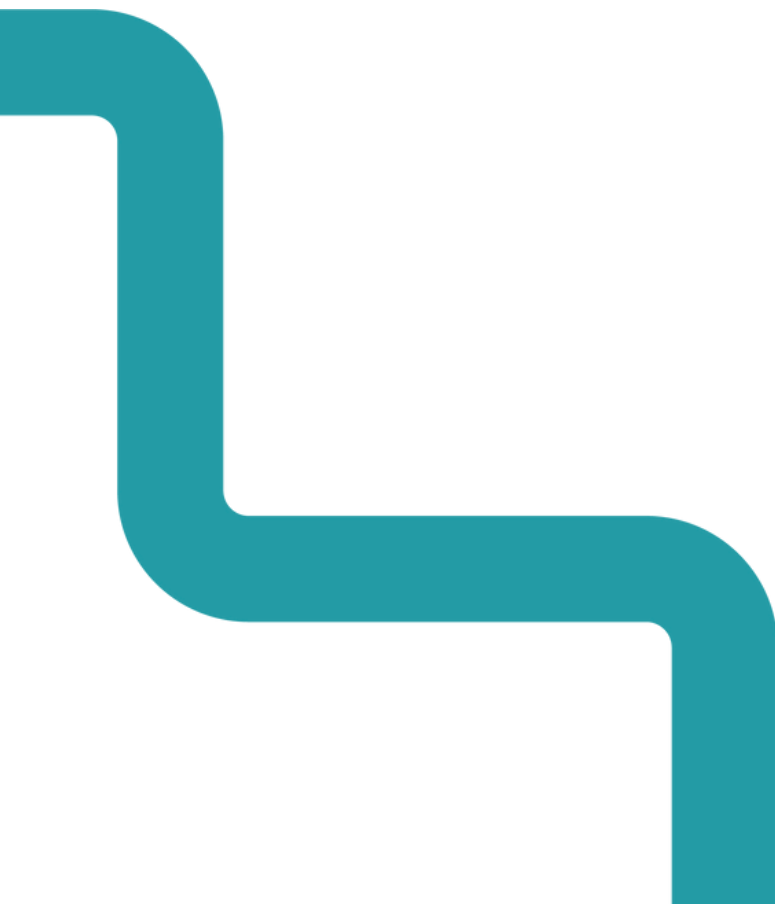




Level 2 Diploma/Extended Diploma for Entry to the Uniformed Services

Course Tutor: Arron White
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Student Name:



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1.1 - Staff Contact:

Name	Role	Email/Phone
Arron White	Personal Tutor/Course Leader	Whitea2@chesterfield.ac.uk
Tom McGrail	Vocational Leader for Sport and Public Services	mcgrailt@chesterfield.ac.uk
Alex Hall	Curriculum Manager for Leisure Industries	halla@chesterfield.ac.uk
College Mainline	Reporting Absence from College	01246 500 585
Kerrie Robertson	LEAP Mentor (Enrichment, Bursary, Pastoral Support)	robertsonk@chesterfield.ac.uk

Please note staff working hours are Monday – Friday 8.30am – 5.00pm and they will aim to respond to you promptly. Please try to contact staff through Microsoft Teams/Email as these are usually the best options.

2.1 – College Expectations and Standards.

During your course at College the minimum expectation for attendance is 90% and above for all lessons (Sport and Maths/English if applicable).

You face disciplinary action for the following reasons:

- Attendance dropping below 90% (including being sick)
- Unauthorised absences
- Consecutive absences
- Missing assessment deadlines
- Incomplete work (e.g minimum grade not being achieved etc)

Please also note that Chesterfield College has a three stage Disciplinary process:

- Stage 1 – Targets set to achieve
- Stage 2 – If Stage 1 targets have not been met, parents to be involved with further targets to achieve
- Stage 3 – Panel with senior management with possible removal from the course

2.2 – Grades

At college your personal tutor will explain to you your MTG (Minimum Target Grade) and ATG (Aspirational Target Grade). The grade will be one of the following:

- Pass
- Merit
- Distinction
- Distinction *

It is important that during your time at college you are working towards your minimum grade, with hope that you will stretch yourself in trying to achieve your ATG.

