

IEC

Exam Practice and Techniques

Unit 2: Practical Skills – Teacher’s Resource Kit

IEC Examination Unit
Practical Skills For Work and Study
Question / Answer Booklet

Instructions

- 1 Answer all the questions.
- 2 Write your answers in the spaces provided.

DO NOT OPEN THIS EXAM PAPER UNTIL YOU ARE TOLD TO DO SO.
YOU WILL HAVE ONE HOUR 45 MINUTES TO COMPLETE THIS EXAM.
THERE ARE THREE TASKS TO COMPLETE.

FOR MARKER'S USE

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TOTAL

Instructions

In completing this task, remember that your comments must be understood by readers who do not have copies of the data file to refer to.

Situation

You are Inspector Chris Wong, an officer in the Hong Kong police force's public education department. Recently there has been a series of articles and letters to the newspapers about an apparent rise in children being involved in crime. In your position in the public education department you have to make sure that the general public are kept properly informed about crime figures and general safety measures that everyone can take to prevent crime.

Task one (55 marks)

Your Chief Inspector has asked you to prepare a press release to calm the general public about the reports in the newspapers about a rise in crime involving children. She has asked you to be sympathetic to the public concern, but be firm in the defence of the department's work and its public information programme. Take your information from anywhere in the data file. Refer to page 5 of the Data File for more instructions.

Task two (30 marks)

You have been asked to complete a "Do's and Don'ts" checklist for parents attending a school parents' evening about things to look out for in their children's behaviour with regard to possible criminal activities. Take your information from pages X to Y in the data file.

Task three (20 marks)

The public education department publishes a summary of crime figures each year. You have been asked to complete the summary table for this year. Take your information from pages W to Z.

Task One Letter (55 Marks)

Below is a note from your Chief Inspector. Read it and write your letter to the editor of the Daily News.

Chris, make sure to group your points logically. Don't forget to answer the criticism from the newspapers and let them know what the police do for students in Hong Kong. Also make sure to get the figures right. You only need to mention figures that match those in the newspaper. However, don't forget to note obvious areas we need to improve, like shop-lifting and so on.

Can I see a copy before it goes to the press. T.M.S

Task two (30 Marks)

Read the following memo from your Chief Inspector and complete the task as required.

Memo: From : Chief Inspector Tang

To : Chris Wong

Another small job for you. As you know we begin our seminars for parents in two weeks and we need to get the “Dos and Don’ts” checklist ready. Could you finish this one off for me. I’ve done some and given you points for the rest. Could you write a concluding sentence. Something about communication perhaps.

Thanks.

T.M.S.

Do’s and Don’t’s For Parents and Children

Child Safety: Teach your children the following Do’s and Don’ts

Touching

Don’t let anyone touch you if you do not want them to.

If someone touches you:

Do tell your parents.

Don’t keep it a secret.

Bullies

Do get friends to help you.

Do tell a grown-up.

Don’t get angry with your children if they lose money to bullies.

Being Believed

1 Don’t ...

Rules

2 Do ..

Do’s and Don’ts for Children

3 Parents: Do ...

4 Stranger:

Children and Drugs:

5 Set a good example: _____

6 If your child is on drugs: _____

Children and Triad Gangs

7 Friends: _____

8 If you notice anything unusual: _____

9 If triads threaten your child: _____

10 If your child is involved with triads: _____

11 _____

Task three (20 Marks)

Chris, could you fill in the missing data on this arrest report for me. Could you add up the totals for me please. Thanks.

Crime Figures For 1995 Persons Arrested By Age Group

Crime	Juvenile Offenders Under 16 Male & Female	Young Offenders 16 - 20 Male & Female	Grand Total Male & Female	% of total = juvenile
Violent Crime Against Person				
Rape	(1)	28	86	3
Wounding	75	(2)	1008	7
Serious Assault	394	576	3157	12
Violent Crime Against Property				
Other Robberies	(3)	727	(4)	39
Arson	(5)	(6)	94	(7)
Burglary, Theft & Handling Stolen Goods				
Theft (Shop Theft)	(8)	667	(9)	27
Serious Narcotic Offences				
(10)	13	(11)	538	2
Possession of DD	31	(12)	1637	(13)
Miscellaneous Crime				
Criminal Damage	(14)	283	(15)	15
(16)	254	(17)	727	(18)
Totals	(19)	(20)	17104	21

