

# Contributing in groups/teams

## Trainee assessment portfolio

9681 V4 Level 3 Credit 3

Contribute within a group/team which has an objective(s).

Name

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NZQA number

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## Important information for trainees

People assessed as competent in this unit standard are able to:

- Contribute within a group/team working towards achievement of an objective(s).
- Contribute to group/team function.

## Special 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 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.
- 4 In this unit standard contribute means to be active, interact with others, make a personal/individual effort in a group/team working towards achievement of objective(s), and involves some self direction and initiative.
- 5 In this unit standard, function means activities of the group/team, how it operates.

## References

- Careerforce workbook— 9681v4 Contributing in groups/teams.
- Organisation's policies and procedures.

## This trainee assessment portfolio contains

- Important information.
- Assessment tasks.
- Workplace verification.
- Feedback form.
- Assessment record sheet.

## Instructions

- From approximately mid 2008 you will have the option of completing the assessment tasks online at [www.careerforce.org.nz/assessment](http://www.careerforce.org.nz/assessment).
- Attach all written material to this trainee assessment portfolio.
- In some work situations it may not be possible to carry out the practical application(s) required for observations. If that is the case, you are required to produce a written/oral response in task one.
- Read through the checklists for the workplace verification tasks; if you can confidently tick all the boxes then you are ready to be assessed.
- Your performance of the activities needs to be completed in a professional manner which shows the assessor/verifier that you have a full understanding of all that is involved. The assessor/verifier may require you to perform the tasks on more than one occasion to ensure that you have demonstrated sufficiency of performance.
- Please give this trainee assessment portfolio to your assessor so feedback and comments can be provided.
- On completion the results will be processed and sent to Careerforce for registering on the National Qualifications Framework.
- Should you require assistance with any aspect of the assessment, please discuss this with your assessor.

## Additional Notes

For the purposes of this assessment the following team structures may be used:

- Consumer, family member(s), and support worker(s).
- A team leader and associated support worker(s).
- A team leader, associated support worker(s), consumer.
- A multidisciplinary team, support worker(s), and consumer.
- Any other team structure approved by the assessor.

Objective(s) in this assessment means that there must be at least one objective to be achieved by the team.

Activity	Description	Unit Standard
Assessment tasks Task one (Blue)	Contributing within a group/team working towards achievement of an objective(s).	Element 1 Element 2
Workplace verification Task two (Grey)	Participant feedback.	Element 1 Element 2

# Assessment tasks

Task one—Contributing within a group/team working towards achievement of an objective(s).

You are required to complete the two tables below. Please make sure that you tick only **one** box for each question as there is only **one** valid response.

## Instructions

To achieve the outcomes from this assessment you are required to participate in at least **two** meetings where team objectives are established.

The meetings do not have to be formal meetings which involve a detailed agenda, but do need to be setting an objective or objectives which the team is trying to achieve.

During the course of the meetings you will need to:

- 1 Identify the objective or objectives to be achieved.
- 2 Identify what your role is within the group/team.
- 3 Identify two ideas that you were able to contribute.
- 4 Identify two pieces of information you contributed.
- 5 Identify two opinions you expressed.

You are encouraged to include copies of any minutes, or memorandum created during the meetings as evidence of your participation and contribution. Confidential information should be blacked out prior to submission. If it is not possible to include such supporting documents your assessor will need to sight them and record that fact in this assessment document.

On completion of the meetings and the activity required to achieve the objective or objectives, you are required to have one person, who participated in the team meeting and activity to complete a feedback form which will cover:

- 1 Questions you asked to clarify and obtain further information.
- 2 How you showed respect for the contributions of others by not interrupting or monopolising the discussions.
- 3 That you used language that was appropriate for the situation, subject matter, and target audience.
- 4 That the feedback you gave was constructive.
- 5 That you had commitment to the team effort by completing your tasks and attending all meetings.
- 6 That you completed delegated tasks to achieve the established goals and met the requirements and expectations of your role.
- 7 That your behaviour during the process complied with the agreed team ground rules.

## Brief overview of the meetings.

In the space below please provide a brief description of the reason for the meeting including who was involved.

This is not assessable information. It will provide your assessor with the context within which you have contributed in a group/team to achieve an objective or objectives.

