Essential Skills Wales

Essential Employability Skills (EES)

Level 1 Controlled Task

Assessment Pack

Police Support Volunteers

Version 2.0
Sample Practice Task

Candidate name:
Candidate number:
Date registered for EES:
Unique Learner Number (ULN) *(if applicable)*:
Centre name *or* number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions

The candidate has up to **4 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task **started**:
Date controlled task **completed** *(no more than eight weeks later)*:
Total time spent:

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

City & Guilds
A City & Guilds Group Business

1. Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Mark Scheme provided. Please see section 2.2 of the ***Qualification Handbook*** for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- externally quality assured/moderated by City & Guilds.
- compliant with **Controlled Task Conditions**.

Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must be successfully completed before the Structured Discussion is attempted.

Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances or if the academic term does not extend to 8 weeks. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Working time

The candidate has up to **4 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example:

PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. Mobile phones or other transmitting/receiving devices are not permitted. The candidate can access the Internet using supervised facilities.

- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the ***Candidate Pack***. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period; however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the ***Qualification Handbook*** for further information on access arrangements.

Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work as part of a group for some activities.

2. Assessment records

Essential Employability Skills at Level 1

Task title: Police Support Volunteers

Ref	The candidate has:	Marking Guidance	Marks available	Marks awarded	Assessor comments
	Part 1 - Identify:				
CP1.1	Identified and recorded the things the team needed to consider to complete the task	**2 marks:** 1 mark for main purpose and 1 mark for key issues the team needed to consider to complete the task individually	2		
		2 marks: 1 mark for main purpose and 1 mark for key issues that the team needed to consider to complete the task as a team	2		
	Part 2 - Generate:				
CI1.1	Identified ideas that are relevant to the task	**1 mark:** at least 2 ideas	1		
CI1.1	Shared and recorded ideas that are relevant to the task	**2 marks:** at least three relevant ideas OR **1 mark:** two relevant ideas	2		
CP1.2	Identified and explained two different ways to make decisions, as part of a team	**2 marks:** 1 mark per decision making technique identified and explained **maximum of 2 marks**	2		
CP1.3	Chosen one of the ways to make a decision	**1 mark:** a decision-making technique is chosen	1		

	Part 3 - Refine:				
CI1.2	Considered in more detail two or more of the ideas the team needed to consider to complete the task	**2 marks:** 1 mark per idea considered	2		
CP1.3	Used the chosen decision-making technique	**1 mark:** the chosen decision-making technique has been used	1		
CI1.2	Agreed on one of the ideas.	**1 mark:** an idea has been agreed upon	1		
CI1.2	Started to develop the idea by considering possible strengths and weaknesses	**1 mark:** developed idea considering possible strengths and weaknesses	1		

	Part 4 - Planning:				
PO1.1	Planned their task and considered:				
	• SMART targets	**2 marks:** all targets in plan are SMART OR **1 mark:** some targets in plan are SMART	2		
	• the activities	**1 mark:** more than one activity has been identified	1		
	• arrangements to review the plan	**1 mark:** arrangements made to review the plan	1		
	• the presentation of the outcome to the target audience	**1 mark:** plans to present the outcomes have been made	1		
PO1.2	Identified and agreed the roles needed to complete the task, as part of a team	**2 marks:** 1-mark role identified (maximum 2 marks awarded)	2		

P1.1	Outlined their own personal strengths and skills	**1 mark:** personal strengths and skills outlined	1		
PO1.2	Identified the personal strengths required for all roles	**2 marks:** personal strengths and skills identified for all roles OR **1 mark:** personal strengths and skills identified for some roles **1 mark:** responsibilities for each role have been identified	2		
PO1.2	Allocated appropriate roles and responsibilities to all team members, as part of a team		1		
P1.1	Allocated appropriate roles and responsibilities to all team members, as part of a team	**1 mark:** candidate has been allocated a role based on their personal strength	1		

P1.1	**Part 5 - Carry Out the Plan** Carried out the responsibilities of their allocated role by demonstrating effective personal and team working skills e.g. • respect • participation • communication • active listening • time management • determination (Accept any valid example of personal or team working skill not on the above list)	**1 mark:** 1 personal skill has been applied **1 mark:** team working skill has been applied **1 mark:** an additional personal and/or team working skill has been applied	1 1 1		
P1.2	**Part 6 - Present** Each team member's work brought together and presented an organised way to complete the task**.**	**1 mark:** presented all work in an organised way	1		

Part Number	**CP**	**CI**	**PO**	**P**
1 - Identify	/4			
2 - Generate	/3	/3		
3 - Refine	/1	/4		
4 - Planning			/10	/2
5 - Carry out the plan				/3
6 - Present				/1
Totals				
Max available (min needed to pass)	8 (6)	7 (5)	10 (8)	6 (4)
Pass (Y/N)				

Structured Discussion Record: Police Support Volunteers

Guidance:

- preparatory notes (verbal or written) should be submitted as supporting evidence
- all elements should be attempted by the candidate
- assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

Date of discussion _____

Length of discussion _____

Group members if applicable (max of 4)

Confirm that the candidate:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
Knows critical thinking and problem-solving skills used during the task by: ***Either*** *Reflecting on the information gathered, the decisions made and the outcome.* ***Or*** *Identifying strengths and weaknesses of the decisions.*		
Knows the planning and organisation skills used during the task by: ***Either*** *Reflecting on and reviewing the planning and organisation skills.* ***Or*** *Describing strengths and weaknesses of the planning and organisation skills.*		

Confirm that the candidate:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
Knows the creative processes used during the task by: ***Either*** *Reflecting on the creative processes.* ***Or*** *Identifying what went well and what could be improved.*		
Knows the personal and team working skills used during the task by: *Reflecting on the personal and team working skills.*		

Quality Assurance: Structured Discussion	
Assessor:	
Name:	
Signature:	Date:
Internal Quality Assurer:	
Feedback:	
Name:	
Signature:	Date: