

ACTION-BASED ACTIVITIES

TOPIC C1.1 : LAW & ORDER

THEME C1 CITIZEN AND THE COMMUNITY



COMMUNICATION

LEVELS 1 & 2

ISSUED SEPTEMBER 2005

INSTRUCTIONS

WHAT DO I DO?

Use this booklet to help you:

- plan an Action-based Activity on the topic Citizen and the Community
- carry out an investigation into the subject
- produce ALL the evidence needed for your portfolio.

NOTE: Use this booklet WITH the Learner's Planner and Guide.

WHAT IS ASSESSED?

Citizen and the Community is one of six themes you can choose for your Action-based Activity/portfolio work. It includes topics such as:

C1.1 LAW & ORDER

C1.2 The Environment

C1.3 Health

COMMUNICATION

TOPIC C1.1 : LAW & ORDER

TOPIC C1.1 LAW & ORDER

Law and Order is a huge topic. If you want to study it for your Action-based work you will need to narrow it down. This guide will take you step by step from how to get started to writing and checking your final piece of work. Each step follows Part Two of your *Student Planner & Guide*, so read it alongside this booklet.



It's a good idea to follow this advice.



You must do this to get the qualification.



STEP
A



CHOOSING A TOPIC

Think about the topic "*Law & Order*" and things about it that you might like to study. Don't rush or you may miss something. One of the best ways to start is to *mindmap*.

TASK 1 GETTING STARTED MAKING A MINDMAP

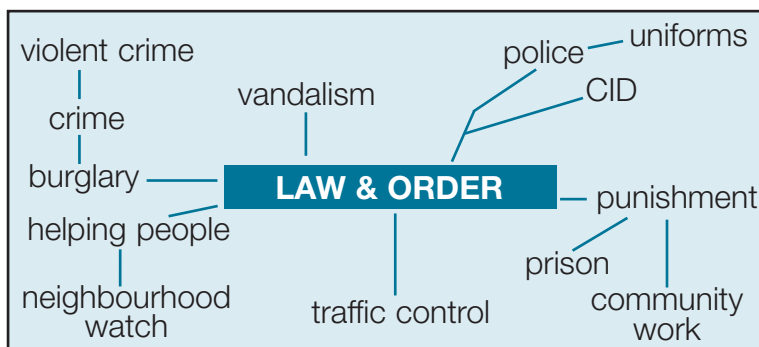
Allow about
20 minutes

On your own, or with a colleague, think about and talk about "*Law & Order*" and aspects of it you might like to study.

Work together to make a **mindmap** of the subject. You can find how to do this on page 5 of the *Learner's Planner & Guide*. You may want to think about:

- different types of crime
- different forms of punishment
- keeping the "law" at home
- making the community a safer place for people
- stopping vandalism
- why most people do not break the law.

PORTFOLIO EVIDENCE – You could copy and add to the unfinished example below. This could then go into your portfolio as evidence that you have thought about your chosen subject.



ESSENTIAL SKILLS
ACTION BASED ACTIVITIES



Continued

TASK 2 FRAMING A QUESTION

Allow about 15 minutes

When you have made your mindmap, focus in on one or two ideas that:

- interest you
- will be easy to research and get information about (talk to your tutor if you are unsure).

Write these ideas down and then try to turn them into **QUESTIONS**. This will help when you write up your conclusions later. The examples in the box may help you do this.



Topic: Law & Order

Original Idea	Question
Policing	Should the police be tougher on crime?
Vandalism in the community	What makes some young people want to vandalise their neighbourhoods?
Violent crime	Should people be able to take the law into their own hands to protect their family or home?

In your portfolio, write down your chosen title/question.

Check with your tutor that it is okay. (Remember, you can always change it later if necessary.)

TASK 3 LOCATING RELEVANT INFORMATION

Allow about 10 minutes

Your next task is to locate relevant information for your portfolio. Check with your tutor that:

- there is enough information
- it is easily located
- it is of the right standard

TASK 4 ACTION PLANNING

Allow about 30 minutes



PLAN – It's a good idea next to draw up a plan of action. Make a table and on it write down what you intend to do and when you will do it by. Highlight key dates and deadlines (e.g. when you are giving a talk or having a discussion).

COMMUNICATION

TOPIC C1.1 : LAW & ORDER



READING TO OBTAIN INFORMATION

Reading and obtaining information are an essential part of the qualification and you must be able to show that you have collected, read and extracted information for **DIFFERENT** sorts of documents.

There are lots of ways of finding information on this subject such as:

- books in the library
- using the Internet
- talking to and interviewing people
- using questionnaires
- visiting local police station.

TASK 5 READING AND FINDING OUT (to answer your question)

Allow about 1½ hours

Look for suitable documents to read. If you are studying for **level 2** communication skills they will need to be more than 500 words long.

TASK 6 RECORDING INFORMATION

Allow about 1½ hours

READ and MAKE NOTES from all documents that you think are helpful and relevant (the box below shows you how to write your notes).



TOPIC QUESTION – How can vandalism be reduced?

Article: *Community Fights Vandals*
Date: *21 November 2000*
Author: *Abdul Kumar*
Local free newspaper: *800 words*

Main points noted from the article:

- Strong community leaders can make a difference
- The whole community needs to become involved to get results
- The police must be involved from the start
- There is some funding to help get a community scheme started
- Young people will help if they are treated like adults and listened to.

Summary: You will then need to write down in your own words what you have read in the chapter.



ASSESSMENT Your tutor will assess that:

- the notes you have made are relevant
- you have clearly identified key points
- you understand what you have read.

STEP
C**DISCUSSIONS**

Taking part in discussions is an essential part of the qualification. For **LEVEL 1** you can take part in a one-to-one **OR** a group discussion. At **LEVEL 2**, it must be a group discussion. A discussion can be on any topic from the six Themes (See *Learner's Planner & Guide*, page 10).

