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| **Working With Others** |
| **Level 2** |
| Candidate Name: |
| Candidate Number: |
| Course: |
| Assessor: |



Written to meet City and Guilds Wider Key skills standards

**Working With Others level 2 standard**

The key skills are the skills which are most commonly needed to succeed in a range of activities – at work, in education and training and in everyday life. In developing the key skill of Working With Others, you will learn to use and adapt your skills confidently and effectively in a range of settings and contexts.

**Progression**

The key skills qualifications are designed to enable you to progress at your own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise your current capabilities, they also require you to identify how you can further improve your skills to meet new demands at higher levels**.**

**Part B**

**You must:**

This section builds on Part A and describes the application of skills. It describes the skills you must show. All of your work for this section will be assessed. You must have evidence that you can do all the things listed in the bullet points.

**Part A**

**You need to know how to:**

This section tells you about the techniques and knowledge associated with each key skill. It tells you what you need to learn and practise to feel confident about applying these skills in your studies, work or other aspects of your life.

**To achieve Working With Others at level 2, you must be able to apply your skills to suit different purposes. You will show that you can:**

* Identify what you need to achieve together
* Organise and carry out tasks to meet your responsibilities
* Identify your role in helping to achieve things together.

**Part A – you need to know how to:**

**Plan work with others**

* Make sure you understand what makes groups or teams effective
* Identify what you need to achieve together (from the objectives suggested by your supervisor, tutor, yourself or others)
* Contribute and use relevant information to identify tasks, resources (materials, equipment and/or tools) and timescales
* Suggest ways you could help and find out what others would like to do
* Identify individual responsibilities:
	+ Who will be responsible for organising and carrying out each task
	+ The ground rules for working together (ways of behaving that show respect for each other’s rights, feelings, ideas and contributions, what you and others should and should not do)
* Confirm the arrangements for working together:
	+ Who you will be working with, where and when
	+ Health and safety procedures
	+ The appropriate people to go to for advice and support when needed.

**Work co-operatively towards achieving the identified objectives**

* Organise and carry out tasks so you can meet your responsibilities:
	+ Get and make the best use of resources
	+ Pace your work to meet deadlines
	+ Work safely to avoid accidents, health risks, offending others or disrupting their work
	+ Use correct techniques and approaches to help you produce the quality of work required
* Support co-operative ways of working:
	+ Anticipate the needs of others for information and support
	+ Avoid actions that offend or discriminate against others
	+ Act assertively, when needed, to protect your own rights
	+ Show willingness to sort out disagreements or other problems
* Check progress towards the objectives, seeking advice from an appropriate person to help resolve any conflicts or other problems.

**Review your contributions and agree ways to improve work with others**

* Contribute information and listen to others on what went well and less well, including tasks and working relationships
* Identify and describe your role in helping to achieve things together
* Agree ways of improving your work with others, including interpersonal skills.

**Part B – you must:**

Provide at least **two** examples of meeting the standard for WO2.1, WO2.2 and WO2.3. **One example** must show you can work in **a group or team situation**.

**Evidence must show you can:**

**WO2.1 - Plan work with others.**

**2.1.1** Identify what you need to achieve together

**2.1.2** Share relevant information to identify what needs to be done and individual responsibilities

**2.1.3** Confirm the arrangements for working together.

**WO2.2 - Work co-operatively towards achieving the identified objectives.**

**2.2.1** Organise and carry out tasks safely using appropriate methods, to meet your responsibilities

**2.2.2** Support co-operative ways of working to help achieve the objectives for working together

**2.2.3** Check progress, seeking advice from an appropriate person when needed.

**WO2.3 - Review your contributions and agree ways to improve work with others.**

**2.3.1** Share relevant information on what went well and less well in working with others

**2.3.2** Identify **your** role in helping to achieve things together

**2.3.3** Agree ways of improving your work with others.

**Assessor declaration:**

I declare that the details above are correct, that the evidence submitted is the candidate’s own work and that the candidate meets all of the requirements for this key skill.

Assessor’s name:……………………………………………..

Assessor’s signature:………………………………………. Date:…………………………………………..

Candidate’s name:……………………………………………

Candidate’s signature:……………………………………… Date:…………………………………………..

Internal Verifier’s name:……………………………………

Internal Verifier’s signature:…………………………… : Date:……………………………………………

**Note Part A coverage must also be confirmed (using Part A questions as necessary) before a qualification certificate can be claimed.**

**WORKING WITH OTHERS – LEVEL2**

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| **Candidate** |  |

**Provide at least two examples of meeting the standard for WO2.1, WO2.2 and WO2.3. One example must show you can work in a group or team situation.**

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| **COMPONENT** | **Group or Team****Reference (s)** | **Other Example****Reference(s)** |
| **WO 2.: Plan work with others** |  |  |
| **WO 2.1.1 : Identify what you need to achieve together** |  |  |
| **WO 2.1.2: Share relevant information to identify what needs to be done and individual responsibilities** |  |  |
| **WO 2.1.3: Confirm the arrangements for working together** |  |  |
| **WO 2.2: Work co-operatively towards achieving the****Identified objectives.** |  |  |
| **WO 2.2.1: Organise and carry out tasks safely using appropriate methods, to meet your responsibilities** |  |  |
| **WO 2.2.2: Support co-operative ways of working to help achieve the objectives for working together** |  |  |
| **WO 2.2.3: Check progress, seeking advice from an appropriate person when needed** |  |  |
| **WO 2.3: Review your contributions and agree ways****to improve work with others** |  |  |
| **WO 2.3.1: Share relevant information on what went well and less well in working with others** |  |  |
| **WO 2.3.2: Identify your role in helping to achieve things together** |  |  |
| **WO 2.3.3: Agree ways of improving your work with others** |  |  |

