

**The
Sheffield
College**

THE SHEFFIELD COLLEGE



STUDY PACK

**UNIFORMED PUBLIC SERVICES
BTEC**

Uniformed Public Services: Pre-enrolment pack - All Levels

This workbook has been produced to help you think about the Public Services course you have applied to join.








It will help you start to think about some of the subjects we will study together and start to build your knowledge of the subject. The workbook is for all levels, so just try your best to answer each question as fully as you can, the level of detail in your answer will help us place you on the correct level course.

We hope you enjoy completing this workbook and look forward to reviewing your answers and meeting you when you attend college in the near future.



Map reading & Outdoor Activities

Using <https://www.ordnancesurvey.co.uk/documents/25k-raster-legend.pdf>, identify what the following map symbols represent.

Describe the features of a magnetic compass (eg The Silva Expedition 4). Explain how it works ?

Describe what contour lines show on an ordnance survey map?

Describe how the following help you find direction?

A. The sun	
B. The stars	
C. Moss	
D. Wind	

Explain how the 'Countryside and Rights of Way Act' affects walking in the British countryside?

Describe the signs and symptoms of Hypothermia. Explain how/why someone might suffer from hypothermia when operating in the outdoors.

Describe how the 'layering system' is used to dress effectively in the outdoors

Describe the location of the Peak District National Park. Identify the highest point?

Team building



Teams exist in all the Protective Services. Teams can be large or small and have the ability to; work together toward a common vision, communicate freely with each other, have different team roles and are cohesive (bonded). Our course will develop your team skills to help you progress into a protective service. To help you understand protective service teamwork try to research (look on line) into the British Army and the South Yorkshire Police Service to find evidence of the teams that exist in these services.



Q1. List 3 examples of the types or names of teams in the South Yorkshire Police Service

Q2. List 3 examples of the types or names of teams in the British Army

Q3. What is the definition of teamwork

Q.4. What are the benefits of teams

Health & Fitness

Physical activity guidelines for adults aged 19 to 64 - <https://www.nhs.uk/live-well/exercise/>

Adults should do some type of physical activity every day. Any type of activity is good for you. The more you do the better.

Adults should:

- Aim to be physically active every day. Any activity is better than none, and more is better still.
- Do **strengthening activities** that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms) on at least 2 days a week.
- Do at least **150** minutes of **moderate intensity activity** a week or **75** minutes of **vigorous intensity activity** a week.
- Reduce time spent sitting or lying down and break up long periods of not moving with some activity.

1. Identify the 6 physical components of fitness and the 5 skill-related components of fitness

Physical components of fitness	Skill-related components of fitness
1	1
2	2
3	3
4	4
5	5
6	

2. Put the components of fitness in order of importance for your chosen job role, e.g. Royal Marine:

a) Muscular Endurance, b) Power, c) Aerobic Endurance...

3. How much physical activity do you do each week? Complete the table below for an average week

	Physical activity conducted	Times spent on the activity
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

Government and Policies

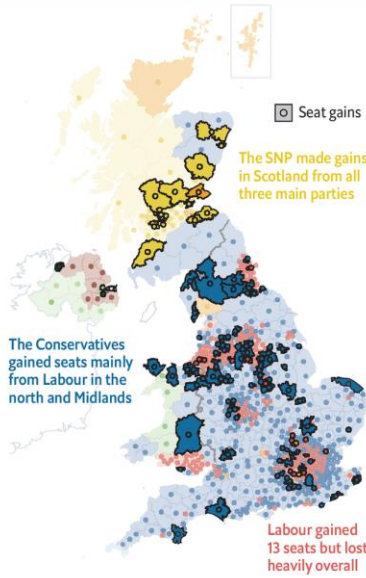
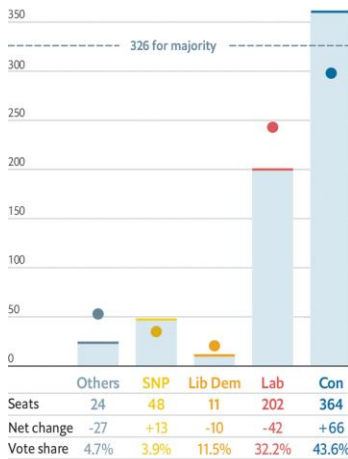
GENERAL ELECTION 2019

Blue rinse

Britain, general election results 2019

At 9am December 13th 2019, 649 of 650 seats reported

● Pre-election seats ■ Result



Source: Press Association

The Economist

Diagram to show the General Election results of December 2019 in the United Kingdom.

