

**BTEC 90 Credit Diploma in Public Services**

This work is linked to **Unit 5 Physical Preparation for the Public Services** and **Unit 2 Leadership in the Public Services** which you will study in Year 12.

**BTEC Assignment Command Words**

**Pass**

**Describe** Give a clear description that includes all the relevant features - think of it as 'painting a picture with words'

**Define** Clearly explain what a particular term means and give an example, if appropriate, to show what you mean

**Design** Create a plan, proposal or outline to illustrate a straightforward concept or idea

**Explain** Set out in detail the meaning of something, with reasons. More difficult than describe or list, so it can help to give an example to show what you mean. Start by introducing the topic then give the 'how' or 'why'

**Identify** Point out or choose the right one or give a list of the main features

**Illustrate** Include examples or a diagram to show what you mean

**Interpret** Define or explain the meaning of something

**List** Provide the information in a list, rather than in continuous writing

**Outline** Write a clear description but not a detailed one

**Plan** Work out and plan how you would carry out a task or activity

**State** Write a clear and full account

**Summarise** Write down or articulate briefly the main points or essential features

**Merit**

**Analyse** Identify separate factors, say how they are related and how each one contributes to the topic

**Assess** Give careful consideration to all the factors or events that apply and identify which are the most important or relevant

**Compare/Contrast** Identify the main factors that apply in two or more situations and explain the similarities and differences or advantages and disadvantages

**Demonstrate** Provide several relevant examples or related evidence which clearly support the arguments you are making. This may include showing practical skills

**Design** Create a plan, proposal or outline to illustrate a relatively complex concept or idea

**Explain in detail** Provide details and give reasons and/or evidence to clearly support the argument you are making

**Justify How/ Why** Give reasons or evidence to support your opinion or view to show how you arrived at these conclusions

**Distinction**

**Appraise** Consider the positive and negative points and give a reasoned judgement

**Assess** Make a judgement on the importance of something – similar to evaluate

**Comment critically** Give your view after you have considered all the evidence. In particular decide the importance of all the relevant positive and negative aspects

**Criticise** Review a topic or issue objectively and weigh up both positive and negative points before making a decision

**Draw conclusions** Use the evidence you have provided to reach a reasoned judgement

**Evaluate** Review the information then bring it together to form a conclusion. Give evidence for each of your views or statements

**Evaluate critically** Decide the degree to which a statement is true or the importance or value of something by reviewing the information. Include precise and detailed information.

Within this unit you will cover what level of fitness is needed for each of the services and what type of lifestyle would help your ambitions to join a certain service.

We will begin by looking at the following criteria

**For Pass** - describe the lifestyle factors that can affect health

**For Merit** - explain the effects of identified lifestyle factors on health and fitness, when applying for public service and long-term employment

**What you are being asked to do:**

**Describe** - Give a clear description that includes all the relevant features - think of it as 'painting a picture with words'

**Explain** - Set out in detail the meaning of something, with reasons. More difficult than describe or list, so it can help to give an example to show what you mean. Start by introducing the topic then give the 'how' or 'why'

### Factors

To complete this task you should carry out research and make notes, using the links listed in the table below.

Factors	Link
Alcohol	<a href="https://www.nhs.uk/live-well/alcohol-support/">https://www.nhs.uk/live-well/alcohol-support/</a>
Diet	<a href="https://www.youtube.com/watch?v=M2z78d2nfL4">https://www.youtube.com/watch?v=M2z78d2nfL4</a>

Given the research that you have just completed on Alcohol and Diet you are now to write a paragraph describing each factor and how it can affect health. This should be typed and in your own words, completing this allow you to gain the pass.

To gain the merit you should you should write a further 2 paragraphs for each factor that explains how alcohol and diet can affect a public servant from doing their job. You should choose **TWO** from the list below:

Police Officer Fire Fighter

Paramedic Prison officer

Soldier

In your work, give examples of how alcohol and diet can affect health and fitness and how this can affect their ability to do their job.

Within this unit you will study the types of leadership, teamwork and the skills and qualities required to be an effective leader or member of a team. The first required piece of knowledge is the variety of **leadership styles** and their effectiveness in the public services. You are required to research and write a report on the following 8 leadership styles.

**Leadership styles:** authoritarian; democratic; laissez-faire; transactional; transformational; bureaucratic; people orientated; task orientated;

**For Pass** – Describe each of the leadership styles – try to use examples in the public services

**For Merit** – **Compare** the different styles – which are similar and explain why they are similar

**For Distinction** – **Evaluate** the **effectiveness** of the different leadership styles used in the public services

### Criteria Help!

**Describe** - Give a clear description that includes all the relevant features - think of it as 'painting a picture with words'

**Compare/Contrast** What is similar / different about the factors you have identified

**Evaluate** Review the information then bring it together to form a conclusion. Give evidence for each of your views or statements

### Referencing your work

#### **To reference a book...**

In text write it as Grey, (2010) at the end of the section it relates to.

#### **In Bibliography**

Author, (year) Title, Publisher (at the end of the work in bibliography)

**Example:** Grey B(2010) BTEC level 3 Public Services Book 1. Pearsons

#### **To reference a website...**

www.theindipendant.co.uk **In**

#### **Bibliography**

Title of web page. Full html address. Date accessed

**Example: http:**

<https://www.theguardian.com/commentisfree/libertycentral/2008/dec/16/criminal-justice-act>