

## Work Activity Brief

<b>Programme</b>	BTEC Public Services Levels 1, 2 and 3
<b>Project Title</b>	Induction
<b>Tutor</b>	Rob Offord
<b>Date issued</b>	April 2020
<b>Completion deadline</b>	August 2020

### Project Overview

Welcome to the East Surrey College Public Services Department. As a new student, it is extremely important for you to have awareness of personal goals and ambitions whilst on the programme. It is also important that staff get to know you and some information about your aspiration so that we can support you to achieve these on your learning journey. This will give you the best possible chance of success in your studies.

### Outcome of the project

This project has been developed to help you to prepare for the programme that you will be joining in September. It will hopefully give you some insight into the subject area and help to develop the skills of assignment writing and working independently.

**Once you have completed your project, please forward this to the following email address along with your full name: [submissions@esc.ac.uk](mailto:submissions@esc.ac.uk). We'll then forward this on to our curriculum teams who will be in touch shortly.**

**These are the tasks that you will need to complete and will support you to structure your work**

### Task 1

You are to write a formal personal profile (A4 lined) of no less than 500 words and no more than 750 words. This may be hand written if you chose. In the report, you should explain why you want to be on the Public Services programme, the experience and quality that you bring with you as well as which public service you wish to join and why.

Your report should be formatted as follows:

- Your Name
- Your Introduction
- An explanation of why you have chosen East Surrey College
- An explanation as to why you want to be on the Public Services programme
- An explanation about your background, experience and the personal qualities you bring.
- An explanation about which service you wish to join and why.
- Conclusion

## Task 2

To complete this task, you are to think about and explain your personal strengths and weaknesses using the SWOT analysis format. This is to be separate from your report and be in the following format:

- Name
- **S**trengths – what are you good at and why?
- **W**eaknesses – what could you improve upon and why?
- **O**pportunities - what are expecting from the programme?
- **T**hreats – what could stop you from developing and improving on your weaknesses and achieving your goals?

There is no word limit for this task however each point should be fully explained with relevant examples given.