



Oxford Cambridge and RSA

Unit Title:	Team working
OCR Unit No:	52
Sector Unit No:	ASDAN TW3
Level:	3
Credit value:	3
Guided learning hours:	30
Unit accreditation number:	A/501/5163

Unit purpose and aim

To develop teamwork skills within the workplace.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1 Plan collaborative work with others	<ul style="list-style-type: none">1.1 Describe what makes groups or teams effective in the workplace1.2 Agree realistic objectives for working together and identify what needs to be done to achieve them1.3 Share relevant information to help agree roles and responsibilities1.4 Agree suitable working arrangements with other team members	Centres must ensure that all assessment criteria are met.
2 Seek to develop co-operative ways of working and check progress towards agreed objectives	<ul style="list-style-type: none">2.1 Organise and carry out tasks efficiently to meet his/her responsibilities2.2 Seek effective ways to work co-	

	operatively, including ways to resolve conflict
	2.3 Share accurate information on progress and agree changes where necessary to achieve objectives
3 Review work with others and agree ways of improving collaborative work in the future	3.1 Provide a detailed account of what went well and less well from his/her point of view
	3.2 Identify factors influencing the outcome of working with others, including own role
	3.3 Identify ways of improving own work with others

Assessment

This unit needs to be assessed in line with the Training and Development Agency (TDA) QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Competence based assessment must include direct observation as the main source of evidence.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

National Occupational Standards (NOS) mapping/signposting

There are some direct relationships between the unit and those of other standards such as Key Skills, especially Wider Key Skills. No direct link but consultation with SSCs has confirmed that although there may be no direct link with occupational standards, many sectors have indicated that achievement of Employability units would be a distinct advantage.

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing		Use ICT systems	
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	

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.