



Programme Specification

Name Of Awarding Organisation	Pearson
Name Of Teaching Institution	Kirklees College
Precise Title Of The Final Award	600/1087/3 Edexcel BTEC Level 4 HNC Diploma in Public Services (QCF)
Programme Title	600/1087/3 Edexcel BTEC Level 4 HNC Diploma in Public Services (QCF)
UCAS Code (If Applicable)	L4G5
Criteria For Admission	BTEC Extended Diploma at MPP and GCSE English and Maths grade C or above. UCAS points required: 64.
Aims Of The Programme	<ul style="list-style-type: none"> • To equip individuals with knowledge, understanding and skills for success in employment in the public services; • To provide progression to an undergraduate degree or further professional qualification in Public Services or a related area such as Criminology; • To provide opportunities for specialist study relevant to individual vocations and contexts; • To support individuals employed or entering employment in the public services; • To develop the individual's ability in the public services through effective use and combination of the knowledge and skills gained in different parts of the programme;

- To develop a range of skills and techniques, personal qualities and attributes essential for successful performance in working life and thereby enable learners to make an immediate contribution to employment;
- To provide flexibility, knowledge, skills and motivation as a basis for future studies and career development in the public services;
- To provide opportunities for learners to develop a range of skills and techniques and attributes essential for successful performance in working life.
- To encourage an appreciation of both citizenship and cultural issues outside of the curriculum to try and develop a more balanced student who can offer a potential employer a broader range of skills and knowledge.

<p>Relevant Subject Benchmark Statements And Other External Reference Points</p>	<p>QAA Subject Benchmark Business And Management (2015) 600/1087/3 Edexcel BTEC Level 4 HNC Diploma in Public Services (QCF)</p>
<p>Programme Outcomes (Knowledge, Understanding, Skills And Other Attributes)</p>	<p>Knowledge and understanding</p> <p>Students studying for Edexcel BTEC Higher Nationals in Public Services will be expected to develop the following skills during the programme of study:</p> <ul style="list-style-type: none"> • cognitive skills of critical thinking, analysis and synthesis • effective problem-solving and decision-making skills using appropriate quantitative and qualitative techniques

- identifying, formulating and solving public service related problems
- effective communication, oral and in writing, using a range of media
- effective use of communication and information technology for public service applications
- effective self-management in terms of time, planning and behaviour, motivation, self-starting and individual initiative
- an appropriate learning style
- self-awareness, openness and sensitivity to diversity in terms of people, cultures, public service issues
- effective performance within a team environment including leadership, team-building,
- influencing and project-management skills
- interpersonal skills of effective listening and negotiating
- abilities to conduct research into public service related issues.

Teaching And Learning Strategies

Teaching and Learning

A wide range of teaching and learning strategies are utilised across the programme and these are indicated within the relevant module templates. This includes the delivery of lectures, practical workshop sessions, technical guidance, case studies, discussion groups and student led seminars.

During the induction process the students will be introduced to study skills, referencing, research skills and the appropriate use of academic language. The college VLE, other relevant ICT resources and the internet will be encouraged for use as both study and investigative tools.

Students are enabled to develop transferable skills through the outlined teaching and learning methods and are

encouraged to develop reflective practice through feedback, both summative and formative, student logbooks and their progress file.

Teaching and Learning methods

- Lectures
- Discussion Groups
- One to one subject tutorials
- Group tutorials and verbal feedback
- Practical demonstration
- Tutor led Workshops
- Seminars

Programme Structure	
Semester 1	Semester 2
Unit 9 - Sociological Aspects of the Public Services in Contemporary Society Credit Value 20 Optional Level 4	Unit 12 - Health and Safety Management in Public Services Credit Value 15 Optional Level 4
Unit 2 - Organisations and Behaviour Credit Value 15 Core Level 4	Unit 3 - Fair Treatment in Public Services Credit Value 15 Core Level 4
Unit 1 - Small-scale Research Projects in Public Services Credit Value 15 Core Level 4	Unit 14 - Justice and Punishment Credit Value 15 Optional Level 4
Unit 19 - Personal Outdoor Skills Credit Value 15 Optional Level 4	Unit 18 - Public Service Activity Management Credit Value 15 Optional Level 4
Mode Of Study	Full time/Part time
Created	September 2016
Revision Date	June 2021