

Unit Title:	Working in teams
OCR unit number:	7
Credit value:	7
Level:	4
Guided learning hours:	62
Unit reference number:	F/504/1277

Unit aim and purpose

By completing this unit the learner will understand the principles of working in a team, and leadership attributes and skills, and develop the skills to be able to work effectively in a team.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand the importance of teams to individual team members and to the team itself</p>	<p>The Learner can:</p> <p>1.1 Explain the advantages and disadvantages of team working</p> <p>1.2 Identify the factors that can contribute to a team's success</p> <p>1.3 Identify the different roles and responsibilities within a team</p> <p>1.4 Explain the stages of team development</p> <p>1.5 Explain the personal skills and behaviours required of individuals in a team for effective team working</p> <p>1.6 Describe the working relationships in teams</p>
<p>2 Understand leadership attributes and skills</p>	<p>2.1 Explain the difference between leadership and management</p> <p>2.2 Evaluate the impact of different leadership styles on performance of individuals and a team</p> <p>2.3 Explain skills and behaviour of team leaders required for successful leadership</p>
<p>3 Be able to contribute effectively to team work</p>	<p>3.1 Use appropriate skills and behaviour when working as part of a team</p> <p>3.2 Assess own contribution to achieving team goals</p>
<p>4 Understand how to manage potential conflicts within a team</p>	<p>4.1 Explain how to identify and manage potential conflicts within a team</p>

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.