

Public Services Assignment Brief

Programme	Level 2 Public Services / Level 3 Public Services	Learner Name	
Assignment Title	Introductory Assignment	Assessor Name	Public Service Staff
Unit no. & Title	Introductory Assignment	Target Learning Aims	Dependant on Level
Issue Date	July 2018	Submission Date	10/09/18
First Submission/Resubmission?*	1 st	2 nd	Resubmission Date**
Grade			
Resubmission Authorisation		Date	
Internal verifier	Sarah Gibbons	Date	July 2018

*All resubmissions must be authorised by the **Lead Internal Verifier**. Only **One** resubmission is possible per assignment, providing:

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- The tutor considers that the learner will be able to provide improved evidence without further guidance
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner.

***Any resubmission evidence must be submitted within 10 working days of receipt of results of assessment.**

Target Criteria	Criteria Achieved	2 nd submission	Assessment Comments
P1			
M1			

General Comments

1st submission

2nd submission

Assessor Declaration	I certify that, to the best of my knowledge, the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Assessor Signature		Date	
Learner Comments			
Learner Signature		Date	

Scenario:

You have been employed by your local fire and rescue service as an inclusion officer. Your first task in this new

role is to create a written report outlining equality, diversity and citizenship. This report will be used to create leaflets and information booklets in future and should be as concise as possible so that information can be copied straight across from the report.

Learning Outcomes:

1. Introductory assignment to determine level and writing ability

Grading criteria:

Task 1 addresses P1 and M1

Task 1:

Create a written report to include the following:

- A definition of equality
- A definition of diversity
- A definition of citizenship and what is a good citizen

Your definitions should be supported by explanations of why you think this is a suitable definition.

Once you have defined each of these terms, you must explain why each of these three terms are important within society. For example why is citizenship important and why are good citizens important? This explanation should be a minimum of 500 words.

Notes/additional information:

This is an introductory assignment and will be used by the tutors for assessment only. You should ensure your report is word processed (where possible) and should include:

- Header with your name and unit
- Title
- Introductory paragraph with reference to scenario
- Word processed in suitable font (arial / calibri) and a suitable size (11 / 12)
- Footer with page numbers
- Reference list with links to sources of information used (if applicable)

<p>Pass To achieve a pass grade the evidence must show that the learner is able to:</p>	<p>Merit To achieve a merit grade the evidence must show that, in addition to the pass criteria, the learner is able to:</p>	<p>Distinction To achieve distinction grade the evidence must show that, in addition to the pass and merit criteria, the learner is able to:</p>
<p>P1 define and describe equality, diversity and citizenship</p>	<p>M1 explain why equality, diversity and citizenship are important within society</p>	