- The turnout was 67.3% down 1.5% from the previous election in 2017.
- The Conservative Party has won a majority of 80, its biggest general election victory since 1987.
- The SNP has won more seats than in 2017.
- Nigel Farage's Brexit Party failed to win a seat.
- For the first time, nationalist parties in Northern Ireland have taken more seats than unionists.
- Jo Swinson, leader of the Liberal Democrats lost her own seat by 149 votes!

1. How many MP's are there in the United Kingdom?
2. If there was a General Election tomorrow and you could vote, which party would you vote for and why?
3. How many constituencies did the Conservative party win?
4. How long is a 'fixed term parliament'? The amount of time before another General Election.
5. What are the implications of the Conservative Party having a majority of 80 seats in the House of Commons?
6. What does the SNP stand for and where are they most popular?
7. What does the phrase Brexit refer to? And what does the landslide victory mean for Boris Johnson's Brexit plans?
8. Who is your local MP and what political party does he/she represent?
9. The Labour Party have decided to elect a new leader to replace Jeremy Corbyn. Who were the 3 leading candidates and what is the significance of Eccles in this leadership race?

Uniform and Expectations:



The majority of protective services wear a uniform. In order to prepare you for entry into the public services, our course has a uniform that you need to wear and expectations of behaviour you will need to conform too.



Q1. What is the Protective Services/Public Services uniform requirement at The Sheffield College campuses of Peaks or Hillsborough?

Q2. What is the definition of uniform?

Q3. What are the reasons behind wearing a uniform?

Q4. List five benefits of wearing a uniform...

All the protective services have expectations of behaviour and professionalism that are required of personnel.



Q1. Look into the British Army and list the expectations required of all personnel.

Q2. Look into the Police Service and list the expectations required of all personnel.

Q3. Our course also has behaviour expectations, why do you think that is important?

BENEFITS OF SPORT IN UNIFORMED PUBLIC SERVICES

Team and individual sports/activities are used by the Public Services in order to develop their employees and consider it to be very valuable in creating an effective workforce.



Task 1. Using the table below-Describe how team and individual sports benefit us.

TEAM (rugby, football, hockey, basketball, netball)

INDIVIDUAL (skiing, sailing, cross country running, climbing)

Physically

Mentally

Socially

PLANNING AND LEADING A SPORT SESSION

Sporting activities need to be carefully planned for it to be successful. The public services put time into the planning and organising of these activities to ensure they run smoothly and participants get the most from them.

Task 2.

In the table below, please plan a sporting activity of your choice which is to take place on the College site. You will then lead this session. It may take place either inside a sports hall or outside on the field.

Activity Session Plan

Activity and aims of session: What? Where? How Long? What do you want participants to achieve from the session?

Number of participants :

Roles of individuals :
Eg: referee

Rules :

Health and safety check :
List key aspects.



Duke of Edinburgh



Building a brighter future for young people

On your course you will get the opportunity to complete your Duke of Edinburgh Award.

What is it?

To achieve the award you need to complete 5 sections; Volunteering, Physical, Skill, Expedition and Residential.

We hope to be able to offer you the opportunity to complete the Expedition section while at College and the Residential sections through the NCS.

To complete the other 3 sections you will need to choose what activity you would like to do then undertake it for a set length of time.

Task

Look at the Programme Ideas list at the end of this worksheet and choose what you might be able to do to complete each section. This could include anything you have done or currently do since your 16th Birthday.

Volunteering section planned start date: ____/____/____ for: **12** or **18** months?

Type & details of activity:_____

Where are you going to do it_____

List personal goals you want to achieve:_____

Physical section planned start date: ____/____/____ for: **6**, **12** or **18** months?