2.3 - How to Calculate your Final Grade.

In total this year you will complete 9 units to achieve your qualification. There are a total of 4 different grades that can be achieved for each unit of Referral, Pass, Merit and Distinction.

Pass grades are equivalent to grade 2 and 3 at GCSE

Merits are equivalent to grade 4 and 5 at GCSE

Distinctions equivalent to grade 6 and 7 at GCSE

Pass You must get a pass overall for each unit.

Merit Out of the 9 units if you achieve 5 at merit and the rest at pass you will get a merit overall for your course.

Distinction Out of the 9 units if you achieve 5 at Distinction and the rest at pass you will get a Distinction overall for your course.



2.4 – Submitting Assignments

All assignment dates for each unit will be set out by the relevant unit teacher. It is essential that you meet deadlines on time to give yourself the best possible chance of achieving your full potential for each piece of work

All work will be submitted through College VLE. You will be given a guide on how to submit this correctly during your induction week.

From the hand in date you will receive feedback no later than 10 Working Days from your submission date. Within each submission there will be one opportunity to resubmit this piece of work to make improvements to your original submission if the following has been met:

- You met the original deadline (e.g. not a late submission)
- No evidence of plagiarism
- You attempted all the grading criteria

When you hand in your resubmission, please make sure your changes are clearly labelled (red text/different labelled voice clip).

3.1 – Access to Microsoft Office 365

As a Chesterfield College student please ensure you download Microsoft Office 365 which will give you access to the following programs:

- Outlook
- OneDrive

- Word
- PowerPoint
- Excel
- Notebook

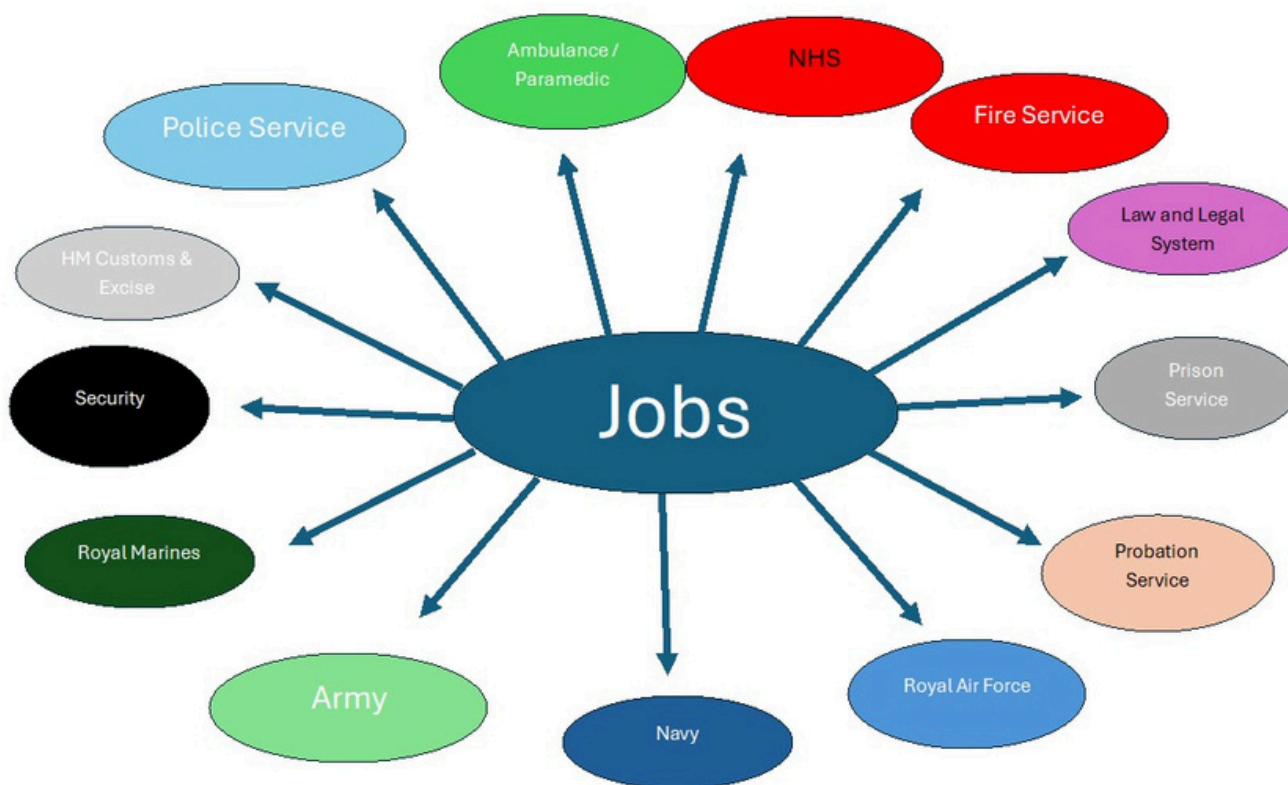
These programmes will be essential during your time at college and can be accessed via your phone, tablet, laptop or computer.

