --> H((English Qual.))
      A --> I(( ))
      A --> J(( ))
      A --> K(( ))
      A --> L(( ))
      A --> M(( ))
  
```

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 provided basic and key personal information.

Grade awarded for this assessment criterion - Pass

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). What do you have to do achieve each of those steps?

	The Steps	What do you have to do to achieve each step
Step One	Apply	Complete the application form
Step Two	Interview	Speak to an army careers advisor
Step Three	Assessments	Undertake the fitness and mental tests
Step Four	Pre employment check	
Step Five	Training	Do the army basic training course
Step Six		

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 basic description of the stages.

Grade awarded for this assessment criterion - Pass

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
Be smart	Clean my shoes Haircut Shower
Be on time	Set an alarm to wake up
Wear a suit	Make sure it is ironed
Get to interview	check train times

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 limited range of ways of preparing for an interview.

Grade awarded for this assessment criterion - Pass

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

So you are there on time
So you look smart and tidy

Negative

You will sleep in and miss your train

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 had given a basic outline of why it is important to prepare for an interview.

Grade awarded for this assessment criterion - Pass

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 apart from his tie which was not done up properly. 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 was able to answer most questions but needs to brush up on some aspects of military history so he can answer the questions he is asked. He asked 3 questions which were appropriate and thought through. Well done a good first 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 demonstrated interview skills. This is in line with the guidance.

Grade awarded for this assessment criterion - Pass

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 was on time.
I could answer the questions I was asked

What could I improve on?

My tie needs to be done up properly

Did my preparation for the interview work well?

I think it was good apart from my tie which I couldn't do up properly

What would I change for next time?

What do I need to do before my next interview?

Practice my interview again
keep reading about the job

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 carry out a basic review of their own performance.

Grade awarded for this assessment criterion - Pass

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 Pass grade for 10 and Merit grade for 2. As you need to meet all of the assessment criteria at Merit to gain a Merit overall, the grade for this unit is Pass.

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.

Please see the sample portfolio for Merit for further guidance.

Overall grade awarded for this assessment unit - Pass

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

The learner has not achieved a **Merit** grade for the unit because they only achieved a **Merit** for assessment criteria 1.1 and 2.1.

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: