UNIT TITLE: **Using Teamwork Skills**

LEVEL: **Two**
CREDIT VALUE: **3**
NOCN UNIT CODE: **HC1/2/QQ/019**
ACCREDITED UNIT NO: **H/501/3701**

This unit has 4 learning outcomes.

LEARNING OUTCOMES	**ASSESSMENT CRITERIA**
The learner will:	**The learner can:**
1. Be able to contribute to the setting of group goals and agreement of a group contract. **(SLd/L2.1; SLd/L2.3; SLd/L2.4)**	1.1. Participate constructively in discussion and negotiation to contribute to setting the group's goals and agreeing a group contract which identifies acceptable standards of behaviour. 1.2. Describe the process involved in planning and deciding the group's goals.
2. Understand own and others' responsibilities in achieving the group's goals and adhering to the group contract.	2.1. Organise own activities effectively within the agreed goals of the group. 2.2. Describe own and other group members' responsibilities in relation to the goals. 2.3. Conform consistently to the terms of the group contract.
3. Be able to contribute to planning group activities. **(SLd/L2.1; SLd/L2.3)**	3.1. Participate constructively in discussion and negotiation to plan activities that enable a group to reach its goals. 3.2. Identify own responsibilities towards a group in relation to the planned activities.
4. Be able to contribute to group activities. **(SLc/L2.1; SLc/L2.3)**	4.1. Carry out own responsibilities and contribute to the completion of a group's activities. 4.2. Feed back on own actions in relation to overall group goals and describe other group members' contributions.

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Mapped to the Adult Literacy Core Curriculum, 2001.

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ASSESSMENT INFORMATION

Guidance:
This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:
Key: P = Prescribed – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study		**Project**	
Written question & answer/test/exam		**Role play/simulation**	
Essay		**Practical demonstration**	
Report		**Group discussion**	**P**
Oral question and answer	**P**	**Performance/exhibition**	
Written description	**O**	**Production of artefact**	
Reflective log / diary	**O**	**Practice file**	

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		**Wider Key Skill**	
Communication	✓	Working with others	✓
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	