Pearson
BTEC

Teaching and learning support during
Coronavirus (COVID-19)

Illustration by Lucy Vigrass

Public Services

Guidance for BTEC Nationals and Firsts

Support

Formal assessment requirements

We have confirmed for BTEC Level 3 Nationals, BTEC Level 1 and 2 Firsts and Tech Awards, where we expect to be able to provide calculated results, we do not require or expect any formal assessment for BTEC to take place while learners are studying at home. We expect to collect centre assessment grades from teachers and tutors for any incomplete work for all learners and these judgements will be used in the calculation of a final result where relevant.

Supporting teaching and learning

Whilst not a requirement we are encouraging and supporting continued learning at home during this time, so when learners return to school or college, progress to HE, an apprenticeship, or work, they have the knowledge and skills they need to continue with confidence. We also recognise the benefits that learning and a structured day have on general health and wellbeing and we want to make sure that we are doing everything we can to best support you and your learners at this time.

Contents:

- **Qualifications** that fall into the Calculated Result category
- **Support for blended learning**
- **Support for transition** to second year of a two-year programme
- **Approaches** for remote learning

Qualifications in Public Services that fall into the Calculated Result Category

Qual. No.	Qualification title
601/0926/9	Pearson BTEC Level 1/Level 2 First Award in Public Services
601/3258/9	Pearson BTEC Level 1/Level 2 First Certificate in Public Services
601/3259/0	Pearson BTEC Level 1/Level 2 First Extended Certificate in Public Services
601/3260/7	Pearson BTEC Level 1/Level 2 First Diploma in Public Services
500/7772/7	Pearson BTEC Level 2 Diploma in Public Services
500/7840/9	Pearson BTEC Level 3 Certificate in Public Services
500/7862/8	Pearson BTEC Level 3 Subsidiary Diploma in Public Services
600/3891/3	Pearson BTEC Level 3 90 - credit Diploma in Public Services
500/7867/7	Pearson BTEC Level 3 Diploma in Public Services
500/7801/X	Pearson BTEC Level 3 Extended Diploma in Public Services

Support for Blending Learning

1. Online remote-delivery recordings for BTECs

- Introduction to online remote delivery
- Developing resources for online delivery
- Planning and teaching online
- Supporting students studying online

> Find out more

2. Digital Live Event and Recordings

Access recordings from our **Digital Live event: Enabling Education**

> Find out more

3. Get expert guidance from our community of online teaching and learning specialists

A range of free resources including blog articles and webinars to provide support, inspire ideas and enable you to channel your passions and expertise without feeling too overwhelmed. Browse articles and blog content and access via this link.

Teaching and Learning to support transition to second year of a two-year programme

We are continuing to support schools and colleges to enable learners to continue with their studies from home. We are encouraging continued learning so when learners return to school or college they have the knowledge and skills they need to continue with their course.

The items below are examples of the key skills or types of content which would typically be covered in year 1 that is needed to support units/ components typically covered in the second year of a study programme. As the skills developed in year 1of Public Services qualifications are all built upon continuously throughout the programme in BTEC Firsts and Nationals, the list a general overview of fundamental skills that learners should continue to develop and work towards as much as possible to prepare them for year 2.

Supporting teaching and learning

Whilst not a requirement we are encouraging and supporting continued learning at home during this time, so when learners return to school or college, progress to HE, an apprenticeship, or work, they have the knowledge and skills they need to continue with confidence. We also recognise the benefits that learning and a structured day have on general health and wellbeing and we want to make sure that we are doing everything we can to best support you and your learners at this time.

How to approach development of practical work and skills

Centres are encouraged to support learners development of practical skills such as maintaining fitness levels and exploration of ideas as much as possible from home.

