

Example portfolio

Working with others

school.
How did YOU help?
I asked people

ways to...
sure they were c...
Assessor (signature):
supervisor, course leader
Name: A. Candidate

Photographic
Level 1

the candidate...
work safely?
Check progress with you or others?
Ask for help when they needed it?
Offer support to you?
Did the candidate do...
to achieve the...

Comments / Example
He worked safely on the...
we've been taught.
We met every week to c...
were up to. A. Candidate
he had done and we der...
do next.
He asked me for help...
I didn't decide wh...



...t people in the...
y to read.
Who did you ask for help an for?
Ms. B. Assistant helped us wi...
the computer, and Mr. A. As...
us decide what the poster :
how di...

Yes / No
Yes / No
Yes / No

How did you mix
correctly)
Followed the ru...



Help did not arrive.
He learnt that org...
work, but not qui...
of th...

Yes / No
Yes / No
Yes / No

Examples...
made sure we had t...
needed to clean u...

Preparing for the Sale
Kenny did the decorations fo...
Candidate Name: A. Candid...
Date: 4 / 3 / 03

both...
each ot...
Date: 4 / 6 / 03
Job / Role of Witness: Lex...
(e.g. tutor, employer, sup...

Others
PLAN -> DO -> REVIEW
What did you do?
Did you follow the rules?
Did you help the staff?
Did you work safely?
Did you work with others?
Did you work with the staff?
Did you work with the staff?
Did you work with the staff?

Did the candidi
Work safely?

PLAN -> DO -> REVIEW
Who? 1. Confirm what to do
ask? (e.g. who objectives you have been given)
for our school play at the end of term
1. Why?
Who will do it?

I confirm that the candidate has:
• reported any difficulties and taken app...
• identified what has gone well and sug...
Witness/assessor (signature): A. N. Asses...
(e.g. tutor, supervisor, course leader)
Candidate Name: A. Candidate

Working Arrangements
Start Time / Date: 29/1/03
Finish Time / Date: 14/2/03
How long will the task take? 2 weeks
I confirm that the candidate has been observed...
• observed they understood the objective...
• identified what resources they could use...
• suggested ways they could help...
• made sure they were clear about...
Witness/assessor (signature): ...
(e.g. tutor, supervisor, course leader)

First published in 2004

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Printed in Great Britain.

The Qualifications and Curriculum Authority is an exempt charity under Schedule 2 of the Charities Act 1993.

Qualifications and Curriculum Authority
83 Piccadilly
London W1J 8QA

www.qca.org.uk

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Foreword

Key skills are for everyone, from learners in the workplace, colleges and schools to chief executives in large companies. They are the skills most commonly needed for success in education, training, work and life in general.

The six key skills are:

- application of number
- communication
- improving own learning and performance
- information and communication technology
- problem solving
- working with others.

In developing key skills, people improve the quality of their learning as well as their performance in the world of work.

When QCA completed its review of the key skills qualifications and units, it was clear that there was a need for examples of key skills portfolios. We produced example portfolios in application of number, communication and information technology earlier in 2004. We have now produced example portfolios for improving own learning and performance, problem solving and working with others at levels 1 to 3.

The example portfolios provide practical guidance on organising and referencing portfolio evidence, and on the kind and amount of evidence required. They are intended, along with the 2004 key skills standards and guidance, to help assessors interpret the key skills. They are based on the *2004 key skills standards and guidance* and show real work from real candidates. Their production is supported by the key skills awarding bodies.



Ken Boston AO
Chief Executive, QCA

Overview

The key skills awarding bodies and the regulatory authorities (QCA, ACCAC and CCEA) have produced this example portfolio as a result of a collaborative project. The purpose of the project was to produce a set of portfolios that would give practitioners a clear understanding of the requirements for key skills portfolios.

Portfolios for each of the key skills of application of number, communication and information technology were published earlier in 2004. There are now portfolios for each of the other key skills:

- improving own learning and performance, levels 1 to 3
- problem solving, levels 1 to 3
- working with others, levels 1 to 3.

The project group selected a range of learning and vocational contexts to show the application of skills across these nine portfolios. While a specific context may not be directly relevant to all sectors, the principles of approach, recording and assessment apply, and should prove useful to all.

Key skills chief moderators and external verifiers for the awarding bodies have met and scrutinised the portfolios. They agree that the portfolios meet the specifications for the key skills qualifications. QCA chaired and facilitated the meetings.

These portfolios went through an internal assessment by a centre and then an external verification/moderation process by the centre's awarding body. Each of them met the standard and received a pass. They should be viewed as such, not as perfect examples of work.

