



WorkSkills from Edexcel

WORKSKILLS SAMPLE ASSIGNMENTS LEVEL 1

Unit 17	Working in a Team
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Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Understand that effective teamwork requires team members to behave in certain ways	1.1 Describe positive behaviours necessary for effective teamwork
2. Understand how own strengths, skills and experiences may contribute to a team task	2.1 Outline their own strengths, skills and experiences that might be relevant to a particular task 2.2 State some aspects of a particular task that they think they could do well, based on their identified strengths, skills and experiences
3. Understand the roles and responsibilities of team members (including their own) in relation to a given task	3.1 Describe what the task is about and what the team is working to achieve 3.2 Describe own role and responsibilities and those of others in the team 3.3 Explain how their own role contributes to the work of the team as a whole
4 Be able to work positively as a member of a team	4.1 Give examples of when they listened to the ideas and suggestions of others 4.2 Give ideas and suggestions as to how the team might complete their task 4.3 Outline examples of when they offered to help or support other team members 4.4 Outline examples of when they accepted the help or advice of others 4.5 Complete the aspects of the task they were allocated, in line with the brief
5. Be able to consider their performance as a member of a team	5.1 Describe which positive team working behaviours they demonstrated in undertaking the task 5.2 Identify some team working skills that they could improve

An effective team depends on the co-operation and skills of all team members. This assignment will help you to understand how you can contribute to the success of a team.

Task 1

Assessment criterion I.1

a) Prepare PowerPoint slides to give a presentation to the group entitled:
"There is no "I" in Team"

b) In the slides give a brief description of three ways team members need to behave.



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Task 2

Assessment criterion 3.1

Agree with your group and tutor a team working task that the group will be able to undertake. During your discussions:

- a) Use a flip chart to record ideas
- b) Record the final task agreed by the group
- c) Set deadlines for the completion of the task

Task 3

Assessment Criteria 2.1, 2.2

To support a successful team it is important to use the strengths, skills and experiences of each team member.

- a) Identify your own strengths, skills and experiences. (2.1)
- b) Show particular jobs in the team task which match your skills. (2.2)

Use the chart below to record your skills and jobs in the task which match your skills

My skills, strengths and experiences (2.1)	yes	no	Jobs in team task that match my skills (2.2)
Numeracy skills			
Design skills			
Good communication skills			
IT skills			
Organising skills			
Good time management			
Patient			
Reliable			
Good at encouraging/persuading people			
Specialist skills:			



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Task 4

Assessment criteria 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 5.1 and 5.2

You will need to keep a record of what the team has agreed and how you worked as a team member. This will help you to complete your parts of the task and see how well you work as a team member.

Part of successful team work includes deciding on everyone's roles and responsibilities in the task.

- a) You will need to agree these with everyone in the team during a discussion.
- b) Use the chart below to record everyone's roles and describe the responsibilities each one will carry out.

Teamwork Record (3.2)		
Name...		
Name of group member	Task/s agreed	Responsibilities e.g. deadline, goal
1)		
2)		
3)		
4)		
5)		
6)		
7)		



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c) Write briefly about two ways your own roles and responsibilities will help the team to complete the task successfully (3.3)

i).....

ii).....

d) Record ways you worked as a member of the team in planning and doing the team work task. This needs to include planning discussions as well as how you worked during the task. Use the chart below to record your contributions:

My Work as a Team Member	
	Brief examples of what I did
<ul style="list-style-type: none"> I listened to the ideas and suggestions of others (4.1) 	1)
	2)
<ul style="list-style-type: none"> I gave suggestions as to how the team might complete the task (4.2) 	1)
	2)
<ul style="list-style-type: none"> I offered to help and support other team members (4.3) 	1)
	2)
<ul style="list-style-type: none"> I accepted help or advice from other team members (4.4) 	1)
	2)
<ul style="list-style-type: none"> I completed my agreed tasks (4.5) 	



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Discuss your work as a team member with your tutor.

Following the discussion, describe briefly:

e) Two positive team working behaviours that you showed well during the team task (5.1)

i).....
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ii).....
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b) Two team working behaviours that you could improve (5.2)

i).....
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ii).....
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