

Welcome to Burnley College!

Your Division: Business & Professional Services (BPS)

We're excited to welcome you to Burnley College and hope you've had a fantastic summer! Whether you're joining one of our Business and Professional Services programmes or enrolling on a Uniformed Public Services course, this guide will help you feel prepared and confident as you begin your journey.

Your Course: Uniformed Public Services

We're delighted to welcome you onto the Uniformed Public Services course, starting this September. This programme is designed to equip you with the essential knowledge, practical experience, and professional behaviours needed for a successful future career in the uniformed services sector.

Learning Overview

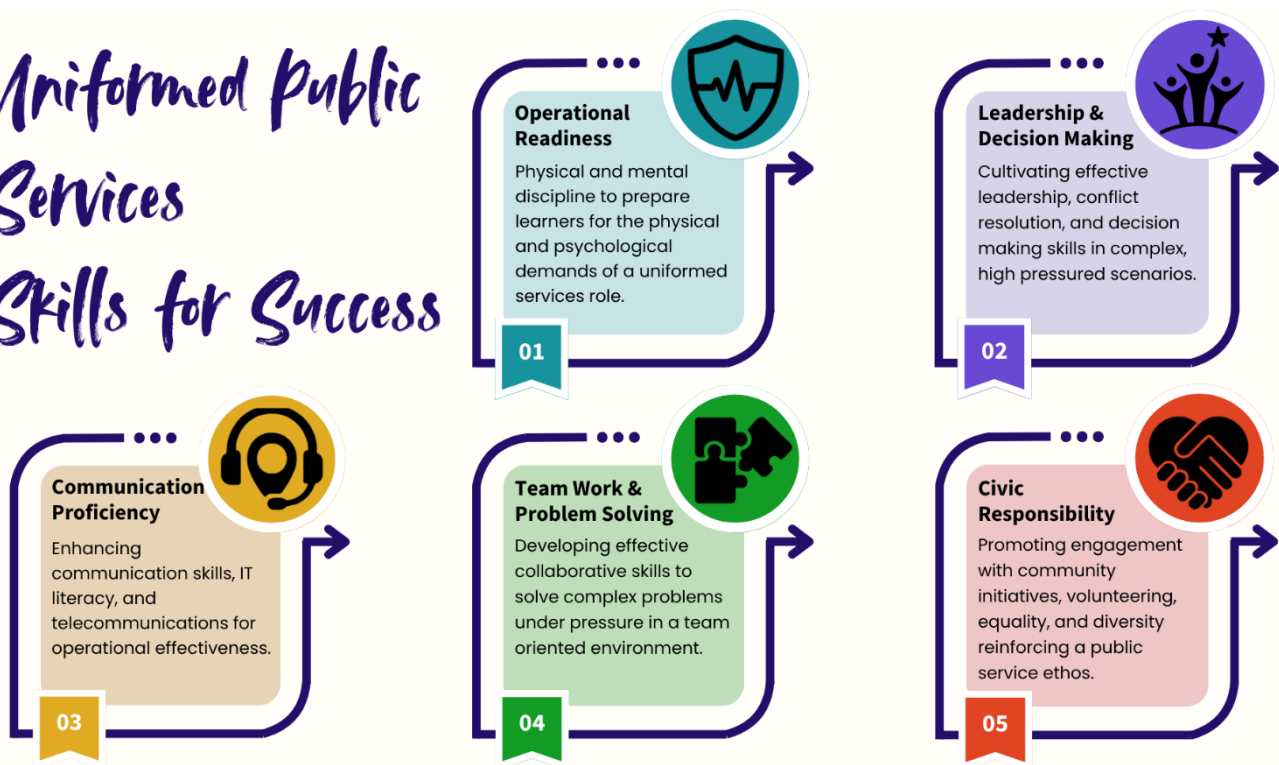
Your journey in Uniformed Public Services at Burnley College will be shaped by a structured curriculum designed to help you grow both personally and professionally. The course you are enrolled on will depend on your previous experience and qualifications, and may include:

- **Entry Level 3 – NCFE Occupational Studies for the Workplace**
This course focuses on developing key personal, social, and employability skills while introducing you to the expectations and values of a career in the uniformed services. It includes a wide range of practical activities to build your confidence and workplace readiness.
- **Level 1 – NCFE Diploma in Uniformed Services**
This level introduces the core elements of the public services sector, with a strong focus on teamwork, communication, physical fitness, and service-specific knowledge. It's a practical, hands-on course that prepares you for progression to Level 2 or employment.
- **Level 2 – NCFE Diploma for Entry to the Uniformed Services**
This course explores the different roles within the uniformed services in greater depth. You'll develop skills in leadership, discipline, citizenship, and fitness through practical activities, projects, and classroom learning.
- **Level 3 – NCFE Extended Diploma for Entry to the Uniformed Services**
This two-year advanced programme is designed for those aiming to progress directly into the services or into higher education. You'll study a wide range of units, including leadership, law and the legal system, emergency planning, discipline, and outdoor activities. It includes physical training, teamwork tasks, and scenario-based learning to prepare you for the demands of public service roles.

Skills for Success

Throughout the course, you will develop a wide range of transferable skills through academic study and hands-on experience. These skills are highly valued in a variety of public service careers.

Uniformed Public Services Skills for Success



Experiential Learning

You'll take part in practical activities, off-site visits, and real-world scenarios to bring your learning to life. These include trips and visits designed to broaden your understanding of the sector and develop your professional mindset.

Equipment

To succeed on the course, please bring the following:

- Sportswear for fitness and outdoor activities.
- Basic stationery (pens, pencils, ruler, notepad)
- Ideally, a personal laptop – as most assignment work is completed and submitted electronically via Microsoft Teams

Expectations and Requirements

Uniform

You are required to wear a designated uniform while on campus, on trips, and when representing Burnley College. This includes:

- A branded T-shirt
- A branded hoodie



- Black trousers (suitable for practical activity and fitness)
- Black trainers or boots

Please purchase your uniform by **Friday, 5 September 2025**, using the following links:

- £14.00 Branded T-Shirt: <https://www.schoolbrands.co.uk/products/burnley-college-uniformed-services-tee>
- £22.50 Branded hoodie: <https://www.schoolbrands.co.uk/products/burnley-college-uniformed-services-hoodie>

If you cannot access these links, please speak to one of your tutors as soon as possible.

Professional Expectations

As future public service professionals, you are expected to demonstrate high standards of behaviour and personal conduct. This includes:

- **Punctuality** – Arrive on time to all sessions and events
- **Attendance** – Maintain a minimum of 95% attendance
- **Appearance** – Always wear your full uniform and Burnley College lanyard visibly around your neck
- **Mobile Phones** – Keep phones on silent and out of sight unless authorised for use during a session

Extended Learning

To support your development, you'll be set regular extended learning activities and independent tasks. These are designed to deepen your understanding and reinforce what you've covered in class. As a general guideline, you should aim to spend an equal amount of time on independent study and extended learning as you do in taught sessions with your tutor.

Assignments and Assessment

This course is **100% assignment-based**, which may include a range of assessment formats such as written reports, presentations, and practical observations.

- All assignments must be submitted by the deadlines set by your tutor.
- High standards of work and time management are essential for successful completion.

Trips, Visits, and Guest Speakers

You'll benefit from a range of enrichment opportunities throughout the year, including:

- Guest talks from serving and former public service professionals
- Physical fitness sessions and outdoor expeditions
- Educational visits to service sites and events

Some trips may require specialist clothing or equipment, which your tutor will discuss with you in advance.

Need Help or More Information?

If you have any questions before the course begins, feel free to contact our Divisional Administration Team:

 01282 733151 / 01282 733022 / 01282 733289

 bps@burnley.ac.uk

We can't wait to see you in September and support you as you begin this exciting journey toward your future career in the uniformed public services.