

Learning Assessment Guide

Unit Standard 3503 – Version 3

Participate in a team or group to complete routine tasks

Level 1 – 2 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Identify team roles and responsibilities.
- Complete routine tasks in a team or group.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Observation checklist that the approved observer or assessor will use to record your performance.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. This unit standard covers team or group tasks. A team or group means no more than five people. These must be people who interact regularly with each other over a period of time to complete work tasks as a group.
2. A Routine Task is a task for which there is a single acceptable outcome that can be easily verified. The method used to achieve the task must be standard practice and familiar to all members of the group. The task requirements must be constant and involve few operations or areas of knowledge and no complexity of skill.
3. Ideally this unit standard is assessed in the learner's workplace as part of their normal job. However, learners may be assessed in simulated conditions.

Simulated conditions should relate as closely as possible to a situation relevant to the person being assessed, or in a real-life context using naturally occurring evidence.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to identify team roles and responsibilities.

Instructions

Choose two tasks that you are required to complete as part of a team or group. Complete the following table, which asks you to describe the task and the roles of the team members. You will need to complete one table for each task.

You may choose to give your responses orally to your assessor, who will note your responses on to the tables.

The completed assessment for task one will include:

- Two tables - one table completed for each routine task.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to complete routine tasks as part of a team.

Instructions

- You assessor or someone nominated by him/her will observe you as you work with your team to complete the tasks. Agree on a suitable observer with your assessor, if your assessor suggests the delegation of this function. Agreement should be reached before approaching anyone in your workplace.
- The assessor or observer will use the accompanying 'Observation Checklist' to record your performance. You should familiarise yourself with its content so that you know what your observer is looking for.
- You must also complete the following Learner form for each task as additional evidence. You may wish to answer orally, in which case your assessor will note your responses on the form.
- Proceed with your tasks.
- Allow time for a few minutes discussion after the completion of each task to discuss the activity with your assessor. They may wish to ask you questions to clarify any unclear points.

The completed assessment for task two will include:

- The learner completing two routine tasks as part of a team or group.
- The completion of the 'Observation Checklist' by the assessor or approved observer.
- The completion of the Learner's Forms by the learner.

Task Observation Checklist

(For use by assessor or approved observer)

Name of learner:	
Name of observer assessor:	
Task Date and Time	
Interview venue:	

Please indicate if the learner has met the criteria during completion of the task. Use the space to add comment for feedback to the learner and for moderation purposes. Please use one checklist for each task.

Observed that the learner:	Observer comments	Yes / No
Contributed ideas, information and opinions relevant to the task. (2.2)		
Asked questions of other group members to obtain and clarify information. (PC 2.2)		
Clarified and explained their own viewpoint in response to questions and points made by others without interruptions or monopolising the discussion. (PC 2.3)		
When differences between team members occurred, learner obtained a consensus to reconcile the issues. Differences to include <ul style="list-style-type: none"> • opinion • culture • between genders. (PC 2.4) 		

Assessor / Observer:

Signature:

Date of observation:

Record of Team Meeting

(To be completed by the learner)

Please fill in the following form, one per routine task, and hand to your assessor. You may choose to answer orally.

Name of learner:	
Name of observer/assessor:	
Routine Task:	
Description	

What different cultural values of other team or group members did you identify?

What ideas, information and opinions did you contribute?

Give an example of a question that you asked to clarify or obtain information.

Give examples of differences of opinion that you encountered and describe how you helped to reduce the differences.

Assessor / Observer:

Signature:

Date of observation:

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 3503.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>This task asks the learner to identify team roles and responsibilities.</p>	<p>The learner provides the task and roles description sheets for two Routine Tasks.</p> <p>If an oral answer is given, the learner's responses should be noted on these sheets.</p>	<p>The learner identifies the team roles and responsibilities for each task. Identification must be in terms of purpose and accountabilities.</p> <p>Learner draws a diagram showing the team roles and responsibilities as part of a structure.</p> <p>The learner's own role is identified within the context of the team.</p>
<p><i>Task 2 / Element 2</i></p> <p>This task involves the learner completing two routine tasks as part of a team or group.</p>	<p>The learner is observed completing two routine tasks as part of a team or group.</p> <p>The assessor or an approved observer records learner performance on the Observation Checklist.</p> <p>The learner completes the Record of Team Meeting for each routine task.</p> <p>If an oral answer is given, the learner's responses should be noted on these sheets.</p>	<p>The following tasks are successfully completed.</p> <p>The learner identifies different cultural values of other team or group members.</p> <p>The learner contributes ideas, information and opinions that are relevant.</p> <p>The learner asks questions of other group members to obtain information or to clarify points.</p> <p>The learner clarifies and explains her/his own viewpoint whilst showing respect to other group members by not consistently interrupting or monopolising the discussion.</p> <p>Consensus is obtained from all other team members to reconcile differing inputs or viewpoints caused by differences of opinion, culture and between genders.</p> <p>The completed Observation Checklist indicates the learner met the performance standards required.</p>