

**AIM Awards**

**Skills for Employment and Further Learning Qualification Suite:**

**E3 Teamwork Skills**

**Assessment Resource Pack**

|  |  |
| --- | --- |
| Learner Name: |  |
| Learner Number: |  |
| Course: |  |
| Tutor: |  |
| Learner Signature: |  |
| Date Started: |  |
| Date Completed: |  |

**About this Unit**This unit will introduce you to teamwork skills, how to perform well and how to improve your own team working skills

**Using this assessment pack**

As you work through this pack you will be introduced to teamwork skills. The tasks will support your learning and so it is expected that you will complete all of them and have them marked. The completed, marked exercises are the assessments on which your achievement of the E3 Teamwork Skills unit is based.

Tracking your evidence

During your course your tutor/assessor will ask you to carry out work either in the classroom, or in your own time, which you’ll keep as evidence of your learning.

The work you produce (evidence) will be assessed by your tutor/assessor to make sure you’ve covered everything in sufficient detail. Your evidence could be made up of a combination of:

• written work or class notes

• products or samples of practical work

• case studies

• learning logs

• video or audio recordings

• other appropriate formats suggested by your tutor/assessor

When all of your evidence is gathered together in a file or folder, this becomes your portfolio.

Your centre and assessor may have systems that they use to plan and monitor your assessment. These may be computer-based (e.g. using ‘e-portfolio’ software) or paper-based (using forms or checklists). These systems are designed to show how each piece of evidence meets which learning outcomes and assessment criteria. Reasonable adjustments can be made; for example, if you have writing difficulties, your responses can be captured orally and evidenced by audio recording.

**You will be working to achieve the following learning outcomes:**

|  |
| --- |
| **E3 Teamwork Skills**1. Know about the task
2. Be able to work with others towards achieving given objectives
3. Know how to identify progress
4. Be able to suggest ways of improving work with others to help achieve given objectives
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcomes** | **Assessment Criteria** **The learner can:** | **Evidence Location** | **Completed?****(Learner Tick)** |
| 1. Know about the task
 | * 1. Identify the task
	2. Identify what needs to be done
 | 6 |  |
| 6 |  |
| 1. Be able to work with others towards achieving given objectives
 | * 1. Know what is meant by a group contract
	2. State conditions that might be included
	3. **Carry out** given tasks to meet own responsibilities
	4. Follow given guidelines to work safely
	5. Ask for help if needed
	6. Help others when asked
 | 7 |  |
| 7 |  |
| 8, 10 |  |
| 8, 10 |  |
| 9, 10 |  |
| 9, 10 |  |
| 1. Know how to identify progress
 | * 1. Identify what went well
	2. Identify any difficulties
 | 11 |  |
| 11 |  |
| 1. Be able to suggest ways of improving work with others to help achieve given objectives
 | * 1. Confirm what might be done differently next time
	2. Confirm personal action points for ways to improve working with others in a future shared activity
 | 12 |  |
| 12 |  |

**Learning Outcome 2**

 **2.3 Carry out**: with support if necessary.

**Final Tutor Feedback (Strengths and Areas for Improvement):**

|  |
| --- |
|  |

Learner Submission Disclaimer

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner’s work fully meets all the assessment criteria listed above at the correct level and that any specified evidence requirements have been addressed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor** |  | **Learner** |  | **Date** |  |

**Expectations**

Complete this section before you start the course.

One expectation you have of the course:

…………………………………………………………………………………………………………………………………………………….……………

…………………………………………………………………………………………………………………………………….……………………………

…………………………………………………………………………………………………………………….

One thing you would like to get out of the course:

…………………………………………………………………………………………………………………………………………………….……………

………………………………………..………………………………………………………………………………………….……………………………

………………………………………………………………………………………………………………….

Please keep hold of this sheet. It can be useful to look at it later and see how it compares with how you found the course at the end.

**Review**

Complete this at the end of the course.

One thing you have learned from the course:

…………………………………………………………………………………………………………………………………………………….……………

………………………………………..………………………………………………………………………………………….……………………………

………………………………………………………………………………………………………………….

One thing you can take with you for the future:

…………………………………………………………………………………………………………………………………………………….……………

………………………………………..………………………………………………………………………………………….……………………………

………………………………………………………………………………………………………………….

**Teamwork Skills E3**

**LO1 Know about the task**

1.1. Identify the task

1.2. Identify what needs to be done

**Task**

Your tutor will describe an activity to complete. What have you been asked to do as a group? What is the task?

What needs to be done to complete this activity? Can you list the steps below in order?

*
*
*
*
*
*
*

**LO2 Be able to work with others towards achieving given objectives**

2.1. Know what is meant by a group contract

2.2. State conditions that might be included

Before a team can work well it helps to find the best way of working together. Sometimes a group contract can help.

What is meant by a ‘group contract’?

What might be included in a group contract to help your team to work together successfully?

 ![C:\Users\STROAKE\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SRGN9GZ8\large-Jigsaw-Puzzle-66.6-3474[1].gif]()

2.3. Carry out given tasks to meet own responsibilities

2.4. Follow given guidelines to work safely

Thinking about your own given tasks, how do you check you have met your own goals and responsibilities?

|  |  |  |
| --- | --- | --- |
| Tasks to complete | What responsibility did **you** have to meet? | How do you know you have completed your part of the task? |
|  |  |  |
|  |  |  |

What guidelines have you been asked to follow to be working safely in your team tasks?

|  |  |
| --- | --- |
| Guideline | Why do you think you have been given this guideline? |
|  |  |
|  |  |

2.5. Ask for help if needed

2.6. Help others when asked

To complete tasks as part of a team, you may need to ask others in your team for their help. Why might you need help?



How might you help a team member who needs your help?

Identify a situation where you have helped another member of a team:



Complete the tasks you have been given by your tutor, and make sure you:

* Meet your responsibilities
* Follow given guidelines
* Ask for help if needed
* Help others when asked

Evidence may include:

* Photographs
* Video footage
* Tutor/witness testimony

Attach your evidence here:

Witness Testimony

Date completed:

Witness signature:

Comments:

**LO3 Know how to identify progress**

3.1. Identify what went well

3.2. Identify any difficulties

What things worked well in your team’s activity?

![C:\Users\STROAKE\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\AH3D0G6I\FreeDigitalPhotos.net-Business-people-teamwork[1].jpg]()

*
*
*
*

What difficulties did you come across during your team’s activity?

* ![C:\Users\STROAKE\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SRGN9GZ8\broken-link[1].png]()
*
*

**LO4 Be able to suggest ways of improving work with others to help achieve given objectives**

4.1. Confirm what might be done differently next time

4.2. Confirm personal action points for ways to improve working with others in a future shared activity

What things could be done differently next time? What could you personally do to improve your team working?