Type & details of activity:_____

Where are you going to do it_____

List personal goals you want to achieve:_____

Skill section planned start date: ____/____/____ for: **6**, **12** or **18** months?

Type & details of activity:-----

Where are you going to do it-----

List personal goals you want to achieve:-----

When completing each section of your DofE, you should develop a programme which is specific and relevant to you. This sheet gives you some ideas of things you could do or could use as a starting point to create a programme of your own. You can find more information at DofE.org/do and there is a range of exciting opportunities to help you complete this section at DofE.org/finder. You can

use the programme planners on the website to plan your activity with the support of your DofE Leader.

NOTE: Before you commit to a residential it is important to have approval from your DofE Manager to ensure that it meets all the criteria (see DofE.org/do for the requirements).

VOLUNTEERING

Helping people

- Helping children
- Helping children to read in libraries
- Helping in medical services e.g. Hospitals
- Helping older people
- Helping people in need
- Helping people with special needs
- Tutoring
- Young carer
- Youth work

Community action & raising awareness

- Campaigning
- Cyber safety
- Council representation
- Drug & alcohol education
- Home accident prevention
- Neighbourhood watch
- Peer education
- Personal safety
- Promotion & PR
- Road safety

Working with the environment or animals

- Animal welfare
- Environment
- Rural conservation
- Preserving waterways
- Working at an animal rescue centre
- Litter picking
- Urban conservation
- Beach and coastline conservation
- Zoo/farm/nature reserve work

Helping a charity or community organisation

- Administration
- Being a charity intern
- Being a volunteer lifeguard
- Event management
- Fundraising
- Mountain rescue
- Religious education
- Serving a faith community
- Supporting a charity
- Working in a charity shop

Coaching, teaching and leadership

- Dance leadership
- DofE Leadership
- Group leadership
- Head student
- Leading a voluntary organisation group
- Girls' Venture Corps

- Sea Cadets
- Air Cadets
- Jewish Lads' and Girls' Brigade
- St John Ambulance
- Scout Association
- Air Training Corps
- Army Cadet Force
- Boys' Brigade
- CCF
- Church Lads' & Girls' Brigade
- Girlguiding UK
- Girls' Brigade
- Sports leadership
- Music tuition

PHYSICAL

Individual sports

- Airsoft
- Archery
- Athletics (any field or track event)
- Biathlon/Triathlon/Pentathlon/Aquathlon
- Bowls
- Boxing
- Croquet
- Cross country running
- Cycling
- Fencing
- Geocaching
- Golf
- Gymnastics
- Horse riding
- Modern pentathlon
- Motocross
- Orienteering
- Paintballing
- Pétanque
- Roller blading
- Roller skating
- Running
- Static trapeze
- Supercross
- Ten pin bowling
- Trampolineing
- Wheelchair fencing
- Wrestling

Water sports

- Canoeing
- Diving
- Dragon Boat Racing
- Free-diving
- Kite surfing
- Kneebowling
- Rowing & sculling
- Sailing
- Skurfing
- Sub aqua (SCUBA diving & snorkelling)
- Surfing/body boarding
- Swimming
- Synchronised swimming

- Underwater rugby
- Wakeboarding
- Windsurfing

Dance

- Ballet
- Ballroom dancing
- Belly dancing
- Bhangra dancing
- Ceroc
- Contra dance
- Country & Western
- Flamenco
- Folk dancing
- Jazz
- Line dancing
- Morris dancing
- Salsa (or other Latin styles) dancing
- Scottish/Welsh/Irish dancing
- Street dancing/breakdancing/hip hop
- Swing
- Tap dancing

Racquet sports

- Badminton
- Matkot
- Racketball
- Racketlon/Rackets
- Rapid ball
- Real tennis
- Squash
- Table tennis
- Tennis
- Wheelchair tennis

Fitness

- Aerobics
- Cheerleading
- Fitness classes
- Gym work
- Medau movement
- Physical achievement
- Pilates
- Pole dancing
- Running/jogging
- Walking
- Weightlifting
- Wii-fit
- Yoga

Extreme sports

- BMX
- Caving & potholing
- Climbing
- Free running (parkour)
- Ice skating
- Mountain biking
- Mountain unicycling
- Parachuting
- Skateboarding
- Skydiving
- Snow sports (skiing, snowboarding, snowkiting)

