

KEY SKILLS

Working with others Level 1

The key skills are the skills which are most commonly needed to succeed in a range of activities – at work, in education and training and in everyday life. In developing the key skill of working with others, you will learn to use and adapt your skills confidently and effectively in a range of settings and contexts.

Progression

The key skills qualifications are designed to enable you to progress at your own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise your current capabilities, they also require you to identify how you can further improve your skills to meet new demands at higher levels.

Part A

YOU NEED TO KNOW HOW TO

This section tells you about the techniques and knowledge associated with each key skill. It tells you what you need to learn and practise to feel confident about applying these skills in your studies, work or other aspects of your life.

Part B

YOU MUST

This section builds on Part A and describes the application of skills. It describes the skills you must show. All your work for this section will be assessed. You must have evidence that you can do all the things listed in the bullet points.

To achieve Working with others at level 1, you must be able to apply your skills to suit different purposes. You will show that you can:

- identify what needs to be done, and your individual responsibilities
- carry out tasks to meet your responsibilities
- identify how you helped to achieve things together.

Part A

YOU NEED TO KNOW HOW TO:

Confirm you understand the given objectives and plan for working together

- check you understand what you have to achieve (the objectives your supervisor or tutor has given you for working together)
- make sure you understand what is meant by one-to-one, group or team situations and how this might affect the way you work
- identify the tasks that need to be done and deadlines
- identify the help, materials, equipment and/or tools needed
- identify your individual responsibilities for:
 - tasks to be done
 - health and safety
 - behaving in ways that show respect for each other's rights, feelings, ideas and contributions, what you should and should not do (the ground rules for working together)
- check you understand the arrangements for working together:
 - who you will be working with, where and when
 - who to ask for help if things go wrong.

Work with others towards achieving the given objectives

- get what you need to carry out tasks and meet your responsibilities
- work safely to avoid accidents, health risks, offending others or disrupting their work
- follow the working methods you have been given for using materials, equipment, tools or providing a service
- communicate with others, when appropriate, to:
 - check progress towards your objectives
 - ask for help from a suitable person
 - offer support to others, provide information, assist with a task or help overcome a disagreement or other problem.

Identify ways you helped and how to improve your work with others

- identify what has gone well and less well in working with others, including tasks and working relationships
- identify how you helped to achieve things together in carrying out tasks and offering support to others
- suggest ways of improving your work with others.

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Part B

YOU MUST:

Provide at least **two** examples of meeting the standard for WO1.1, WO1.2 and WO1.3. One example must show you can work in a one-to-one situation and one example must show you can work in a group or team situation.

WO1.1

Confirm you understand the given objectives, and plan for working together.

Evidence must show you can:

- 1.1.1 check that you clearly understand what you have to achieve together
- 1.1.2 identify what needs to be done and your individual responsibilities
- 1.1.3 make sure you understand the arrangements for working together.

WO1.2

Work with others towards achieving the given objectives.

- 1.2.1 carry out tasks to meet your responsibilities
- 1.2.2 work safely, following the working methods you have been given
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

WO1.3

Identify ways you helped to achieve things and how to improve your work with others.

- 1.3.1 identify what went well and less well in working with others
- 1.3.2 identify how you helped to achieve things together
- 1.3.3 suggest ways of improving your work with others for next time.

EXAMPLES AND GUIDANCE

The following gives further guidance and examples of the techniques and knowledge in Part A.

CONFIRM YOU UNDERSTAND THE GIVEN OBJECTIVE AND PLAN FOR WORKING TOGETHER

Find out the tasks that need to be done and the deadlines for making something, for carrying out a service.

Find out who you will be working with and who to ask if things go wrong by checking with your supervisor or tutor.

WORK WITH OTHERS TOWARDS ACHIEVING THE GIVEN OBJECTIVES

Know where to get what you need to carry out the tasks, for instance materials, tools equipment, help from others.

Check your progress, ask for help from your supervisor, a member of your group, a work colleague.

IDENTIFY WAYS YOU HELPED AND HOW TO IMPROVE YOUR WORK WITH OTHERS

Know what has gone well by checking with your supervisor, your colleagues identify ways of improving your work with others by completing tasks in a different way, taking note of the ideas of others.

For further examples and guidance on the key skills standards please refer to *The Key Skills Standards and Guidance* (order ref: QCA/04/1272).

Help with producing evidence

If producing certain types of evidence is difficult for you because of a disability or for another reason, please discuss this with your tutor or supervisor. It may be possible for you to produce evidence using alternative methods. Depending on the skill and level, these may include use of a scribe (amanuensis); Braille, voice activated software and British Sign Language. Detailed guidance is available in the document *Basic and Key Skills: Guidance for candidates with Particular Requirements* published by the Joint Council for Qualifications. This is available from your key skills awarding body.

Please ask your tutor or supervisor for further guidance.

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