Your **tutor** will need to observe and assess how well you do.

TASK 7**TAKING PART IN DISCUSSIONS ABOUT YOUR TOPIC**Allow about
1 hour

- 1. Invite** colleagues to join you in a discussion about your chosen topic and fix a time and date when you will meet. Make sure your tutor is also able to be there if you want to be assessed.
- 2. Plan** and practise for the discussion so you are properly prepared (see the box below).

**PLANNING AND TAKING PART IN DISCUSSIONS**

1. Think about what you will talk about – it's no good just having a chat! The discussion must be focussed on the subject.
2. Decide on a subject and a question to discuss e.g. *"What makes some young people turn to crime while others don't?"*
3. Agree a time and place for the discussion.
4. Set aside 15–20 minutes for the meeting.
5. Make sure your tutor is there to assess it.



ASSESSMENT Your tutor will assess you on:

- speaking clearly
- keeping to the point
- giving relevant information
- listening to others
- using positive body language
- keeping the discussion going.

**STEP
D**



GIVING A TALK (Level 2 only)

At level 2 you must give a short talk to an audience (see your *Learner's Planner & Guide*, page 21 for detailed tips on how to give a good talk).

Although there are no hard and fast rules, a talk will normally follow the format given in the box below (in this case on the topic of "Fighting vandalism")



It is a good idea to prepare prompt cards and material (e.g. pictures, PowerPoint etc) to illustrate your talk.



1. Think up a **title** e.g. "Fighting vandalism in your street"
2. **Introduction** – "My talk today is about vandalism in the local community. In my talk I will cover: the main types of vandalism; the causes of vandalism; the cost to the community; how it can be reduced and even stopped."
3. **Main section** – take each of the main findings of your research and survey and expand on them.
4. **Conclusion** – "So, I hope I have been able to show that vandalism can be ..."
5. **Questions** – "Are there any questions or observations you would like to make?"

TASK 8

Allow about
2 hours

GIVING A TALK OF AT LEAST 4 MINUTES ABOUT YOUR TOPIC

Note: This task is only relevant if you are doing level 2.

Plan and prepare for your talk. Make sure the time and date is fixed and that your tutor can be there to assess it. Practise at home – it really does help!



ASSESSMENT Your tutor will assess you on:

- speaking and making your case clearly
- keeping to the point
- giving relevant information
- being well organised
- using positive body language
- answering questions clearly.

**STEP
E**



PLANNING AND WRITING DOCUMENTS

Your portfolio must contain at least two different written or word-processed documents (see pages 12–13 in your *Learner’s Planner & Guide*). At level 2, one of them must be over 500 words long.

TASK 9

Allow about
2 hours

PLANNING AND WRITING ONE TYPE OF DOCUMENT ON YOUR CHOSEN TOPIC

1. Check what you already have in your portfolio. You should have notes of documents you have read and information gathered. You may find that you have already written a letter or short report which you can use as evidence of writing!
2. Decide on **one** type of document you will produce. For example, you might include a report of interviews you have had with the local police or a letter you wrote to the local paper about crime in your town. The box contains more examples:



EXAMPLES OF DOCUMENTS YOU MIGHT WRITE ON ‘LAW & ORDER’

Short documents:

- a letter to the local police for data
- a poster on crime prevention
- a short report on how people would reduce crime.

Longer documents:

- an article for a newspaper on how criminals should be punished
- a full report on a survey you carried out to record vandalism (it might contain photographs)
- a brochure advising people on making their home more secure.

3. Start **WRITING** one type of document on your chosen topic. You are strongly advised to use a computer to do this as this will:
 - enable you to redraft work quickly and easily
 - make your work look more professional
 - make spell checking easy
 - provide opportunities to include images, tables, charts, graphs etc. – you **MUST** include an **image**.
4. **PROOF READ** your work carefully.

ESSENTIAL SKILLS

ACTION BASED ACTIVITIES



ASSESSMENT Your tutor will assess your work for:

- its relevance – sticking to the point
- its structure – it must be organised
- its style – easy to read and suited to the job

TASK 10 PLANNING AND WRITING A DIFFERENT TYPE OF DOCUMENT ON YOUR CHOSEN TOPIC

Allow about
2 hours

Repeat Task 9 for a different type of document on your chosen topic.



COMPILING THE FINAL PORTFOLIO

TASK 11 THE FINAL PORTFOLIO OF EVIDENCE

Gather together all your work and select from it the evidence needed to meet the requirements of the qualification.

(Your tutor will help you with this task).



LAW & ORDER

MORE ACTION-BASED ACTIVITY IDEAS

1. Carry out a survey – interview people about how they feel about aspects of crime and punishment.
2. Survey an area of a town and record acts of vandalism. You will need a map and possibly a camera.
3. Interview a number of police officers about their jobs and how they try to keep law and order.
4. Survey males and females so that you can compare their attitudes towards breaking the law.
5. Choose one type of crime and research it in detail using crime statistics and other reference material.
6. Collect cuttings from your local paper about crime reported over a period of one month. Analyse findings for trends, causes, etc. Report.
7. Interview about 20 people to find out about their attitude towards the death penalty for certain crimes. Make sure you plan the interviews.
8. Investigate how crime has changed over the past 50 years. Do this by reading about it and talking to people.
9. Investigate the police and/or justice system as a career. Research opportunities (e.g. ads in newspapers, Jobcentre).
10. Research the development of policing over the past 100 years.
11. Investigate the law or crime in another country and compare with Northern Ireland.
12. Investigate the cost of crime. Include information on policing; health service; local council; ordinary citizens.
13. Develop ideas for a campaign on creating a more caring, less violent society.



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