- Speed skating
- Street luge

Martial arts

- Aikido
- Capoeira
- Ju Jitsu
- Judo
- Karate
- Kendo
- Mixed martial arts
- Self-defence
- Sumo
- Tae Kwon Do
- Tai Chi

Team sports

- American football
- Baseball
- Basketball
- Boccia
- Camogie
- Cricket
- Curling
- Dodge disc
- Dodgeball
- Fives
- Football
- Frame football
- Futsal
- Gaelic football
- Goalball
- Handball
- Hockey
- Hurling
- Ice hockey
- Kabaddi
- Korfbal
- Lacrosse
- Netball
- Octopushing
- Polo
- Quidditch
- Roller derby
- Rogaining
- Rounders
- Rugby (union/League)
- Sitting Volleyball
- Sledge hockey
- Sledge ice hockey
- Softball
- Stoolball
- Tchoukball
- Tug of war
- Ultimate flying disc
- Volleyball
- Wallyball
- Water polo
- Wheelchair basketball
- Wheelchair rugby

SKILLS

Performance arts

- Ballet appreciation
- Ceremonial drill

- Circus skills
- Conjuring & magic
- Majorettes
- Puppetry
- Singing
- Speech & drama
- Theatre appreciation
- Ventriloquism
- Yoyo extreme

Science & technology

- Aerodynamics
- Anatomy
- App design
- Astronomy
- Biology
- Botany
- Chemistry
- Coding/ programming
- Ecology
- Electronics
- Engineering
- Entomology
- IT
- Marine biology
- Oceanography
- Paleontology
- Physics
- Rocket making
- Taxonomy
- Weather/meteorology
- Website design
- Zoology

Care of animals

- Agriculture (keeping livestock)
- Aquarium keeping
- Beekeeping
- Caring for reptiles
- Dog training & handling
- Horse/donkey/llama/ alpaca handling & care
- Looking after birds (i.e. budgies & canaries)
- Pet care – health/training/ maintenance
- Pigeon breeding & racing

Music

- Church bell ringing
- Composing
- DJing
- Evaluating music & musical performances
- Handbell ringing
- Improvising melodies
- Listening to, analysing & describing music
- Music appreciation
- Playing a musical instrument
- Playing in a band
- Reading & notating music
- Understanding music in relation to history & culture

Natural world

- Agriculture
- Conservation
- Forestry
- Gardening
- Groundsmanship
- Growing carnivorous plants
- Plant growing
- Snail farming
- Vegetable growing

Games & recreation

- Cards (i.e. bridge)
- Chess
- Clay target shooting
- Coxing
- Cycle maintenance
- Darts
- Dominoes
- Fishing/fly fishing
- Flying
- Gliding
- Go-karting
- Historical period re-enacting
- Kite construction & flying
- Mah Jongg
- Marksmanship
- Model construction & racing
- Motor sports
- Power boating
- Snooker, pool & billiards
- Sports appreciation
- Sports leadership
- Sports officiating
- Table games
- War games

Life skills

- Alternative therapies
- Cookery
- Democracy in action
- Digital lifestyle
- Driving: car maintenance/ car road skills
- Driving: motorcycle maintenance/road skills
- Event planning
- First aid – St John/St Andrew/BRCS
- Hair & beauty
- Learning about the emergency services
- Learning about the RNLI (Lifeboats)
- Library & information skills
- Life skills
- Massage
- Money management
- Navigation
- Public speaking and debating
- Skills for employment
- Young Enterprise

Learning & collecting

- Aeronautics
- Aircraft recognition
- Anthropology
- Archaeology
- Astronautics
- Astronomy
- Bird watching
- Coastal navigation
- Coins
- Collections, studies & surveys
- Comics
- Contemporary legends
- Costume study
- Criminology
- Dowsing & divining
- Fashion
- Forces insignia

- Gemstones
- Genealogy
- Heraldry
- History of art
- Language skills
- Military history
- Movie posters
- Postcards
- Reading
- Religious studies
- Ship recognition
- Stamp collecting

