Essential Skills Wales
Essential Employability Skills (EES)
Level 2 Controlled Task
Candidate Pack

Public Service Initiatives

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 **5 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: Public Service Initiatives

Scenario

A local public service volunteer group has asked your team to develop ideas to help them promote safety initiatives in your local area.

As a team, find out:

- about the work of local public service volunteer groups
- what safety initiatives you could consider
- about different ideas to promote the safety initiatives.

Part 1

On your own:

- Identify and describe the main purpose of the task.
- List the key issues that you need to think about before beginning this task.

In your team:

- Discuss the key issues that your team has identified.
- Outline the steps required to complete the task.

Part 2

On your own:

- Generate at least **three** different ideas to promote safety initiatives. Make sure you record these ideas.

In your team:

- Bring together these ideas and identify creative approaches that could be used to develop the ideas further.

You are going to be making decisions.

- Describe and compare at least **two** different decision-making techniques.
- Select an effective decision-making technique to use in this task. You will use this technique in Part 3.

Part 3

In your team:

- You must assess the suitability of at least **three** of your team's ideas from Part 2.
- Using your selected decision-making technique, choose **one** of these ideas to help promote safety initiatives.
- Describe the strengths and weaknesses of the chosen idea.

Part 4

In your team:

For the idea you have chosen, plan how to promote your chosen safety initiatives. When constructing your organised plan, you need to:

- identify and describe roles and responsibilities needed to address the task
- set SMART targets
- describe the activities to help you achieve your SMART targets
- define the strengths and skills required for all roles
- explain your own personal strengths, skills and attitudes
- negotiate and agree appropriate roles and responsibilities for all team members
- identify specific resources required for the planned activities
- identify arrangements to review the planned activities
- prepare to present the outcome to representatives of the local public service volunteer group.

Part 5

Each team member will list the personal and teamworking skills that they used to carry out their responsibilities when completing the task.

Part 6

To complete the task, bring together each team member's work and present this in an organised way.

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 ask you to:

- reflect and review the information gathered, the decisions made and the outcome
- describe strengths and weaknesses of the decisions made
- reflect and review the planning and organisation skills
- describe the strengths and weaknesses of the planning and organisation skills
- review the creative processes
- reflect on what went well and suggest improvements
- review the personal and team working skills
- reflect upon your own contribution.

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 _____