**Working With Others Part A Questions – Level 2**

Your assessor/tutor will advise which of the following you need to answer (normally all three). You will need to answer these as fully as possible giving examples:

**Section 1**

1. What have you learnt about planning work with others?

**Section 2**

2. What have you learnt about working cooperatively towards achieving objectives you have identified?

**Section 3**

3. What have you learnt about reviewing your contributions and agreeing ways of improving your work with others?

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| --- | --- | --- | --- |
| ASSESSOR |  | CANDIDATE |  |
| DATE |  | DATE |  |

**Example 1 – Working in a Group / Team**

WWO2.1

1. What is the aim that your team/group want to achieve? (2.1.1)
2. Overall aim of working together? You will need to give an explanation of the reason you chose this aim.
3. To help you achieve your overall aim you will need to break this down into smaller objectives. What are the objectives you need to meet?
4. Give some information about each member of your team including yourself.(2.1.2)
5. Being able to share information within your group/team will help you to achieve your objectives. (2.1.2)
6. How and when did you share information with other members of your group?
7. What information did you share? Give a brief explanation.
8. Complete the following action plan: (2.1.2)

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| **Action Plan – Group / Team** | **Example 1** |  |
| What we need to do? | Who will do this and why? | Completion date |
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1. How was it decided who was doing what? (2.1.2)
2. What arrangements have been made to work together to get the job done? When will you be working and when? (2.1.3)
3. You may need some help and advice when working in your group/team, who could help you and why would these people be useful? (2.1.3)

WWO2.2

1. Fill in the activity log to help you to keep track of your progress. Refer to action plan (2.2.1.)

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| Action Point | Completed on time? | What changes were made? | Why were changes made? |
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1. You will have used a variety of resources and different materials and equipment whilst trying to achieve you goal. (2.2.1)
2. What equipment / materials did you use?
3. How did you use these?
4. Where did you get these materials from?
5. How have you made sure that as a group you worked safely at all times? (2.2.1)
6. An effective group/team will continue to help and support each other throughout a task. Give examples of how your team has done this and also how you specifically helped other members of the group/team. (2.2.2)
7. To make sure you were on track, when did your group/team check their progress? Explain why those times were chosen to check progress. (2.2.3)

WWO2.3

1. What went well in working with others on this task? (2.3.1)
2. What difficulties were there in working with others on this job? (2.3.1)
3. What did you personally do to help achieve things together? (2.3.2)
4. What feedback did you get from the other people involved on how effectively you worked with others? (2.3.2)
5. What ways of improving your work with others did you agree with the other people involved? Give a detailed explanation. (2.3.3)

**Include any evidence you have collected along the way of you achieving your targets in the evidence section**

**Example 2 – Working with two or more people**

WWO2.1

1. What is the aim that your team/group want to achieve? (2.1.1)
2. Overall aim of working together? You will need to give an explanation of the reason you chose this aim.
3. To help you achieve your overall aim you will need to break this down into smaller objectives. What are the objectives you need to meet?
4. Give some information about each member of your team including yourself.(2.1.2)
5. Being able to share information within your group/team will help you to achieve your objectives. (2.1.2)
6. How and when did you share information with other members of your group?
7. What information did you share? Give a brief explanation.
8. Complete the following action plan: (2.1.2)

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| **Action Plan**  | **Example 2** |  |
| What we need to do? | Who will do this and why? | Completion date |
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1. How was it decided who was doing what? (2.1.2)
2. What arrangements have been made to work together to get the job done? When will you be working and when? (2.1.3)
3. You may need some help and advice when working in your group/team, who could help you and why would these people be useful? (2.1.3)

WWO2.2

1. Fill in the activity log to help you to keep track of your progress. Refer to action plan (2.2.1.)

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| Action Point | Completed on time? | What changes were made? | Why were changes made? |
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1. You will have used a variety of resources and different materials and equipment whilst trying to achieve you goal. (2.2.1)
2. What equipment / materials did you use?
3. How did you use these?
4. Where did you get these materials from?
5. How have you made sure that as a group you worked safely at all times? (2.2.1)
6. An effective group/team will continue to help and support each other throughout a task. Give examples of how your team has done this and also how you specifically helped other members of the group/team. (2.2.2)
7. To make sure you were on track, when did your group/team check their progress? Explain why those times were chosen to check progress. (2.2.3)

WWO2.3

1. What went well in working with others on this task? (2.3.1)
2. What difficulties were there in working with others on this job? (2.3.1)
3. What did you personally do to help achieve things together? (2.3.2)
4. What feedback did you get from the other people involved on how effectively you worked with others? (2.3.2)
5. What ways of improving your work with others did you agree with the other people involved? Give a detailed explanation. (2.3.3)

**Include any evidence you have collected along the way of you achieving your targets in the evidence section**

**Evidence**

**Section**