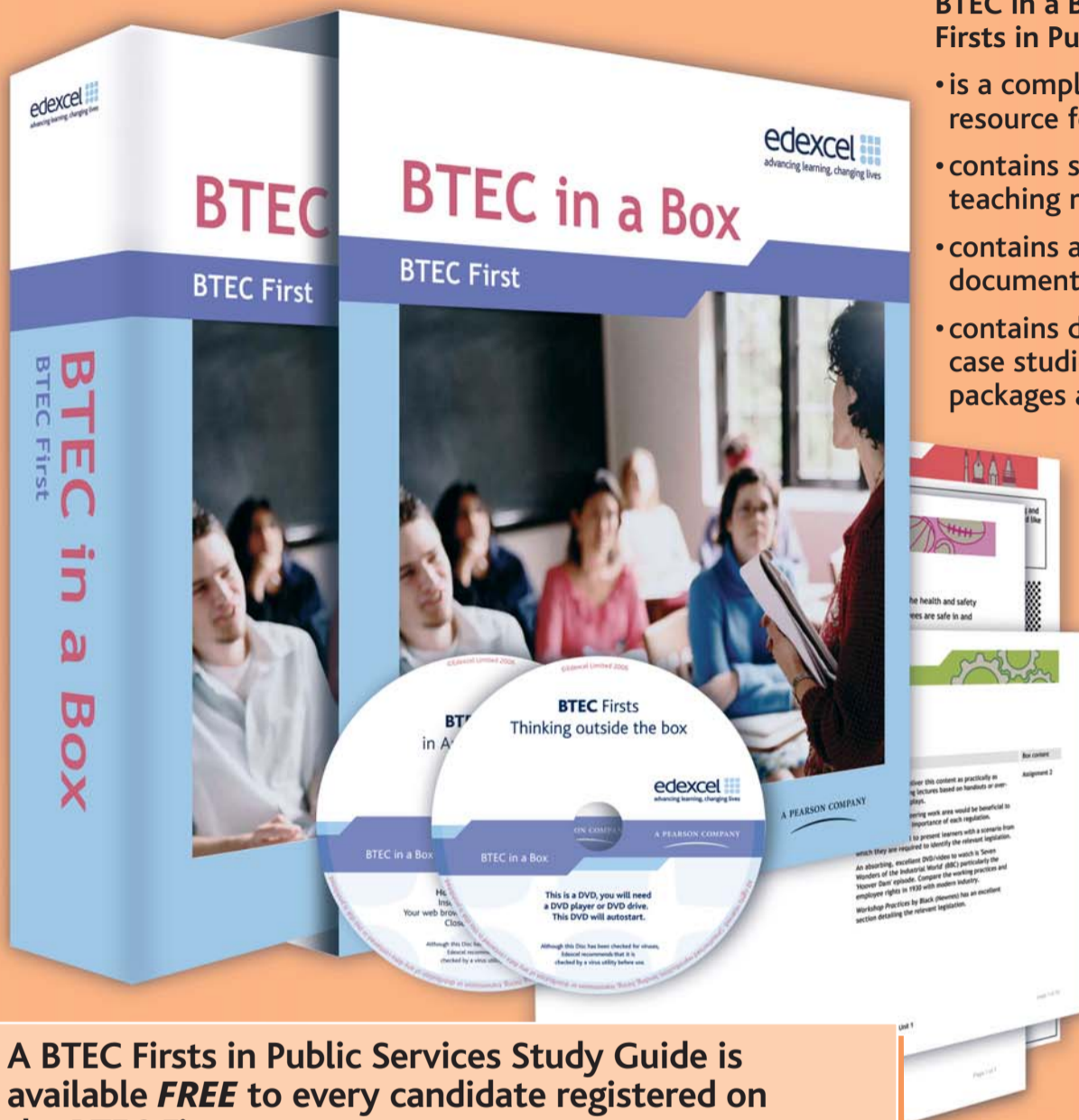


BTEC Firsts in Public Services

We've thought outside the box to bring you **BTEC in a Box!**



BTEC in a Box for BTEC Firsts in Public Services:

- is a complete starter resource for the course
- contains subject specific teaching resources
- contains all the BTEC documentation required
- contains delivery plans, case studies, assessment packages and updates.

A BTEC Firsts in Public Services Study Guide is available **FREE** to every candidate registered on the BTEC Firsts course.

Available NOW BTEC in a Box for BTEC Nationals in Public Services. Order your copy today!

A PEARSON COMPANY

Marketing Department
FREEPOST ANG2041
Harlow, Essex
CM20 2YF

What's in the box?

