

Learning Assessment Guide

Unit Standard 11101

Collaborate with a group/team which has an objective(s)

Version 2 Level 4, Credits 4



Learner to complete

Name:

Employer:

NSN or DOB:

Assessor to complete

Meets requirements

Further evidence required

Name:

Signed:

Date:



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INTRODUCTION

This Learning Assessment Guide will help you complete assessment for unit standard:

- 11101, Collaborate with a group/team which has an objective(s)

You can also refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).

Before assessment, you will need to:

- meet with your assessor
- complete a pre-assessment form

When you have finished assessment you will need to sign a form that declares the work is yours.

A checklist at the end of this assessment lists everything you need to do before you give your assessment to your assessor.

Important. The Learning State Assessment Handbook has more information on the Learning State assessment process and completing assessments. Download this from our website or contact your Training Advisor.

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Kia Kaha and Good Luck



LEARNING STATE PRE-ASSESSMENT FORM

Consider the following to find out if you are ready for this assessment:

- I understand the instructions for each task Yes / No
- I have the things I need to complete each task Yes / No
- I have the knowledge to complete each theory task Yes / No
- I have the skills to complete each practical task Yes / No
- I can produce the evidence listed for each task Yes / No

The people who will be involved in this assessment include:

Verifier(s) _____ Phone: _____

_____ Phone: _____

Other _____

Role: _____ Phone: _____

Assessor sign off

I am satisfied the people listed above have the required skills, knowledge and experience to provide verification.

Assessor _____

Signature: _____ Date: _____

Declaration of understanding

I confirm that I understand the evidence I am required to collect and produce.

Name: _____

Signature: _____ Date: _____

EXPLANATORY NOTES

1. All activities must comply with any policies, procedures, and requirements of the organisation/s involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements.
2. This unit standard must be assessed on the basis of evidence of demonstrated and repeatable performance in a real situation, which may include but is not limited to the candidate's workplace. This may include off-job simulated situations that demand performance equivalent to that required in the real situation.

A real situation is a natural part of the candidate's life and has not been artificially created for assessment purposes.

3. This unit standard is particularly suited to assessment in conjunction with another unit standard(s).
4. This unit standard is about working with other people in a group/team. While the objective(s) should be generally agreed to be achievable, meeting the group/team objective(s) is not a requirement for award of credit.

5. This unit standard is one of a sequence about working as part of a group/team:

Unit 3503, *Participate in a group/team or group to complete routine tasks*, level 1

Unit 9677, *Participate in a group/team which has an objective(s)*, level 2

Unit 9681, *Contribute within a group/team which has an objective(s)*, level 3

Unit 11101, *Collaborate within a group/team which has an objective(s)*, level 4



Unit 21335, *Lead a group/team to achieve an objective(s)*, level 4

Unit 21336, *Lead a group/team to achieve an objective(s) with some complexity*, level 5.

In this unit standard, *collaborate* means work jointly and closely with others in a group/team working towards achievement of objective(s), and involves self-direction, creativity and innovation.

6. Definition

function – the activities of the group/team, how it operates.

TASK 1

Outcome

This task is designed to show your assessor you can:

- collaborate within a group/team working toward achievement of objective(s).

Evidence required

Evidence	Sources
<ul style="list-style-type: none">■ answers to questions■ any relevant supporting documents■ a completed verification form	<ul style="list-style-type: none">■ the Learning Assessment Guide■ the learner's workplace

Instructions

You are required to:

1. Collaborate within a group/team working towards the achievement of objective(s). This must occur in a real situation at work - not one that's been artificially created for the assessment.
2. Obtain verification from an authorised verifier, eg, your team leader or manager, and hand this to your assessor./
3. Obtain any supporting documentation, eg, meeting minutes
4. Answer any questions your assessor and/or verifier may ask relating to organisational policies, procedures, and requirements of the organisation/s involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements to demonstrate your competence.

Note.

- The group/team objective(s) should be achievable but you don't need to meet these objectives to be awarded this unit standard.



- Collaborating means working jointly and closely with others in a group/team working towards achievement of objective(s), and involves self-direction, creativity and innovation.

TASK 2

Outcome

This task is designed to show your assessor you can:

- contribute collaboratively to group/team function

Evidence required

Evidence	Sources
<ul style="list-style-type: none">■ answers to questions■ any relevant supporting documents■ a completed verification form	<ul style="list-style-type: none">■ the Learning Assessment Guide■ the learner's workplace

Instructions

You are required to

1. Contribute collaboratively to a group/team function
2. Obtain verification from an authorised verifier, eg, your team leader or manager, and hand this to your assessor.
3. Obtain any supporting documentation, eg, meeting minutes
4. Answer any questions your assessor and/or verifier may ask relating to organisational policies, procedures, and requirements of the organisation/s involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements to demonstrate your competence.