Data File

- Page 11 Letters to the Daily News
- Page 12 Articles by B.Y. Soo
- Page 13 Article by Ann Grey & Letters to the Daily News
- Page 14 Memo from Chief Inspector Tang & Actual Arrests for variety of crimes in 1995
- Page 15 Letter to Ms C Chan of ED from Chris Wong & Provisional School Seminar Programme
- Page 16 Keeping your children safe
- Page 16 Keeping your children safe from drugs
- Page 17 Keeping your children safe from triad gangs
- Page 17 Your Home: Looking after your home
- Page 18 Don't make it easy for the criminals
- Page 19 1995 PUBLIC EDUCATION DEPARTMENT REPORT
- Page 20 Crime Figures for 1995 Persons arrested by age group

Dear Sir,

I am alarmed at the recent reports of juvenile crime rates in Hong Kong. Are the police doing nothing to stop our young children becoming involved with gangs and triads? It seems that if we cannot rely on the police to do the job, then all is lost for our society.

Yours,
A Wong
Address Supplied

Dear Sir,

What has happened to the youth of Hong Kong in the last year? If the reports in your paper are to be believed, they have all thrown their school books away and become hardened criminals. If this is the case, then what hope do we have for the future of Hong Kong? When I read the report dated 17th June 1996, I was horrified to see that juveniles accounted for more than 60% in certain crimes and generally they accounted for nearly 50%. What are our schools doing? What are the parents doing? Most importantly what are our police force doing?

Yours,
J Chui
Address Supplied

Dear Sir,

I think it is a terrible situation that the youth of today are being allowed to be trapped into a life of crime due to lack of education. I must ask why our police force are not going into schools and educating youngsters against the dangers of a fast dollar and cheap thrills. I cannot believe that these young people are lost to our future so early in life.

I for one would like to hear what our gallant police force intend to do about this extremely worrying trend in child crime.

A Chan
Address Supplied

Dear Sir,

Can it be true that nearly 50% of all crime in Hong Kong is committed by juveniles? I cannot believe that children under 16 years of age can be so involved in crime. Has our education system failed us completely? Has our police force failed us completely? What has happened to the general good morals of Hong Kong people? I demand an explanation and action by the government and the police before it is too late.

T S Koo
Address Supplied

(All from the Daily News, 21st June 1996)

Shame of Hong Kong Youth

B Y Soo

Secret figures released to the Daily News reveal a shocking story about the number of Hong Kong juveniles involved in serious crime. Figures indicate that juveniles account for nearly 50% of all crimes in Hong Kong and in some cases they account for over 60%. A juvenile offender, a young person under the age of 21, is almost certainly a student. In the figures released to us over 70% of crime committed by juveniles were by students.

The question that must be asked is how has this come about? Are the police blind to the crimes committed by our children? Do they not care that the very heart of our future is being turned to crime? What are parents doing about this? What is the government doing about this? Well the figures to hand say that they are doing absolutely nothing.

I do not believe I am alone in calling for some sort of public enquiry into this matter. We cannot let this rest. (Daily News, 17th June 1996)

Figures tell a shocking tale

B Y Soo

The table below shows a tragic story of a youth lost to us. These figures, released to the Daily News, show that the students of Hong Kong have taken to crime rather than their school books. These figures, which are published ahead of the normal police crime statistics, must say that our police force is ineffective and standing back as a tide of crime washes over the children of Hong Kong.

Crime	Number of students Arrested	Total number of arrests	% of students
Serious assault	970	1843	53%
Robberies	1631	2212	74%
Blackmail	452	870	52%
Shop Theft	2273	3539	64%
Other Theft	1901	3734	51%
Drug Trafficking	67	424	16%
Unlawful society offences	500	727	69%
Totals	7794	13349	58%

The figures speak for themselves. (Daily News, 17th June 1996)

Police should be ashamed

The release yesterday of the most recent set of crime figures has left us all in a state of shock. Never has such a set of statistics touched the very soul of Hong Kong people as those published in this newspaper yesterday.

To believe that 58% of all crime committed in Hong Kong has been committed by school children is very hard, and yet the figures are there for all to see. So how has this been allowed to come about? Where should we start to look to find who is to blame?