You'll find all the resources you need to start teaching your BTEC Firsts in Public Services. The box contains complete support for seven units, consisting of:

assessment exemplar	
ASSIGNMENT TITLE	Teamwork
TASK NUMBER AND TASK DETAIL	<p>Learning Outcome 1</p> <p>Understand the purpose and importance of teamwork in the public services</p> <ul style="list-style-type: none"> • Teamwork: types of teams in the public services: e.g. crew, shift/watch, regiment; multi-agency/services teams; specialist teams, e.g. search and rescue; project teams; emergency services; projects for implementing new policies. • Importance of teamwork: e.g. achieving organisational objectives, camaraderie, and teamwork within organisational structures, command and control. • Qualities for effective teamwork: group and self-discipline, leadership, cooperation, communication, combining individual skills, problem solving, achieving aims, working with others. • Team building: participation in team activities, team-building exercises, sporting events and outdoor group activities, characteristics within teams. • Teamwork skills: including communication, problem solving, co-operation, conflict management.
ASSESSMENT CRITERIA	<p>P2 participate in different team-building activities</p> <p>D1 analyse the importance of teamwork in a specified public service</p>
GRADE / LEVEL	<p>Student has achieved D1.</p> <p>This piece of work could also be used towards P4.</p> <p>The sample team work log will provide some evidence for P2.</p>
EXEMPLAR ANSWER	See below
GRADING COMMENTS	<p>This newspaper article (below) meets the requirements for D1.</p> <p>The student has identified that teams exist at a number of levels (immediate work team, support services in own organisation, wider organisational teams and on an inter-service basis).</p> <p>The student has used examples in a work-related context to illustrate why teamwork is important and has also highlighted some potential consequences of failure to employ effective team work.</p> <p>The student has related the information given to the unit content, showing how teamwork can contribute to achieving the objectives of the individual rescue team, of each public service involved and the overall purpose of public service search and rescue organisations as a whole.</p> <p>The student has used examples that show how important command and coordination is in public service work and the need for everyone to understand the contribution expected of them and work together effectively with a clear focus on goals.</p> <p>Trust, team spirit, individual and group roles are identified as is the need to</p>
BTEC in a Box	BTEC First Public Services Unit 2 page 1 of 5

- a detailed delivery plan
- case study activities
- two full assessment packages which include assignments, teaching guidance and exemplars
- three newsletters with hints and tips from lead verifiers and advice on teaching the BTEC Firsts.

Visit www.edexcel.org.uk/firsts for further information on BTEC Firsts and click on any subject heading to view sample pages.

The units supported in BTEC in a Box are:

- Unit 1 Uniformed Public Services Employment
- Unit 2 Public Service Skills
- Unit 3 Uniformed Public Service Fitness
- Unit 4 Citizenship, the Individual and Society

- Unit 6 Adventurous Activities and Teamwork for the Public Services
- Unit 7 The Value of Sport and Recreation in the Public Services
- Unit 11 Community and Cultural Awareness

You'll also receive a FREE CD that contains the specification, electronic files of all the support material and all the BTEC guidance and information your centre requires. A FREE DVD contains visual case studies of schools offering BTEC and interviews with students and teachers who have made the most out of their BTEC course.

Save 50% on additional purchases.

Buy the BTEC in a Box Firsts in Public Services and order any number of additional copies at HALF PRICE!

Please quote EDE07-013 when ordering

To place a firm order, simply add the quantity required in the QTY column. Return this order form (or a photocopy) to our FREEPOST address: Marketing Department, FREEPOST, ANG2041, Harlow, Essex CM20 2YF. Alternatively, fax this form to 01279 623638, call FREE on 0800 579 579 or email: customer.orders@pearson.com

Title	Publication	ISBN	Price	VAT	QTY	Total
BTEC in a Box for BTEC Firsts in Public Services	Published	(1) 978 1 84690053 2	£199.00	£34.83		
Extra copies BTEC in a Box for BTEC Firsts in Public Services HALF PRICE			£ 99.50	£17.41		
BTEC in a Box for BTEC Nationals in Public Services	Published	(2) 978 1 84690226 0	£299.00	£52.83		
Extra copies BTEC in a Box for BTEC Nationals in Public Services HALF PRICE			£149.50	£26.16		
(plus £3.50 postage & packaging on all firm orders) Grand Total						

I enclose a cheque for £_____ made payable to Pearson Education

Please invoice me. My official school order number is _____

For credit/debit card orders, please call 0800 579 579 and quote the reference code above.

Please complete your school/college details in CAPITAL LETTERS below:

Name _____ Position _____

School/College name _____

School/College address _____

Postcode _____

Email address _____ Telephone number _____

I am happy to receive updates by email

Edexcel resources are distributed by Pearson Education. Offer is subject to status. Prices and information are correct at time of going to print but may change without prior notice. We reserve the right to change or withdraw the offer at any time. Prices are provisional prior to publication. Delivery is free on all approved items. A £3.50 postage and packing charge will be applied to all firm orders. Edexcel is a Pearson company. Any personal information provided by you to Pearson through your completion and return of this order form will only be used for identifying areas of interest, updating customer records and improving products. It will also be used to advise you of other products and services unless you object by ticking the box []. The information you submit will otherwise be kept confidential. It will be processed by means of a computer database or otherwise, by us or on our behalf under strictly regulated conditions in accordance with the provision of the Data Protection Act 1998. Please direct enquiries to: Nicola Selwood at Pearson Education UK Limited, Edinburgh Gate, Harlow, Essex CM20 2JE. Pearson Education Limited Registered Office Edinburgh Gate, Harlow Essex CM20 2JE. Registration Number 872828. Registered in England and Wales.

BTEC is a registered trademark of Edexcel.
Edexcel Limited. Registered in England and Wales No. 4496750 Registered Office: One90 High Holborn, London WC1V 7BH.
Edexcel endorses a wide range of resources that support its qualifications: for more information see www.edexcel.org.uk/publishing