Hints and Tips for continued learning

The following tables show how you can encourage learners to continue their learning including possible evidence for practical activities:

QCF Level 3 Public Services

Unit	Adaptation
1 – Government Policies	Accept a written demonstration of knowledge of the development of government policies
2 – Leadership and Teamwork	Learners can write a written briefing paper to show how they would brief and de brief the team. Plan some team activities that are then ready to be carried out when possible
3 – Citizenship	No practical assessment criteria
4 – Understanding Discipline	Consider evidence of self discipline that you can provide for during the course or outside, and allow an evaluation of this. Participation in conformity studies may be facilitated through an online learning platform.
5 – Physical Preparation	Students can undertake any individual fitness activity either on the course or outside of the course to identify short term effects.
6 – Fitness testing	Students can undertake any individual fitness test and training activity either on the course or outside of the course
7 – International Institutions	No practical assessment criteria

8 – War and Conflict	No practical assessment criteria
9 – Outdoor and Adventurous expeditions	Plan two expeditions, and any prep work through reflection accounts, diary's or log books.
10 – Skills for land based activities	Plan practice activities prior to formal assessment where this is possible.
11 – Skills for water based activities	Plan practice activities prior to formal assessment where this is possible.
12 – Crime and Its Effects	No practical assessment criteria
13 – Command and Control	Plan command and control activities prior to formal assessment where this is possible. Write a script or record yourself using commands that can be used to demonstrate how you would lead an activity
14 – Responding to Emergency Incidents	No practical assessment criteria
15 – Planning and management of major incidents	Practice how you would respond to table top scenarios undertaken prior to formal assessment where this is possible.
16 – Career Planning	Prepare evidence of application that is possible to produce, and participate in a mock online interview if that is possible
17 – Police Powers	No practical assessment criteria
18 – Behaviour	No practical assessment criteria
19 – Fundamental of Nautical Studies	Plan practice activities prior to formal assessment where this is possible Prepare a written description of how to prepare a powered or sailing vessel.

20 – Communication and Technology	All criteria can be completed independently, for P2, use internet communication platform instead of radio.
21 – Custodial Care	No practical assessment criteria
22 – Aspects of the Legal System	No practical assessment criteria
23 – Extended Research	No practical assessment criteria
24 – Current Affairs	No practical assessment criteria
25 – Data Interpretation	No practical assessment criteria
26 – Delivery through ICT	No practical assessment criteria
27 – Social Welfare	No practical assessment criteria
28 – Personnel and HR	No practical assessment criteria
29 – Security Procedures	A written walkthrough of how the search method could be undertaken will be accepted in place of practical demonstration.
30 – Practical Team Sports	Plan practice activities prior to formal assessment where this is possible.
31 – Exercise Health and lifestyle	No practical assessment criteria
32 – Instructing Physical Activity	Plan practice activities prior to formal assessment where this is possible
33 – Volunteering	Prepare a written description of skills required for voluntary work instead of demonstration.
34 Environmental practices	No practical assessment criteria

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35 – Land Navigation	Plan practice activities prior to formal assessment where this is possible
36 – Employment	No practical assessment criteria

QCF Level 2 Public Services

Unit	Adaptation
1 – Public Service Skills	Plan practice activities prior to formal assessment where this is possible Prepare a written explanation of how the learner would have used the skills, and what would make this effective
2 – Employment (Uniformed)	No practical assessment criteria
3 – Employment (Non Uniformed)	No practical assessment criteria
4 – Career Planning	Accept all evidence of application that is possible to produce, and support with an online interview if that is possible
5 – Improving Health	Plan practice activities prior to formal assessment where this is possible Complete individual personal health programme for themselves under current guidelines for physical activity
6 – Citizenship	No practical assessment criteria
7 – Health and Safety	No practical assessment criteria
8 – Adventurous Activities	Plan practice activities prior to formal assessment where this is possible

9 – Sport and Recreation	Plan practice activities prior to formal assessment where this is possible
10 – Land Navigation	Plan practice activities prior to formal assessment where this is possible. Plan and undertake a short walk in local area and use a route card, map and compass to navigate.
11 – Law	No practical assessment criteria
12 – Crime and Its Effects	No practical assessment criteria
13 – Community and Culture	No practical assessment criteria
14 – Driving	No practical assessment criteria
15 – Expedition Skills	Plan practice activities prior to formal assessment where this is possible
16 – Fundamentals of Nautical Studies	Plan practice activities prior to formal assessment where this is possible Prepare a written description of how to prepare a powered or sailing vessel.
17 - Attending Emergency Incidents	No practical assessment criteria
18 – Security Procedures	Prepare a plan to search a person, and record a talk through of the process
19 – Research	No practical assessment criteria
20 – Volunteering	Plan practice activities prior to formal assessment where this is possible

21 – ICT	No practical assessment criteria, all demonstrate criteria in this unit are related to the use of ICT, and can be evidenced via remote learning if a learner has access to the hardware and software required.

