

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Working with Others in a Workplace

Unit Reference Number: F/615/6973

Level: Entry Level Three (3)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the value of working with others in the workplace	1.1 Identify the value of working with others a) An individual employee b) For an organisation
	1.2 From a job specification identify which duties require working with others
2. Know about skills needed to work effectively with others	2.1 Identify a minimum of three skills needed when working with others
	2.2 Give an example of use of team working skills used in either professional or personal life
	2.3 Identify skills to improve/develop in order to be a more effective team member
3. Demonstrate working as part of a team in a workplace setting	3.1 Work as part of a team on a piece of work/project
	3.2 Contribute to a team discussion
	3.3 Obtain feedback from team members about performance
	3.4 Comment on went well and what could be improved