



WorkSkills from Edexcel

WORKSKILLS SAMPLE ASSIGNMENTS LEVEL 2

Unit 16	Working in a Team
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Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Understand the advantages and disadvantages of having a team complete a task	1.1 Explain the advantages and disadvantages of having a team complete a task
2. Understand the need for a team to work to an agreed code of conduct	2.1 Identify a code of conduct for effective teamwork 2.2 Explain the likely consequences of team members not following a code of conduct
3. Be able to recognise the different strengths, skills and experiences different people bring to a team	3.1 Explain their own strengths, skills and experiences as relevant to a task being undertaken by a team 3.2 Identify some relevant strengths, skills and experiences that other members bring to a particular team
4. Understand how to allocate roles and responsibilities within the team in relation to a given task	4.1 Agree with other team members the roles and responsibilities of each member of the team 4.2 Explain how each role contributes to the team's objectives and the completion of the team task
5. Work positively as a member of a team	5.1 Describe ways in which respect was shown for the ideas and suggestions of others 5.2 Identify relevant ideas and suggestions which were given and which helped the team to complete their task 5.3 Describe ways in which help, support or advice was given to team members where appropriate 5.4 Explain why it is important to respond positively to advice or constructive criticism 5.5 Complete tasks allocated to the required standard and on time
6. Reflect on the performance of a team	6.1 Discuss how their individual performance contributed to the overall performance of the team 6.2 Outline ways in which the team as a whole performed effectively 6.3 Outline areas in which the team could improve its team work skills



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Your group is going to undertake a team task. You will need to work together to achieve your aims.

Task 1

Assessment Criterion 1.1

You need to keep in mind the advantages of working as a team throughout the completion of your team task.

Make some notes to explain:

- a) Three advantages of teamwork, including examples.
- b) Two disadvantages of teamwork, including examples.
- c) With your group and tutor agree a team task which is realistic and achievable for your team.

Task 2

Assessment criteria 2.1 and 2.2

Before you start planning your task you will need to establish a code of conduct.

- a) Discuss a code of conduct with your group which team members will need to follow to make sure your team task is successful. (2.1)
- b) Prepare a leaflet to outline a code of conduct for all team members to follow. (2.1)
- c) Include in the leaflet three examples of what may happen if team members do not follow the code of conduct. (2.2)

Task 3

Assessment criteria 3.1, and 3.2

To plan the team task you will need to consider your own strengths, skills and experiences and those of other team members. This will help the team to give aspects of the team task to individuals who will help the team to complete the task most effectively.

- a) Complete all columns in the tables below to analyse your skills and those of other team



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members.

You will need to:

- i) Explain how the strengths, skills or experiences you identified will help the team to complete aspects of the team task you have agreed. (3.1)
- ii) Identify at least one of one of your strengths, skills or experiences by ticking the 'yes' box in the second column. (3.1)

My Skills Analysis			
My skills, strengths, experiences	Yes	No	How this will help the team to complete the task effectively
Oral communication			
Written communication			
Negotiation			
Leadership			
Time management			
Problem solving			
Using IT			
Practical skills e.g.			

- b) Identify one strength, skill or experience that two of your team members can contribute to your team task by adding two names in the second column against different skills, strengths or experiences. (3.2)





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Team Skills Analysis	
Skills, strengths, experiences	Name of team member
Oral communication	
Written communication	
Negotiation	
Leadership	
Time management	
Problem solving	
Using IT	
Practical skills e.g.	

Task 4

Assessment criteria 4.1 and 4.2

Your team will need to allocate all the aspects of the team task. Have a team meeting to discuss. A suggested template is given to record the results of your meeting.

- a) Record the agreed roles and responsibilities of each member of the team.

- b) Explain how each role will play a part in completing the team task.





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Individual roles and responsibilities		
Name of team member	Roles and responsibilities Brief detail of task and deadline	How role contributes to team objective

Task 5

Assessment Criteria 5.1, 5.2, 5.3, 5.4 and 5.5

a) Record, on the form below, how you worked positively as a member of the team in planning and doing the team work task.

Describe:

- i) The discussions you had to agree the task, the code of conduct and individual roles and responsibilities.
- ii) How you worked during the task.
- iii) Give brief examples of when you demonstrated each skill.
- iv) Ask your tutor to sign the team work record form to verify your team working skills





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Teamwork record	
Name:	
Team work skills	Examples
Respected ideas and suggestions of others (5.1)	
Offered ideas or suggestions for team task (5.2)	
Completed own tasks successfully and on time (5.5)	
Responded positively to give help, support and advice to others (5.3)	
Signature of tutor:	

b) Explain, giving two reasons, why it is important to respond positively to advice or criticism when working in a team. (5.4)

- i).....
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ii).....
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Task 6

Assessment Criteria 6.1, 6.2 and 6.3

Have a discussion with your team about the performance of the team, which your tutor will observe and record.

You will need to:

- a) Discuss what you did during the team task which helped the team. (6.1)
- b) Outline ways the team worked together well (6.2)
- c) Outline ways in which the team could improve its teamwork skills (6.3)