NQF Level 2 Public Services

Unit	Adaptation
1 – Role and Work	External
2 – Working Skills	Plan practice activities prior to formal assessment where this is possible
3 – Employment	No practical assessment criteria
4 – Community Protection	No practical assessment criteria
5 – Health and Fitness	Plan practice activities prior to formal assessment where this is possible Complete individual personal health programme for themselves under current guidelines for physical activity
6 – Citizenship	External
7 – Crime and its Effects	No practical assessment criteria
8 – Promotion	No practical assessment criteria
9 – Community and Culture	No practical assessment criteria
10 – Adventurous activities	Plan practice activities prior to formal assessment where this is possible

11 – Sport and Recreation	Plan practice activities prior to formal assessment where this is possible
12 – Land Navigation	Plan practice activities prior to formal assessment where this is possible
13 – Volunteering	Plan practice activities prior to formal assessment where this is possible
14 – Multi Day Expedition	Plan practice activities prior to formal assessment where this is possible
15 – Health and Safety	Prepare a risk assessment of a paper based scenario where you can provide detail of the situation and indicate some of the risk involved. .
16 – Employability Skills	No practical assessment criteria
17 – Preparing to Respond	No practical assessment criteria
18 – Security Procedures	No practical assessment criteria
19 – PS Project	No practical assessment criteria
20 Law	No practical assessment criteria

Approaches for remote learning

Our expectation is that centres will continue to provide teaching and learning of as much of the BTEC specification unit content as is possible and carry out teacher based assessments (e.g. worksheets, questions, activities etc) to help prepare learners for the next stage of their journey.

We do not expect learners to complete any formal BTEC Assignment Briefs for BTEC Level 3 Nationals, BTEC Level 1 and 2 Firsts and Tech Awards between mid-March and July.
The table provides some examples of adapted approaches to providing learners with activities that allow for feedback and support continued teaching and learning.

Alternative Remote Learning Approaches	
Assessment Technique	**Indicative Alternative Assessment**
Case study (physical submission)	Case study (online submission or electronic submission by email)
Discussion forum (in class, verbal)	Virtual meetings (Google class, Microsoft Teams, Zoom, FaceTime, Skype or equivalent platforms)
Group feedback or critique session (face-to-face)	Online chat (Google class, Microsoft Teams, Zoom, FaceTime, Skype, VLEs, blogs or equivalent platforms)

Experimentation (practical/materials/digital/ideas)	Record outcomes using camera phones, written annotation and discussion in online chat
Independent research report (physical copy)	Independent research report (online submission or electronic submission by email)
Question and Answer Session	(Google class, Microsoft Teams, Zoom, Skype or equivalent platforms)
Peer review (written, in class)	Peer review report (online submission or electronic submission by email)
Presentation (face-to-face, in class)	Presentation (live via Google class, Microsoft Teams, Zoom,Skype or equivalent platforms Presentation (recorded online submission or electronic submission by email)
Self-reflection	Self-reflection (online submission or electronic submission by email)
Simulated activity (in class demonstration)	Individual report (online submission or electronic submission by email)
Written task/report (physical submission)	Written task/report (online submission or electronic submission by email)

Resources

These resources are available from sector bodies, they have not endorsed by Pearson and should be reviewed before they are given to learners:

- **www.army.mod.uk** - excellent fitness testing plans and practice entry tests, also use guest speakers
- **www.raf.mod.ac.uk** - videos on the different career pathways, entry requirements
- **www.theroyalnavy.mod.ac.uk** - practice tests for entry into the service, videos, links to the Royal Marines
- **www.nationalcareers.service.gov.uk** - general site to research careers within emergency services ad others
- **https://www.met.police.uk/car/careers/** - careers within the Police
- **https://www.healthcareers.nhs.uk/explore-roles** - overview of the different roles and careers within the NHS
- **https://www.fireservice.co.uk/recruitment/** - application forms, recruitment questions, recruitment process, psychological questions
- **https://www.gov.uk/government/organisations/hm-prison-service/about/recruitment** - prison service recruitment
- **https://www.thirdsector.co.uk/** - third sector jobs and updates
- **https://rnli.org/youth-education** - visits and information on the role of the sector
- **https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/crimeinenglandandwales/yearendingmarch2019** - street crime statistics, population statistics
- **https://www.local.gov.uk/** - local government offering resources, case studies and role and responsibility of the councils
- **https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others** - preparation and planning for emergencies: responsibilities of res ponder agencies and others
- **www.parliament.co.uk** - educational freebies, arranging visits and research documents and resources to support teaching and learning
- **https://www.businessballs.com/** - website offering resources and team working tasks to improve communication and teamwork
- **https://www.gov.uk/browse/citizenship/citizenship** - Citizenship and living in the UK
- **https://www.belbin.com/** - theories of tea working
- **http://www.adair-international.com/** - team working theorists
- **https://www.teambuilding.co.uk/theory/Forming-Storming-Norming-Performing.html** - teambuilding theorists

How to approach research

Students working on research activities requiring primary research may find it challenging in the current climate. However, when used correctly the internet can be a good source for scholarly journals (e.g. Google Scholar and Pubmed), current news, books, credible magazines, general information and other relevant content to help with research-based activities.

Primary Data Collection

Typically, activities such as interviews, focus groups, observations, etc. would be conducted in a face-to-face environment. Alternative methods to conduct primary research could include:

- Utilising video conferencing software to host focus groups, observations and interviews
- Arranging a phone conversation for direct interviews
- Utilising Live Messaging systems or software such as MS Teams to conduct research amongst peers
- Engaging in email correspondence

Using social media networks to gauge feedback or interest i.e. consumer voice. Using online surveys is another approach which is relatively simple to set up. Several free online survey tools are readily available to design and send out to wide range of participants. Common survey platforms include:

- **Google Forms** – http://forms.google.com
- **SurveyMonkey** - http://surveymonkey.com
- **SmartSurvey** - https://www.smartsurvey.co.uk

Secondary Data Collection

Where primary data collection may not be possible, or necessary, students may be directed to use secondary research; which can support the original hypothesis being examined. Many online journals offer free access to scholarly articles and peer reviewed journals. To ensure reliability look for reputable sources online. Many reliable statistics, articles and other information can be found on government and educational websites.

In addition, an Internet search for only scholarly information will reveal further sources. Some open access journals which feature topics across several areas are:

- **DOAJ** - https://doaj.org/
  DOAJ features more than 8,500 open access journals, many of which are sourced from government, commercial, non-profit, and for-profit sources.

- **Oxford Open** - https://academic.oup.com/journals/pages/open_access
  Oxford Open's database is comprised of archived content from more than 300 publications. The majority of these journals are fully open access, and the site also provides an array of optional open access entries (articles with publication costs paid by the author) that users may also access free-of-charge.

- **Omics Group -** https://www.omicsonline.org/open-access-journals-list.php
  More than 300 open-access scientific journals on life sciences, pharmacology, environmental science, management, computer science and engineering.

For a full list of open access journals by subject go to-
https://www.onlineschools.org/open-access-journals/

Many professional bodies and professional membership organisations also publish research studies, case studies and information that students may use to support their research. Typically, these sources will be reliable and relevant. Centres are encouraged to ensure that students are aware of the professional bodies and membership organisations that are relevant to their field of study.

How to approach the use of software

Centres are encouraged to provide students with guidance as to suitable free or low-cost software that may be used to undertake work. For example:

- **LibreOffice** – Free word processing, spreadsheets, presentation software (compatible with Microsoft Office) (http://libreoffice.org)

There are many free or low-cost alternatives available. Many software vendors provide free versions of software for students. Searching on the Internet will result in extensive lists.

Some large, industry-standard software vendors provide free versions of their software for education. Two of the most common are:

- **Microsof***t* – Word, Excel, Powerpoint and other are available for free. (https://www.microsoft.com/en-us/education/products/office)