



WORKSKILLS SAMPLE ASSIGNMENTS ENTRY 3

Unit 13	Working in a team
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Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Know about team working	1.1 Identify key rules for effective teamwork 1.2 Identify skills individuals need for effective teamwork
2. Know how to match their strengths and interests to a team task	2.1 With guidance, identify some aspects of a given team task that they think they could do well, based on their strengths and interests
3. Know their own role and responsibilities in relation to a team task	3.1 Identify what the team is working to achieve in the team task 3.2 Identify their own role and responsibilities in the task
4. Know how to work positively as a member of a team	4.1 Listen to ideas and suggestions of other team members without interrupting them 4.2 Give their own ideas and suggestions when asked to do so 4.3 Offer help to other team members when asked to do so 4.4 Follow instructions to complete the aspects of the task they were allocated
5. Understand their performance as a member of a team	5.1 Identify areas where they worked well as a team member 5.2 Identify areas where they could improve their ability to work as part of a team

Your group has been asked to produce a small display about how to keep healthy for the college or school entrance hall for open day. The group will need to work as a team. This task will help you to understand about teamwork skills which you will need to use in the workplace.

A wall display will be needed with pictures and information and some leaflets for people to take away. You tutor will record the discussions you have with your team and will observe the contributions you make.

Task 1 Assessment criteria 1.1 and 1.2

Discuss with your group:

- a) The rules which the group will need to follow to work well as a team while producing the display. (1.1)
- b) What individuals need to make them good team members. (1.2)



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Task 2 Assessment criteria 1.1 and 1.2 (cont)

Make a poster to display in your classroom to remind you about team working skills.

Add to your poster:

- a) Two rules for team working. (1.1)
- b) Two skills needed for effective team work. (1.2)

Task 3 Assessment criterion 2.1

a) Discuss with your tutor one of your skills or talents which will help the team to produce the display.

Your tutor will record the discussion.

Task 4 Assessment criteria 3.1, 3.2

Your group needs to discuss how they will plan and complete the display about “How to keep healthy”. Your tutor will observe how well you work as a team member during the group discussions and during your work to complete the display

Discuss with your group:

- a) The separate tasks that will be needed to complete the display. (3.1)
- b) Who will be responsible for each task. (3.2)
- c) When the tasks will need to be completed. (3.2)

Task 5 Assessment criteria 3.1, 3.2 (cont)

Use the chart below to record your planning which you will need to help complete the task. On the chart include:

- a) A list of the tasks required to complete the team task. (3.1)
- b) Show the specific tasks which you have agreed to complete. (3.2)
- c) Show when your tasks will need to be completed. (3.2)

Teamwork tasks			
Tasks	Name of team member responsible	Date task to be completed	Date task completed
1)			
2)			
3)			
4)			

d) Then complete your agreed tasks.



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Task 6 Assessment criteria 4.1, 4.2, 4.3, 4.4, 5.1 and 5.2

- a) Discuss with your tutor the team working skills that you showed during the planning and the task completion. Your tutor will complete the form below.
- b) Tell your tutor where you worked well. (5.1)
- c) Tell your tutor where you could improve the way you worked in the team. (5.2)

Team working skills			
Name:	Shown in task	Where you worked well	Where you could improve your teamwork
1) Listen to other team members without interrupting (4.1)			
2) Give ideas and suggestions when asked (4.2)			
3) Offer to help other team members when asked (4.3)			
4) Follow instructions to complete tasks (4.4)			

