

Unit 5 - Working with Others

Overview

Working with others at Entry Level 3 requires the candidate to be able to understand and use good work practices. They need to be able to demonstrate their ability to work with teams and colleagues at work. They need to demonstrate that they understand their own effectiveness and can improve them further as required.

A work activity will typically be 'straightforward or routine' because:

The task or context will be familiar and involve few variable aspects. The techniques used will be familiar or commonly undertaken.

Example of context – Make a simple presentation on working with others.

Assessor's guide to interpreting the criteria

General Information

QCF general description for Level 1 qualifications

- Achievement at RQF entry level 3 (EQF Level 1) reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance.
- Use knowledge of facts, procedures and ideas to complete well- defined, routine tasks. Be aware of information relevant to the area of study or work
- Complete well-defined routine tasks. Use relevant skills and procedures. Select and use relevant information. Identify whether actions have been effective.
- Take responsibility for completing tasks and procedures subject to direction or guidance as needed

Requirements

- Standards must be confirmed by a trained Level 1 Assessor or higher
- Assessors must at a minimum record assessment judgements as entries in the online mark book on the INGOTs.org certification site.
- Routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work will be available from their e-portfolios and online work. Assessors should ensure that relevant web pages are available to their Account Manager on request by supply of the URL.
- When the candidate provides evidence of matching all the criteria to the specification, subject to the guidance below, the assessor can request the award using the link on the certification site. The Account Manager will request a random sample of evidence from candidates' work that verifies the assessor's judgement.
- When the Account Manager is satisfied that the evidence is sufficient to safely make an award, the candidate's success will be confirmed and the unit certificate will be printable from the web site.
- Each unit at Level 1 has recommended 40 guided learning hours based on time required to complete by an average learner.

Assessment Method

```
(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)})(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');
```

Unit 5 - Working with Others

-->

Assessors can score each of the criteria N, L, S or H. N indicates no evidence and it is the default setting. L indicates some capability but some help still required to meet the standard. S indicates that the candidate can match the criterion to its required specification in keeping with the overall level descriptor. H indicates performance that goes beyond the expected in at least some aspects. Candidates are required to achieve at least S on all the criteria to achieve the full unit award. Once the candidate has satisfied all the criteria by demonstrating practical competence in realistic contexts they achieve the unit certificate.

Expansion of the assessment criteria

1. The candidate will know how to work with others

1.1 I can outline ground rules to follow when working with others

Candidates should be able to discuss some of the ground rules for working with others

Evidence: Documentation in portfolios, assessor observations.

Additional information and guidance

The most basic rule here is probably to treat others how you would like to be treated. You should be professional and courteous to all people you work with and not be rude or patronising. You should listen carefully and respect their opinions as you would expect them to do to you.

1.2 I can name who to work with on a given group activity

Candidates should be able to identify people with specific skills in a team

Evidence: Documentation in portfolios, assessor observations.

Additional information and guidance

Once you have worked at a place for a while, it should be obvious who to talk to to help with specific problems. Someone might be good at trouble-shooting a key problem or good with young customers etc. candidates need to show they can identify these people as required.

1.3 I can identify my role in a given group activity

Candidates should be able to talk about their own role

Evidence: Documentation in portfolios, assessor observations.

Additional information and guidance

What do people in the company come to the candidate for? What are you supposed to do in the company?

2. The candidate be able to participate in a given group activity

2.1 I can outline steps to be undertaken in a group activity

The candidate will be able to show they understand how group activity works best

Evidence: From portfolios and assessor observations

Additional information and guidance

Unit 5 - Working with Others

-->

Candidates need to demonstrate that they have a basic grasp of the process of working on an activity.

2.2 I can outline my tasks within a group activity

The candidate will be able to outline what they need to do

Evidence: From portfolios and assessor observations

Additional information and guidance

They should be aware of SMART targets and their own role and responsibilities that will help it be a success.

2.3 I can name who to ask for help or support whilst taking part in a group activity

The candidate will be able to name key staff in a group task

Evidence: From portfolios and assessor observations

Additional information and guidance

A basic overview of who does what in a company will help make it more successful.

3. The candidate will be able to review their role in working with others

3.1 I can identify what went well when working with others

The candidate will be able to identify their successes

Evidence: From portfolios, local testing, assessor observations

Additional information and guidance

What did the candidate do that helped the work they are part of be more successful? They can discuss this with the assessor.

3.2 I can identify what I found difficult when working with others

The candidate will be able to identify possible conflicts

Evidence: From portfolios, local testing, assessor observations

Additional information and guidance

Candidates will appreciate that you can't like or get on with everyone, but you need to be professional about it.

3.3 I can identify a way to improve how to work with others

The candidate will be able to identify ways to get better

Evidence: From portfolios, local testing, assessor observations

Additional information and guidance

Identifying why they have issues and how they might address these will be useful.

Moderation/verification

```
(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)})(window,document,'script','//www.google-analytics.com/analytics.js','ga');ga('create','UA-46896377-2','auto');ga('send','pageview');
```

Unit 5 - Working with Others

-->

The assessor should keep a record of assessment judgements made for each candidate guided by the above guidance. Criteria should be interpreted in the context of the general descriptors of RQF Level 1 qualifications. They should make notes of any significant issues for any candidate and be in a position to advise candidates on suitable routes for progression. They must be prepared to enter into dialogue with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements through reference to candidate e-portfolios. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound. In the event of missing evidence, the assessor will be requested to gather appropriate information before the award can be made.

Source URL: <https://theingots.org/community/emel3u5x>