4.1 – Unit Guide and Information

Unit Name	What the unit involves?	How are you assessed?	Grade I would like to achieve?
Unit 01 Investigate employment in the uniformed services (H/505/9139)	This unit will help learners prepare for application to the uniformed services. They will learn about the different roles involved in uniformed services and how the uniformed services operate. The learner will be given the opportunity to assess their own career goals and refine their interview skills, their performance and suggest areas for development		
Physical fitness for the uniformed services (J/505/9134)	In this unit learners will learn about fitness testing used by a uniformed service and about the required standards of physical fitness. The learner will be given an opportunity to assess their own fitness against specific criteria and to develop and refine a personal programme of fitness training to help them achieve and maintain the levels of fitness necessary for admission to their chosen uniformed service. Learners will also consider how diet and exercise contribute to overall fitness.		
Unit 3 Develop team working and problem solving skills (T/505/9131)	In this unit learners will learn how to plan for team working. The learner will become familiar with team dynamics and review and feedback techniques.		
Unit 4 Health and Safety in the uniformed services (Y/505/9137)	In this unit learners will explore issues related to health and safety. They will become familiar with methods for identifying and reducing hazards and risks. Learners will also gain knowledge of safe manual handling and the control of hazardous substances		

Unit Name	What the unit involves?	How are you assessed?	Grade I would like to achieve?
Unit 5 - Health and hygiene in the uniformed services (R/505/9136)	In this unit learners will know about the importance of maintaining personal hygiene and the risks associated with poor personal hygiene. They will also explore the concepts of infection control and stress management.		
Unit 6 Follow uniformed service routine (F/505/9133)	In this unit learners will learn how to demonstrate efficient foot drills to specific commands and learn how to avoid common problems in drill. The learner will become familiar with service routines and duties that will be expected of them within the uniformed services		
Unit v7 Exploring equality and diversity for the uniformed services (D/505/9138)	This unit aims to establish some of the key definitions and concepts associated with equality and diversity. This includes stereotyping, labelling, prejudice and discrimination and the effects these have. Learners will also consider the role that the uniformed services play in a diverse society.		
Unit 10 Participate in competitive sports (A/505/9132)	This unit will allow learners to participate in a competitive sport, gaining an understanding of the rules and regulations required. The unit will also give them the opportunity to organise a sporting activity. The learner will then review the participation of self and others in the activity.		
Unit 11 Explore the use of telecommunication in the uniformed services (M/505/9130)	This unit will allow learners to explore communication in the uniformed services. They will become familiar with communications equipment used by the uniformed services, along with the use of the phonetic alphabet and voice procedure.		

