



Subject: BTEC Level 3 Public Services						
<p><b>KEY TEXTBOOK</b></p> <p>A textbook given to you by your subject teacher. This text book should be used as support material in all lessons and independent study time. Reading the relevant chapter after a lesson will help develop your knowledge of the subject.</p> <p><b>You will need it every lesson.</b></p>	<p><b>Text Book</b></p> <p><b>Title:</b> Public Services Level 3 Book 1  <b>Publisher:</b> Heinemann  <b>Publication Date:</b> 2010  <b>ISBN –</b> 978-1-846907</p>					
<p><b>ADDITIONAL TEXTBOOKS and WEBSITES</b></p> <p>A list of alternative textbooks. A textbook is much like a person: it is not perfect - it has strengths and weaknesses. So having a range of books to consult makes sense. Where a topic is not well covered in one book, another text might deal with it much more clearly.</p>	<p>At the end of each unit specification they provide you with a list of specific Websites and articles and further reading. These are constantly updated and should be used for finding additional information. During your lessons you will be given current relevant Website and copies of recent news reports relevant to the assignment. These should be saved in your own area and used for assignment writing.</p>					
<p><b>SPECIFICATION AND BOARD</b></p> <p>A syllabus or specification. It details all the areas that you need to be taught for the examination. You need to have a copy so you know how to organise your file.</p> <p>This and all of the unit specifications are saved on the college student shared area. You should copy them to your area for use either at home or during study lessons</p>	<p><a href="http://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Publicservices/2010/Specification/BA033410-BTEC-Nationals-90Credit-PS-Iss3.pdf">http://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Publicservices/2010/Specification/BA033410-BTEC-Nationals-90Credit-PS-Iss3.pdf</a></p> 					
<p><b>UNITS COVERED –these are included in the SPECIFICATION</b></p>	<p>Unit 1 K/600/5979 Unit name: Government Policies and the public services</p>	<p>Unit 2 J/600/5987 Unit name: Leadership and Teamwork in the public services</p>	<p>Unit 8 D/600/6028 Unit name: Understanding the impact of War Conflict and Terrorism on PS</p>	<p>Unit 3 K/600/5979 Unit name: Citizenship, Diversity and the Public Services</p>	<p>Unit 4 K/600/6009 Unit name: Understanding Discipline in the Uniformed Public services</p>	<p>Unit 16 H/600/5351 Unit name: Career Planning Public Services</p>

<b>PAST ASSIGNMENT TASKS</b>	These are saved on the college student shared area for each unit. You should copy these into your area for use either at home or during study lessons if you wish to produce practice assignments
<b>ASSESSMENT SCHEMES</b> Mark schemes are produced for each examination. Sometimes they can be very helpful in detailing what is required to gain a top grade.	Each unit specification provides you with an assessment grid and guidance on how your work will be assessed. This information is also included in the assignment brief.
<b>ANY OTHER SUBJECT SPECIFIC INFORMATION.</b> (e..g. specific Independent study requirements or journals or CD ROM)	To be successful at Level 3 BTEC PUBLIC SERVICES it is necessary to do a lot of work outside of lessons. Independent study should be completed noting any 'materials' and sources of these 'materials'. The kind of independent study we will expect to see includes – <ul style="list-style-type: none"> <li>• Summary notes for each topic</li> <li>• Definitions of keywords for each topic</li> <li>• Looking at newspaper reports and TV news reports relevant to the topic</li> <li>• Summaries and notes on relevant / interesting research from the above media areas</li> </ul>
<b>FEEDBACK FOR INDEPENDENT STUDY</b> For BTEC courses this will mainly be the writing of your assignments.	For Public services you can expect your independent study to be checked once every time an assignment is handed in. Each time we check your assignment we will fill in a feedback sheet that will outline what is working well and tell you what you have not covered. Each time we give feedback on your assignment we will also discuss our feedback with you.