It is easy to say that it is the parents who are to blame. We all know that often both parents are forced to work to keep the family together, but this has been the case for many years and we have never seen crime statistics like this before. Is it the schools who are to blame? I know that the teachers are very much over-worked and so it would not be surprising if certain aspects of a child's education went unattended. I do not blame the schools. No, the blame for this outrage must fall at the front door of the police commissioner.

Who are the experts in crime and crime prevention? The police. Who do we expect to protect our property and our very safety? The police. Then who is it that should be safeguarding our children from the evil clutches of gangs and triads? The police!

The police must be made aware at the general public's total dissatisfaction with their performance. They must try to put things right for the sake of our children. For the sake of Hong Kong.

Ann Grey (Daily News, 18th June 1996)

Dear Sir,

I am a school teacher and I am writing on behalf of myself and my colleagues to challenge the position stated in the article "Police should be ashamed" in your paper dated 18th June 1996. I am sure that Ms Grey was not wishing to attack school teachers, but I would like to say that we do run a series of lectures about crime awareness at the school, and although we are very busy our highest priority is to the safety and well-being of our students. I trust Ms Grey does not think that we would allow any child to become a criminal just because we are too busy marking examination papers.

Name and Address Supplied

Dear Sir,

I am writing in response to the article by Ann Grey that appeared in your paper recently. I would like to support the police of Hong Kong. Recently my flat was broken into and a valuable piece of jewellery was stolen. I called 999 and a policeman was with me in minutes. They were very courteous and helpful taking down all the details of the stolen item.

Within a few days they phoned to say that the item had been found and an arrest had been made. Although I do not know who the criminal was, I am sure it was not a school student. I think the police do a wonderful job.

Name and address supplied.

Memo: From: Chief Inspector Tang
To : Inspector Chris Wong

Chris, I am sure you have seen all these letters and articles in the newspapers recently. I know that you have been working on the end of year press release, but I think we need to get something out now. I am particularly worried about these figures quoted in the Daily News. They are obviously wrong, but how did they arrive at them? Anyway I'd like you to write to the newspapers in general and put things straight. I know you have got the crime figures for last year. Please make sure you get the figures we put out right. You could also mention our outreach programmes to schools and the series of parents' evenings we attend in schools. I've bullet pointed all the things I want you to mention below. One last thing Chris, I want you to be sympathetic to the feelings of parents who may have been very shocked by this, but I want a very strong case for the work that we do, and the fact that the figures mentioned in the Daily news are grossly exaggerated.

- figures, quote the real statistics
- mention our constant education programme and outreach work
- acknowledge problem areas like unlawful society offences, but reassure the public that we are working on them
- overall percentages are wrong
- definition of a juvenile

Thanks

Tang Mei San

Actual Arrests for variety of crimes in 1995

Crime	Number of arrested male & female under 16 years	Total number of arrests	% of juveniles
Serious assault	394	3157	12%
Robberies	904	2342	39%
Blackmail	200	938	21%
Shop Theft	1606	6008	27%
Other Theft	1057	4276	25%
Drug Trafficking	13	538	2%
Unlawful society offences	254	727	35%
Totals	4428	17986	25%

* Statistics do not include actual student numbers involved with crime. However, these make up approximately 50% of the totals in the table above. Therefore total percentage of students as a section of actual arrests is 12.5% approximately.

Ms C Chan
 Schools Administration Section
 Education Department
 Wu Chung House

5th January 1996

Dear Ms Chan,

Thank you very much for your letter dated 4th January 1996 concerning the upcoming seminar series for schools.

The Public Education Department of the Police Force are happy, as always, to be involved in this programme. I have attached a provisional programme for the visits. You will notice that this year we have planned things on a regional basis, as we think that it will be better use of resources.

I am looking forward to meeting you and your colleagues at next week's meeting to discuss what will be our tenth year of seminars for schools. The seminars this year will focus on personal safety, crime awareness, the negative aspects of gang membership and drug abuse, along with community policing and what to do in an emergency. We will discuss the details of the programme during the meeting.

Should you need any more information before next week, please do not hesitate to call me.

Yours sincerely,

C Wong
 Inspector, Public Education Department
 Hong Kong Police Force.

