

## Public Services

**Level 2 National Award in Public Services (3 unit)\***

**Level 2 National Certificate in Public Services (6 unit)\*\***

### Introduction

The OCR Nationals have been designed to provide candidates with high quality, industry-recognised qualifications geared to the specific requirements of key sectors.

The Level 2 National Award and National Certificate in Public Services have been developed to provide candidates with an introduction to the skills, knowledge and understanding required to prepare for work in the uniformed public service sector. The units aim to enable candidates to explore the issues in which the sector is involved in and to introduce candidates to the range of job opportunities available both within the services and the civilian supporting roles.

The OCR Level 2 National Award and National National Certificate in Public Services have been designed to help candidates develop their personal skills in the areas of physical fitness, career planning, communication and problem solving. The qualifications have been designed to recognise candidates' achievements in a modern, practical way that is relevant to the workplace.

The OCR Level 2 National Award and National National Certificate in Public Services are qualifications accredited by QCA to the National Qualifications Framework.

### Unit content

#### Mandatory units

- Unit 1 Investigating public services in the UK
- Unit 2 Current affairs and public services
- Unit 3 Developing physical fitness for entry to the public services
- Unit 4 The importance of health and personal safety at work in public services

#### Optional units

- Unit 5 Participation in outdoor activities for public services
- Unit 6 The importance of sport and recreation for work in the public services
- Unit 7 Teamwork and problem solving for work in the public services
- Unit 8 Public service communications
- Unit 9 Road safety and public services
- Unit 10 Working with voluntary and community organisations in public services
- Unit 11 Use of technology in public services
- Unit 12 How Government affects the public services
- Unit 13 Relationship between law and the public services
- Unit 14 Introduction to career planning for public services
- Unit 15 Work experience in public services

### Approval and funding

The OCR Level 2 Nationals in Public Services have been accredited at Level 2 of the National Qualifications Framework and are eligible for funding under the Learning and Skills Council's Section 96/97 arrangements.

\* To achieve the Level 2 Award candidates must achieve mandatory units 1 and 3 plus any other unit.

\*\* To achieve the Level 2 Certificate candidates must achieve all four mandatory units plus two optional units, however only one of units 14 and 15 will count towards the full qualification.

## Qualification structure

Candidates can be entered for the OCR Level 2 Nationals in Public Services in the following ways:

- For the full qualification
- For an individual unit

**For the full OCR Level 2 National Award in Public Services**, candidates **must** achieve mandatory units 1 and 3 and one other unit.

**For the full OCR Level 2 National Certificate in Public Services**, candidates **must** achieve mandatory units 1 - 4 and two optional units.

## Form of assessment

All units are centre-assessed and externally moderated by an OCR Visiting Moderator. All units are graded: Pass, Merit, Distinction.

**Full award certificates will be graded: Pass, Merit, Distinction.**

## Progression routes and the National Qualifications Framework

### Progression into employment

These qualifications have been designed to offer candidates the opportunity to develop skills, knowledge and understanding that will prepare them for entry into employment at trainee level within Public services. Many such candidates would normally enter employment through a work-related training programme.

### Progression to further qualifications

These qualifications have been designed to aid progression to the OCR Level 3 Nationals in Public Services. It has also been designed to develop the skills, knowledge and understanding required to enable progression to qualifications along the vertical and horizontal planes in the National Qualifications Framework.

Candidates who achieve these qualifications will be prepared to undertake additional Level 2 qualifications or undertake Level 3 qualifications part-time or full-time in further education.

## Qualification support

The **Centre Handbook** offers centres a comprehensive guide to the structure and administration of these qualifications.

**Our website, [www.ocr.org.uk](http://www.ocr.org.uk)**, contains all the most up-to-date and relevant information about the qualifications. This includes the Centre Handbook and OCR model assignments (for specific units).

**OCR runs regular programmes of training workshops** for tutors to help centres maintain best practice in their delivery of this qualification. For more details contact OCR Training on 0121 628 2950.

If in doubt over any aspect of the specifications, assessment or administration for these qualifications, please contact OCR's Customer Contact Centre in Coventry where staff will be available to help. Telephone 024 76 851509.

## Fees

Centre approval	Free
Candidate entry	For current fees consult the Administrative Guide to OCR Nationals (A028)

## What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **[vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)**; or in writing: **OCR Customer Contact centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **[www.ocr.org.uk](http://www.ocr.org.uk)**

**[www.ocr.org.uk](http://www.ocr.org.uk)**

OCR customer contact centre

### Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

### General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

### OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



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