Media & communication

- Amateur radio
- Blogging
- Communicating with people who are visually impaired
- Communicating with people who have a hearing impediment
- Film & video making
- Journalism
- Newsletter & magazine production
- Signalling
- Vlogging
- Writing

Creative arts

- Basket making
- Boat work
- Brass rubbing
- Building catapults & trebuchets
- Cake decoration
- Camping gear making
- Candle-making
- Canoe building
- Canvas work
- Carnival/festival float construction
- Ceramics
- Clay modelling
- Crocheting
- Cross stitch
- DIY
- Dough craft
- Drawing
- Dressmaking
- Egg decorating
- Embroidery
- Enamelling
- Fabric printing
- Feng Shui
- Floral decoration
- French polishing
- Furniture restoration
- Glass blowing
- Glass painting
- Interior design
- Jewellery making
- Knitting
- Lace making
- Leatherwork
- Lettering & calligraphy
- Macramé
- Marquetry
- Model construction
- Mosaic
- Painting & design
- Patchwork
- Photography
- Pottery
- Quilting
- Rope work
- Rug making
- Snack pimping
- Soft toy making
- Tatting
- Taxidermy
- Textiles
- Weaving and spinning
- Wine/beer making
- Woodwork

EXPEDITION

On foot

- Studying how insect life differs from woodland to open fields.
- Exploring teamwork by nominating a different leader each day.
- Searching for forms of fungi, recording and sketching them.
- Planning a route and create a signpost selfie guide.
- Considering the impact of tourism on the flora and fauna of the area you are in.
- Drawing all the different star constellations you can see.
- Creating a photo guide to the Countryside Code.

By bicycle

- Using a cycle system to undertake a research project on the provisions and quality of cycle paths.
- Producing a nature guide of your route for future visitors.
- Investigating features of the Thames using the Thames cycle path.
- Plan a cycle of remembrance which visits war memorials to understand the scale of the losses.
- Creating a video diary of the expedition, recording each team member's experiences.
- Following part of the Gerald of Wales route of 1188 through Pembrokeshire.

By boat

- Sailing the Norfolk Broads to explore modern and ancient uses of the area.
- Exploring different team roles needed on a boat and giving everyone an opportunity to do a new one.
- Rowing along a large river recording the types of boats and their uses.
- Planning a significant sea journey under sail to record the effects of coastal erosion.
- Using simple mapping techniques to produce a map of an estuary on the expedition, comparing it with a real map when you return.

By canoe or kayak

- Recording the wildlife found on a large inlet or loch.
- Taking a series of photos to come up with a guide to a section of canal systems.
- Making a study of the locks and lochs on the Caledonian Canal.
- Investigating samples of the river bed en route and comparing them with each

other.

- Carrying out a canoe trip and create a storyboard (photo/painted/drawn) of your expedition.
- Choosing several points along a river and measure speed of flow, width and depth and comparing the differences along their route, trying to explain why this may be.

By wheelchair

- Creating an expedition music play list that reflects the team's experiences.
- Following a disused railway track noting the current use of previous railway buildings.
- Planning and doing a challenging route in the Peak District, making a video diary.
- Preparing a users' guide of a country park or National Trust estate, explaining how it can be used, e.g. fishing, picnicking, conservation.
- Planning a route in a forest to take a series of landscape photographs to use in a calendar.
- Producing an illustrated guide to a stretch of canal. Research the history and then travel along the towpath using the expedition to gather photographs and sketches to illustrate the guide.

On horseback

- Exploring bridle paths and create an A-Z of the outdoors from the trip.
- Planning an expedition with sea views, taking photos along the way so that you can paint a picture of your favourite scene when you return.
- Creating a series of team games to play whilst on expedition.
- Going on an expedition through woodland, noting the different types and ages of trees you see.
- Going on a horseriding expedition and writing a poem on your return to describe your experiences.

RESIDENTIAL

Please note: The programme ideas listed below are thinking prompts, we cannot guarantee that these programmes are actively run by providers.)

Service to others

- Being a leader at a UK-based holiday camp for disadvantaged young people.
- Undertaking a voluntary teaching placement overseas.
- Being part of a service crew at a large summer camp for Brownies.

