Essential Skills Wales
Essential Employability Skills (EES)
Level 1 Controlled Task
Candidate Pack

Police Support Volunteers

Version 2.0
Sample Practice Task

Candidate name:
Candidate number:
Unique Learner Number (ULN) *(if applicable)*:
Date registered for EES with awarding body:
Centre name:
Centre number:

You have 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 below by the assessor.

Date controlled task started:							
Date controlled task completed *(no more than eight weeks later)*:							
Session 1	**Session 2**	**Session 3**	**Session 4**	**Session 5**	**Session 6**	**Session 7**	**Session 8**
	Date	*Date*	*Date*	*Date*	*Date*	*Date*	*Date*
Duration	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*
Total time spent:							

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

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

City & Guilds
A City & Guilds Group Business

This task pack contains a scenario and a set of instructions. It also contains guidance for the structured discussion you will need to have with your assessor after completing this task.

- You will work on your own for part of the task. You will also work in a team.
- Make sure you read through the task carefully before you start.
- You will be supervised throughout your time working on this task.
- You can use most of the equipment that you would normally use in a real-life situation (this may include accessing the internet).
- All work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Make sure you hand in all your work at the end of **each** session. You are not allowed to take any task materials away with you or have access to these between sessions.
- Make sure you **sign the declaration form** at the back of this pack when you have finished the task.

Structured Discussion:

- Once you have completed your task, you will take part in a Structured Discussion with your assessor.
- You will discuss the task that you have completed and how you and the team performed.

Task instructions: Police Support Volunteers

Scenario

A police support volunteer group has asked your team to help promote what they do.

As a team, find out:

- what work they carry out
- different ideas to promote their work.

You must record your answers to all parts of the task

Part 1

On your own:

- Identify the main purpose of the task.
- Identify the key issues of the task.

In your team:

- Agree the main purpose of the task.
- Discuss the key issues of the task.

Part 2

On your own:

- Think of **two** ways to promote the work of police support volunteers.

In your team:

- Share your ideas about the best way to promote the work of police support volunteers.

You are now going to make decisions.

- Choose **two** different ways you can make a decision
- Decide the **one** you will use in Part 3.

Part 3

In your team:

- You must consider in more detail, at least **two** of the ideas from Part 2.
- Using your decision-making method, choose **one** idea to promote the work of police support volunteers.
- Develop your chosen idea by recording possible strengths and weaknesses.

Part 4

In your team:

For the idea you have chosen, plan how to promote the work of the police support volunteers.

To complete a SMART plan, you must:

- record the personal skills of each team member
- agree specific activities to complete the task
- set timescales for the activities
- arrange to review the plan
- agree the roles needed
- agree skills needed for each role
- match the role to the team member with the most suitable skills
- prepare to present your idea to the police support volunteer group.

Part 5

When following the plan each team member will show:

- personal skills
- team working skills.

Part 6

Bring together each team member's work. Record this in an organised way to complete the task.

Structured Discussion
(To be completed after you have successfully finished your Controlled Task)

Your assessor will want to talk to you about how you helped to complete the task. You should prepare for the talk and give in any notes made.

Your assessor will discuss:

- the information gathered and the decisions you made
- strengths and weaknesses of your decisions
- your planning and organisation skills
- strengths and weaknesses of your planning and organisation skills
- how you were creative
- what went well and what could be improved
- your personal and team working skills.

Declarations

The candidate and assessor declarations **must** be completed.

Candidate name: _____

Candidate declaration:

I confirm that this is entirely my own work and it was completed in the times stated on the front cover.

Candidate signature _____ Date _____

For centre staff and awarding body use only

Assessor declaration:

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature_____ Date _____

Internal quality assurer (IQA) declaration:

(if sampled)

I have internally quality assured this work and confirm that the standards have been met.

IQA signature_____ ____ Date _____

External quality assurer (EQA) declaration:

(if sampled)

I have externally quality assured this work and confirm that the standards have been met.

EQA signature_____ ____ Date _____