### Meeting one

Description:

Participants:

### Meeting two

Description:

Participants:

## 1 Identifying the objective(s) to be achieved. (1.1)

Detail the objective or objectives that were established in each of the meetings you attended.

<b>Meeting one</b> Objective or objective(s):	<b>Meeting two</b> Objective or objective(s):
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## 2 Identifying your role in the process required to achieve the objective(s). (1.1)

Detail the role you are required to fill as decided in each of the meetings you attended.

It is acceptable that the role you are required to perform is the same for both situations. This could be because your role is based on your specialist knowledge.

<b>Meeting one</b> Role:	<b>Meeting two</b> Role:
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## 3 Identifying examples of contributions made in the meetings. (1.2)

The expectation is that you make contributions in the meetings which involve: ideas, information, and opinions.

It may not be possible to achieve all of the contributions in each meeting. It is acceptable that you achieved the requirements, therefore, in one or both meetings.


You need to make **two** contributions in each category.

Ideas	1
	2
Information	1
	2
Opinions	1
	2

Trainee performance (completed by your assessor)			
Task one	Date	<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment	Date	<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Comments			

I confirm the requirements have been met to achieve competency for  
 Task one—Contributing within a group/team working towards achievement of an objective(s).

Assessor's name	Assessor number
Signature	Date

 The workplace verification which follows requires you to have two checklists completed for each of the meetings you have participated in and then contributed to the achievement of the established objectives. It is possible that you may arrange to have the assessor observe your participation in the process.

# Workplace verification

## Task two—Participant feedback.

### Instructions

The trainee has participated in two meetings where an objective(s) has/have been established and carried out. For each of the meetings you will need to ask a person who attended that meeting or your assessor to complete the following checklist.

As a person who was either a participant or an observer during the process you are asked to complete one of the following checklists for the situation you were involved in which will verify a number of different aspects of the trainee's participation.

Please tick Yes or No for the following. Where you have had to make a No response please add a brief comment explaining why this is the case.

Please make an overall comment which summarises your analysis of the involvement of the trainee in the group/team contribution.

Complete the verification tasks on the following pages.

Trainee name:
Nature of team objectives from meeting 1:

Question	Yes	No
The trainee asked questions to clarify and obtain information from other team members (1.3).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee showed respect for the contribution of others by not interrupting (verbally or non-verbally) (2.1).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee showed respect for the contribution of others by not monopolising the conversation (verbally or non-verbally) (2.1).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee used language that was appropriate for the situation, the subject matter, and the people involved (2.2).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		

Question	Yes	No
The trainee carried out the delegated tasks relevant to the achievement of objectives in a manner which met team requirements and expectations (2.3).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee demonstrated commitment to the group/team efforts by completing tasks and attending all meetings (2.4).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee's behaviour complied with the agreed team ground rules (2.5).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee offered constructive feedback to team members making contributions to achieve the objective or objectives (2.6).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		

I verify that the tasks above were completed by the candidate:

Overall comment:

Verifier's name:	Verifier's position:
Signature:	Date of observation:

Trainee name:

Nature of team objectives from meeting 2:

Question	Yes	No
The trainee asked questions to clarify and obtain information from other team members (1.3)	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee showed respect for the contribution of others by not interrupting (verbally or non-verbally) (2.1).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee showed respect for the contribution of others by not monopolising the conversation (verbally or non-verbally) (2.1).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee used language that was appropriate for the situation, the subject matter, and the people involved (2.2).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee carried out the delegated tasks relevant to the achievement of objectives in a manner which met team requirements and expectations (2.3).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee demonstrated commitment to the group team efforts by completing tasks and attending all meetings (2.4).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		

Question	Yes	No
The trainee's behaviour complied with the agreed team ground rules (2.5).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
The trainee offered constructive feedback to team members making contributions to achieve the objective or objectives (2.6).	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		

I verify that the tasks above were completed by the candidate:

Overall comment:

Verifier's name:	Verifier's position:
Signature:	Date of observation:

Trainee performance (completed by your assessor)			
Task two	Date	<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment	Date	<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Comments			

Trainee demonstrated competent and consistent performance and the demonstrations were based upon ongoing observation of the trainee during the performance of normal duties.

Assessor's name	Assessor number
Signature	Date





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