Note.

- The group/team objective(s) should be achievable but you don't need to meet these objectives to be awarded this unit standard.
- Contributing within the group means being active, interacting with others, making a personal effort to achieve the group objective(s), and involves some self-direction and initiative.



- Collaborating means working jointly and closely with others in a group/team working towards achievement of objective(s), and involves self-direction, creativity and innovation.

VERIFICATION FORM

Name of Learner:	
Name of Verifier	Phone
Position of Verifier	Date verified

_____ is currently being assessed against Unit Standard 11101, Collaborate with a group/team which has an objective(s). They are required to:

- collaborate within a group/team working toward achievement of objective(s)
- contribute collaboratively to group/team function.

In addition to ticking 'yes' or 'no' to the statements in the checklist that follows, please provide examples and/or comments that will assist the assessor to make a confident decision.

Verification checklist	Yes/No	
The learner showed respect for the contributions of others by: <ul style="list-style-type: none"> ■ not interrupting ■ not monopolising the discussion ■ using respectful language ■ using respectful body language. 		
The learner used language that fitted the: <ul style="list-style-type: none"> ■ situation ■ subject matter ■ target audience. 		
The learner did delegated tasks to help achieve group objective(s). The learner carried out the delegated tasks as the group required and expected.		
The learner showed commitment to the group. This commitment may have been demonstrated by actions such as: <ul style="list-style-type: none"> ■ attendance at all required times ■ attention to and completion of tasks ■ demonstrating initiative ■ being responsible. 		



Verification checklist	Yes/No	
The learner evaluated their behaviour and believes it complied with agreed group ground-rules.		
The learner offered constructive feedback to contributions from other group members.		
The learner encouraged participation by other group members.		
The learner complied with any policies, procedures, and requirements of the organisation/s involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements.		

Your signature confirms:

- that the learner met your requirements and those of the organisation.
- That you have received a copy of Learning State's Guide for Workplace Verifiers.

Verifier's Signature _____

Thank you for your assistance.

Assessor confirmation of verifier

Has the verifier the suitable level of expertise in the performance being verified? YES / NO (please circle one)

ASSESSMENT SUMMARY CHECKLIST

Use the following checklist to check that you have completed everything you need to do before you give your assessment to your assessor.

I have completed/produced the following:	✓
Pre-assessment form	
Task 1: ■ completed verification form	
Task 2: ■ completed verification form	
Declaration of authenticity	



DECLARATION OF AUTHENTICITY

I confirm that I have completed assessment for Unit Standard [#] on my own and the evidence produced is my own work.

Name: _____

Signature: _____ Date: _____

ASSESSMENT SCHEDULE

Learner: _____ Date: _____

Unit Standard 11101, version 2 *Collaborate within a group/team which has an objective(s)*, Level 4, Credit 4.

Your assessor will use the following evidence and judgement statements to determine if you have has Met Requirements (MR) or Not Yet Met Requirements (NYMR)

Outcome	Task	Evidence	Judgement	MR/NYMR
Collaborate within a group/team working toward achievement of objective(s).	1	<ul style="list-style-type: none"> ■ Any relevant supporting documents ■ A completed verification form 	<p>Assessment must be in a real situation.</p> <p>The group objective(s) should be achievable but don't need to be met to award credit for this unit standard.</p> <p>Objectives and role are appropriate and achievable.</p> <p>Contributions included:</p> <ul style="list-style-type: none"> ■ sharing ideas ■ sharing information ■ giving and receiving opinions ■ giving and receiving feedback ■ giving and receiving recommendations. <p>At least three questions were asked - questions were appropriate and likely to clarify and obtain information from other group/team members.</p> <p>Contributions were consistent and objective.</p>	



Outcome	Task	Evidence	Judgement	MR/NYMR
Contribute collaboratively to group/team function.	2	<ul style="list-style-type: none"> ■ Any relevant supporting documents ■ A completed verification form 	<p>Assessment must be in a real situation.</p> <p>Respect was shown by:</p> <ul style="list-style-type: none"> ■ not interrupting ■ not monopolising the discussion ■ using respectful language ■ using respectful body language. <p>Range met.</p> <p>The group objective(s) should be achievable but don't need to be met to award credit for this unit standard.</p> <p>This commitment may be demonstrated by actions such as:</p> <ul style="list-style-type: none"> ■ attendance at all required times ■ attention to and completion of tasks ■ demonstrating initiative ■ being responsible. <p>Learner's self-evaluation was realistic, honest and relevant.</p> <p>Constructive feedback included positive critique and opportunities for improvement where appropriate.</p>	

Assessment result:

The learner has:

Met requirements ***Further Evidence Required*** (please circle)

Assessor signature: _____ Date: _____

If further evidence is required, please provide details of next action:

Notes