- Volunteering on a YHA residential summer camp.
- Volunteering at a residential summer school.
- Being an assistant to support an eco-friendly waste project at an outdoor education centre Helping out on a pilgrimage.

Environment and conservation

- Joining a tree planting project with your local environment trust.
- Attending a conference on climate change as a youth representative
- Helping the preservation team of a railway or canal
- Studying coral bleaching in Australia.
- Joining a National Trust working holiday and join different conservation projects in various locations across the UK.
- Taking part in a Field Studies course learning about biodiversity and conservation.

Learning

- Undertaking a cookery course.
- Doing a photography course and exhibiting your work.
- Taking part in a bushcraft residential.
- Spending time on a narrowboat and training towards becoming a skipper.
- Taking part in a field studies course.
- Learning to write and produce music and putting on a show.
- Taking part in an astronomy course, learning about constellations, black holes and solar systems.
- Taking part in a week-long Gaelic or Welsh language and culture course.

Activity based

- Taking part in a sport based residential developing your basketball skills.
- Taking part in multi-faith residential, studying different religions.
- Joining an ACF activity week with members of different detachments you don't know.
- Learning to snowboard on an intensive course in Scotland.
- Joining an historical re-enactment society.

National Citizen Service.



In conjunction with your course you will get the opportunity to be part of the government's largest personal and social development programme for young people, National Citizen Service (NCS).

Over the last 8 years we have worked with SWFC Community Programme to give 100's of students a positive and challenging experience both in your own community and on a 5 day residential.



This is a great opportunity to work with businesses, schools and local community organisations whilst enhancing your CV, improving your resilience, and developing vital skills for work and study.

What is NCS?



National Citizen Service (NCS) is a government-funded youth programme, aimed at School leavers and is designed to bring together young people from diverse backgrounds, while teaching them teamwork and communication skills, making them more responsible and ready for life after college.

Why do NCS and DofE?

Completing both additional courses would not only enhance your CV but give you a greater opportunity to gain further qualifications or employment. If you choose to study the non examinable route you will fulfill a variety of the requirements of DofE by firstly completing your Level 3 programme and also participating in NCS.

How is this possible?

To achieve the award you need to complete 5 sections;

Volunteering - As part of your course you will study the Careers in the Public Services where you will learn about employment opportunities in this sector and be encouraged to take on a voluntary work placement. The department has members of staff who are employed specifically to support you through this process. Taking part in our industry placement programme will fulfill the requirements of this section. You could, for example, volunteer your services at your local sports club helping coach young children or volunteer with a local charity.



<https://www.sheffcol.ac.uk/success-story/tesfahun-awoke>



Physical - Physical fitness is often a key aspect of working the Public Services. If you already have a fitness programme or regular sport, you are already working towards this section.

Skill - Showing a willingness to learn is good quality employers look for. We will support and guide you to learn additionally outside of the College. Whether it is a new language, hobby or life skill such as driving.

Recommended viewing and reading

<https://www.parliament.uk/>

BBC Politics www.bbc.co.uk/politics

<https://www.forces.net/military-life/health-and-fitness/ten-weeks-get-british-military-fit-week-1>

<https://www.army.mod.uk/who-we-are/>

<https://www.army.mod.uk/people/>

<https://www.army.mod.uk/who-we-are/our-people/a-soldiers-values-and-standards/>

<http://1406sqnatc.org.uk/wp-content/uploads/2016/08/ACP-001.pdf>

<https://www.royalnavy.mod.uk/careers/navy-life>

<https://www.joiningthepolice.co.uk/?gclid=EAlaIQobChMIwsm-6L2h6QIVG->

vtCh3RZQHREAAAYASAAEgJRgvD_BwE&gclidsrc=aw.ds

<https://recruit.college.police.uk/Officer/Pages/default.aspx>

<https://www.lincs.police.uk/about-us/our-values-and-behaviours/>

<https://eput.nhs.uk/about-us/nhs-constitution/nhs-core-values/>







<https://www.facebook.com/Uniformedpublicserviceshillsboroughcollege/>

Netflix:

Icarus

Screwball

The Last Dance

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