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**Public Services**

**Progression and Development Project**

**Year 11-Level 2/3**



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| **Learner declaration** |
| Plagiarism is the act of passing off someone else’s ideas or work as your own. It is a serious breach of college rules and if caught you may not be awarded your qualification.I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.Learner Name :Learner signature: Date: |

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| **Progression and Development Activities-2021** |

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| **Overview** | We are so pleased that you have chosen to study Public Services with us at the Guernsey College of Further Education and we wish to make your transition from school to further education as smooth as possible. This workbook has been designed to allow you to progress successfully from year 11 to your chosen course within the Public Services department. The task will give you an idea of the possible work you may cover during your time with us.  |
| **Evidence you must produce for this task** | Workbook and accompanying tasksYou will be assessed on your ability to research, produce well written and presented assignments. We will expect to see work which is all your own and has not been plagiarised.  |

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| **Tasks to be completed** |
| **To achieve the criteria, you must show that you are able to:** | **Date Completed** | **Tutor Signature**  |
| 1-Course Expectations  |  |  |
| 2-Course Development |  |  |
| 3-Fitness |  |  |
| 4-Behaviour |  |  |
| 5-Written Work |  |  |
| 6-Research Project |  |  |

***1- Course Expectations***

Produce a Google slides presentation which covers the following points;

* What do you think will you cover in your course? - list at least 10 things and include an image which links to your example

Stretch (Level 3 students)-Give an explanation for each point you have made

* What do you think you will enjoy the most about the course? explain why, include images

Stretch (Level 3 students)-How does this information link to your possible career choice?

* How do you think you will be encouraged to improve your work, include explanations about English and maths

Stretch-How will your English and maths improve whilst on the course, list 5 things

* How will your personal fitness improve whilst on the course, include examples, how will this help you with your chosen career?
* What skills do you think you will gain whilst you are at college and how will they help you in a Public Service?

***2- Course Development***

* Write an essay which explains why you have chosen the Public Service course, explain your points made. Try and write approx. 250 words, you must ensure you use accurate spelling, grammar and punctuation.

Stretch (Level 3 students)-How will completing our course help you to join a public service?

***3- Fitness***

* Produce an A3 poster which outlines the different fitness tests you think you will complete whilst on the course, how will they help you join the service of your choice?

Stretch (Level 3 students)-include your personal achievement targets for this year

***4- Behaviour***

* How should you behave in the classroom and whilst out on trips/visits? Make a poster which identifies the main do’s and don’ts in relation to behaviour.

Stretch (Level 3 students)-explain why you should behave in certain ways whilst at college, how will it help you with your future career?

***5-Written Work***

* Write an essay which explains why you need to produce work which is well written and clearly presented. How will neat and tidy work help you in the future?

Stretch (Level 3 students)-What is the importance of accurate research and referencing when producing your evidence for the course?

***6-Research Project***

* What do you think you will learn on the course; produce a poster of the different subjects you think you will study-specific to either Level 2 or Level 3
* Find out the names of some of the units you will complete on your course and write a short explanation about each one
* Find out which level of English and maths you will be expected to complete on your course and highlight 5 things which you will need to do to make sure you pass. If you have passed both English and maths please explain the importance of these subjects
* What is your career goal? What do you want to do once you leave college or progress onto the next level of course?

This workbook is to be completed during your time away from school/college and will prepare you for starting college or progressing in September.

If you have any concerns or difficulties completing this workbook please make contact with college.

Contact Us:

Email: college@gcfe.net

Facebook: <https://www.facebook.com/GuernseyCollege>

Twitter: GuernseyCollege@GuernseyCollege

Website: <http://www.guernseycollege.ac.gg/>