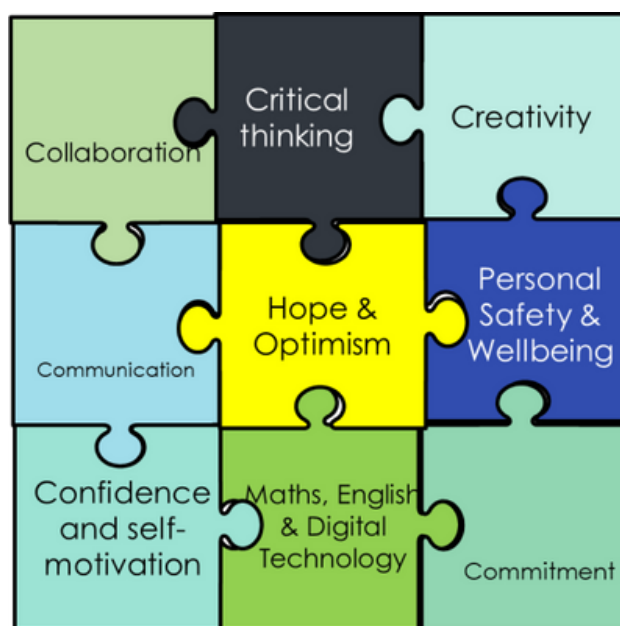
5.1 – What jobs could I progress onto from the course?



6.1 – ASPIRE Journey

As a Chesterfield College student you will not only develop your vocational knowledge of the sector that you are wanting to progress into, but you will also develop your personal skills that are needed for your industry.

At college we refer to this as our ASPIRE skills. These are skills that we believe a critical skill that are needed to work in the uniformed services. Throughout your course and work experience you will develop all these skills to help prepare you for a career in the uniformed services. See below some of the examples where you will be using these skills on your course and where they become important in the sector.



ASPIRE Skill	When you will use it at college	When you will need it in a career
<i>Collaboration</i>	Designing group presentations to present to the rest of the group. Drill Team work	Working within a team to plan a mission or an approach to work
<i>Critical Thinking</i>	Analysing Crime Scenes and deciding how to investigate.	Making key decisions on the strategies that you use to assist your services goals
<i>Creativity</i>	Designing a sustainability project.	Thinking about new ways to develop tactics
<i>Communication</i>	Developing leadership and taking direction in a team	Working with colleagues and the public everyday
<i>Hope and Optimism</i>	Pushing yourself to achieve a distinction in a specific unit.	Pushing yourself to complete university and to become a lifelong learner
<i>Personal Safety & Wellbeing</i>	Understanding the importance physical health and wellbeing in the services	Getting into the service and staying in a service
<i>Confidence & Self-Motivation</i>	Reaching your target grade and improving based on assignment feedback	Up skilling and developing yourself
<i>Maths, English and Digital Technology</i>	Design Posters and write	Writing reports, using computers and calculating RTC information
<i>Commitment</i>	Become a reliable member of a team	Being trusted and dependable and respected because of it

7.1 – Work Experience

This year you will need to complete a minimum of 30 hours of Work Experience.

Most work experience will fall naturally as part of the course with a few key events to assist in making your hours.

Army Days and Visits	Detective visits
Magistrates Visits	Police away day
Police training Visits	Fire station Trip
Road traffic collision reconstruction	Residential trips

If you have gaps you will have to consider doing something that you organise your self

When completing your work experience hours college will need to know the following prior to starting:

- Placement Name/Organisation Name
- Name of Key Contact
- Phone Number
- Email
- Information of types of activities, what will you be doing and when

8.1 – Case Studies from Previous Students

"Taking the public service course has been a transformative experience for me. I've grown so much, both personally and professionally, gaining essential skills like leadership, communication, and problem-solving. One of the most rewarding aspects has been the chance to meet the Army, the Police and the fire service as a part of the course. These networking opportunities and the diverse perspectives in the classroom have enriched my assignments and broadened my understanding of public service.

I feel well-prepared for my future career, thanks to the practical knowledge and real-world applications we've covered. This course has truly set me up for success at university in my journey to working in the public service field."

Owen Burton