

BTEC FIRST CERTIFICATE OR FIRST DIPLOMA IN PUBLIC SERVICES

The BTEC First Certificate and First Diploma in Public Services is designed to equip learners with the knowledge, understanding and skills required for success in current and future employment, or for progression to courses such as BTEC Nationals. These skills will enable learners to meet changing circumstances, whether they arise from a shift in their own sphere of employment, promotion to supervisory roles or from general changes in the public services environment.

The BTEC First Certificate in Public Services is a 3-unit qualification which consists of one or two core units plus one or two specialist units.

The BTEC First Diploma in Public Services is a 6-unit qualification which consists of three core units plus three specialist units.

Unit 1: The Public Services

- 1: Examine the purpose, roles and responsibilities of a range of public services
- 2: Examine a range of jobs within the public services
- 3: Investigate the application and selection process for a given public service
- 4: Investigate the entry requirements and opportunities for career development within a given public service.

Unit 2: Public Service Skills

- 1: Investigate the purpose and importance of teamwork in the public services
- 2: Develop a range of teamwork skills
- 3: Identify and demonstrate a range of interpersonal skills and personal effectiveness skills
- 4: Develop a range of communication skills.

Unit 3: Public Service Fitness

- 1: Develop a personal fitness programme
- 2: Actively explore the requirements of the public service fitness tests
- 3: Examine the major body systems in relation to health and fitness
- 4: Demonstrate an understanding of nutrition and its impact on health and fitness.

Several Specialist Units, including: Citizenship, Workplace Welfare, The Individual and Society, Outdoor Activities and the Public Services, Sport and Recreation, Land Navigation with Map and Compass, Law and the Individual, Crime and its Effects, Community and Cultural Awareness, Driving and Collisions, Expedition Skills, Nautical Studies

This course is based both on portfolio coursework and examinations. Students that successfully complete these qualifications can seek employment within a wide area of public sector occupations, such as Local Government Administration, Armed Forces, Police, Military Police, Prison Service, and Security.