Provisional School Seminar Programme

Hong Kong West	15th - 31st January 1996
Hong Kong East	1st - 10th February 1996
Hong Kong South	1st - 15th March 1996
Hong Kong Central	18th March - 2nd April 1996
Kowloon West	15th - 31st January 1996
Kowloon East	1st - 10th February 1996
Kowloon South	1st - 15th March 1996
Kowloon Central	18th March - 2nd April 1996
New Territories North-West	15th - 31st January 1996
New Territories North-East	1st - 10th February 1996
New Territories South-West	1st - 15th March 1996
New Territories South-East	18th March - 2nd April 1996
New Territories Central-West	15th April - 4th May 1996
New Territories Central-East	6th - 25th May 1996

KEEPING YOUR CHILDREN SAFE**Things parents should teach their children**

TO BE SAFE. Tell your children that they have the right to be safe. No one is in a position to put their life in jeopardy.

TO REFUSE TOUCHES. Children must know that their body belongs to themselves, especially the private parts (those covered by their swimsuits) and grown-ups should not touch or see them. Tell your children they can say no to touches or kisses if they don't like them. If someone touches them and tells them to keep it a secret, they must tell you.

TO SAY NO. Tell your children it's all right to say no if someone tries to touch or hurt them. A lot of children are told always to do what grown-ups tell them.

TO GET HELP AGAINST BULLIES. Bullies or school gangs pick on younger children. Tell children to get friends to help or tell a grown-up. Tell them to give in something a bully wants such as money, if they are going to get hurt. Tell them you will not be angry if they come home without it.

TO TELL. Tell your children that they must always tell you what has happened and that you will not be angry with them.

TO BE BELIEVED. If your child wants your help, don't turn them away. If they tell you someone has interfered with them, believe them. Children rarely lie about that.

NOT TO KEEP SECRETS. Tell your children that some secrets should never be kept, even if they are told not to tell anyone.

TO BREAK RULES. Tell your children they can break rules to stay safe. They can run away, scream, lie or kick to get away from danger.

Things that children should do

Be sure your parents know where you are.

Go out with friends and come back with them.

If you go out alone, get a lift from your parents or from someone you know, or you can take public transport there and back.

Don't take a lift from someone you have just met.

Never go anywhere with a stranger

Wherever you are, make sure you know how you can get away quickly and how you can make an emergency call.

KEEPING YOUR CHILDREN SAFE FROM DRUGS

Taking drugs such as heroin, cocaine, 'crack' or other 'soft' drugs such as 'pep' pills or marijuana, is illegal and very dangerous. It can lead your children to other crimes like stealing or shop-lifting if not even more serious offences because they may need the money to pay for the drugs. If your child takes drugs, you may notice that he or she changes mood suddenly, eats less, stops sports, quits hobbies, becomes lazy about school work and sees friends less, gets sleepy and tells lies.

You may also notice that your money and other things disappear, that odd smells, stains or marks appear on his or her body or clothes, and that powders, tablets, burnt tinfoil and needles are left lying around. Of course, not all these things necessarily mean that your child is taking drugs.

If your child is taking drugs, the dangers are that he or she will have an accident, overdose or get 'hooked'.

Set a good example by not drinking or smoking heavily yourself.

Do think about how you will feel if you find out your child is on drugs.

Discuss it with your spouse and other parents or school teachers if it is a local problem.

Talk to your children about drugs. Tell them you will help if they have a problem.

Do seek professional assistance if you find that your child is on drugs.

KEEPING YOUR CHILDREN SAFE FROM TRIAD GANGS

Like taking drugs, associating with triads and taking part in their activities will lead to your child committing serious crimes.

If your child is involved with triad members, there will likely be a sudden drop in his or her academic performance. He or she will always stay away from home, frequent amusement games centres, billiard rooms, roller-skating rinks, etc., with dubious-looking characters.

Your child may begin acting suspiciously - has discreet phone calls, goes out immediately after the calls, and suddenly has a lot of money to spend.

Of course, not all these things necessarily mean that your child is involved in triad activities, but they are good indications.

Do pay attention to your child's activities. Encourage him or her to take part in community services and/or develop a suitable hobby.

Do get to know their friends.

Do discuss with your spouse and other parents or school teachers if you notice anything unusual of your child.

Do talk to your child about triads. Tell him or her you will help if he or she has problems.

Report to police if your child is threatened by triads.

Seek professional assistance if your child is involved in triad activities.

YOUR HOME

LOOKING AFTER YOUR HOME

Don't make it easy for the criminals

A lot of burglaries can be prevented. In many cases, the thief does not have to force his way in because a door or a window has been left open. Burglars don't like locked up windows because someone may hear them breaking the glass. They don't like security deadlocks on doors because they cannot open them even from the inside, and they have to get out through a window. See if your home has all the security features mentioned in this chapter. If it does not, you can begin making your home safer by adopting some simple security measures.

DON'T MAKE IT EASY FOR THE CRIMINALS

Lock up to make your home safe

Many burglaries can be deterred by some simple precautions. All you have to do is to ensure every obvious means of entry is properly secured. If you require more definitive specifications on subjects listed below, please call the Crime Prevention Bureau of the Royal Hong Kong Police.

Your building entrance

Good building management can assist in deterring crime. Make sure that caretakers/watchmen at the building entrance are carrying out their duties properly. A "Visitors' Register" should be maintained. If an intercom system goes along with an electronic lock at the main entrance, don't open the door without establishing a caller's identity. If a key-pad electronic lock is used, change the codes for the lock at regular intervals.

Doors

If your front and back doors are not strong and safe, neither is your home.

If your doors seem weak, get another one. A good door should be: -

- Made of solid hard wood.
- At least 50mm thick.
- Fitted with at least one good quality thief-resistant lock (mortise deadlock is preferable).
- Fitted with a door guard or door chain.
- Fitted with a wide-angle viewer
- Fitted with two hinge-bolts to prevent the door from being pulled at its hinges.

Windows

Many burglars enter through windows which are left open or which can be easily opened. Make sure your window is not an open invitation to a criminal.

- Fit good quality window locks.
- Fit window bars (ensure that the bars are securely fastened into the surrounding masonry).
- If you are getting new glass for your windows, think about laminated glass. A thief will find it hard to break.

1995 PUBLIC EDUCATION DEPARTMENT REPORT**Projects for the year:-**

Below is a summary of the projects undertaken by the Public Education Department of the Hong Kong Police Force in the area of child education.

- 1 Television Advertisements: Four television advertisements were commissioned and shown on all channels. The advertisements have been programmed to run until December 1996. Subjects focused upon were: Gang membership, drug abuse, personal safety and petty crime. Advertisements are shown on a rotation basis from 4pm until 9:30 pm Monday to Friday and 8:30 am to 10:30 pm on Saturday, Sunday and public holidays.
- 2 Poster Campaign: Territory wide poster campaign to support the television advertisements.
- 3 Radio programmes: A regular feature of young people's radio programmes has been talk-back sessions with officers from the juvenile branch of the force.
- 4 School Seminars: Ninth year of these seminars.
- 5 School Parents' Evenings: Second year of the programme to talk to parents as well as students about the dangers of crime.
- 6 Mobile Police Presentations: The mobile police station has been touring the territory being present at school open days and youth group camps.
- 7 Hotline: The fifth year of operation of the various hotlines being run for students to call.

Crime Figures For 1995 Persons Arrested By Age Group

Crime	Juvenile Offenders Under 16 Male & Female	Young Offenders 16 - 20 Male & Female	Grand Total Male & Female	% of total = juvenile
Violent Crime Against Person				
1 Rape	3	28	86	3
2 Wounding	75	267	1008	7
3 Serious Assault	394	576	3157	12
4 Criminal Intimidation	35	77	400	8
Violent Crime Against Property				
5 Other Robberies	904	727	2342	39
6 Blackmail	200	252	938	21
7 Arson	30	18	94	32
Burglary, Theft & Handling Stolen Goods				
8 Theft (Shop Theft)	1606	667	6008	27
9 Miscellaneous Theft	1057	844	4276	25
Fraud & Forgery				
10 Deception	45	82	711	6
Serious Narcotic Offences				
11 Trafficking in DD	13	54	538	2
12 Possession of DD	31	183	1637	2
Miscellaneous Crime				
13 Criminal Damage	233	283	1507	15
14 Unlawful Society Offences	254	246	727	34
15 Conspiracy	42	74	243	17
Totals	4922	4378	23672	21