You will see that improvements could be made to the portfolios. For example, evidence could be more effectively or logically presented. However, room for improvement is to be expected: candidates develop skills over time, reflecting and progressing as they do so. Key skills are free-standing qualifications open to everyone at any age. This means that portfolios of evidence are created in a range of academic, occupational and vocational contexts.

Also included in the portfolios are:

- record sheets that make the feedback and assessment decisions clear
- commentaries that outline some of the issues and describe the context in which the candidates gathered the evidence.

Some of these portfolios have been created from more than one portfolio. Some have been reworked to avoid 'benefit of the doubt' situations. The record sheets have been rewritten to make decisions clearer to the reader. During the copying process, some loss of clarity may have occurred, especially in images that were originally in colour.

These example portfolios should be read with reference to the *2004 key skills standards and guidance*, which provides advice and guidance on the assessment of key skills. It should also be noted that, while a portfolio may meet the standard for a specific key skill, it might not reflect the equivalent standard in another key skill.

QCA and the key skills chief moderators and external verifiers would like to acknowledge the valuable contribution of centres and students in the production of these materials.

Commentary

The candidate produced the evidence as part of Young Enterprise Team Programme and other enrichment activities at school.

The candidate has produced evidence of:

- a one-to-one activity, involving designing and making a poster to advertise a school play
- a group activity to organise and run a stall at a Valentine's Day sale.

The evidence for the process of Working with Others comes largely from action plans, logs and reviews completed by the candidate and confirmed as authentic and meeting the standard by the assessor. In addition there are witness statements completed by a learning support assistant or by students with whom the candidate worked (peer statements).

In the group activity, further additional evidence includes a timetable for staffing of stall and photographs of the candidate at the sale. This confirms the outcomes referred to in the recording documents.

The portfolio is well organised and referenced. It meets the standard required at level 1 through small-scale, well managed activities, with support from his teacher (assessor) and support staff.

WO1.1

The candidate confirmed he understood the objectives by producing a plan for what needed to be done. His Learning Support Assistant confirmed this in the witness testimony.

WO1.2

The candidate's work with others is documented within the plan-do-review pages and also the peer witness testimony.

WO1.3

The candidate identified what they had done to achieve the task and ways in which they had worked well with others. This was confirmed by other members of their group.

WORKING WITH OTHERS LEVEL 1 ASSESSMENT CHECKLIST

Provide at least two examples

<p>You must: WO1.1 Confirm you understand the given objectives, and plan for working together.</p>	<p>WO1.2 Work with others towards achieving the given objectives.</p>	<p>WO1.3 Identify ways you helped to achieve things and how to improve your work with others.</p>
<p>Your evidence must show you can: 1.1.1 Check that you clearly understand what you have to achieve together</p> <p>1.1.2 identify what needs to be done and your individual responsibilities</p> <p>1.1.3 make sure you understand the arrangements for working together.</p>	<p>1.2.1 Carry out tasks to meet your responsibilities</p> <p>1.2.2 work safely, following the working methods you have been given</p> <p>1.2.3 check progress, asking for help and offering support to others, when appropriate.</p>	<p>1.3.1 Identify what went well and less well in working with others</p> <p>1.3.2 identify how you helped to achieve things together</p> <p>1.3.3 suggest ways of improving your work with others for next time.</p>

LOCATION OF EVIDENCE

Page	List items of evidence and where they are located in the portfolio	WO1.1			WO1.2			WO1.3		
		1	2	3	1	2	3	1	2	3
2-4	Assessment records – task 1	x	x	x	x	x	x	x	x	x
5	Plan for making poster	x	x	x						
6	Witness testimony	x	x	x						
7	Peer testimony				x	x	x			
8	Do				x	x	x			
9	Review							x	x	x
10-12	Assessment records – task 2	x	x	x	x	x	x	x	x	x
13	Plan for organising Valentine's Day sale	x	x	x						
14	Timetable for stall	x	x	x				x	x	
15	Witness testimony	x	x	x						
16	Peer testimony				x	x	x			
17	Do				x	x	x			
18	Review							x	x	x
19	Photographic evidence				x					

Assessor Declaration: I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all the requirements for certification of this key skill.

Assessor Name: AN ASSESSOR

Candidate Name: A Candidate

Assessor Signature: A.N. Assessor

Candidate Signature: A Candidate

Date: 24/6/03

Date: 24.06.03

Level 1

You must:

WO1.1 Confirm you understand the given objectives, and plan for working together.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together.

**WORKING WITH OTHERS LEVEL 1
ASSESSMENT RECORD**

WO1.1 Confirm you understand the given objectives, and plan for working together.

Subject and purpose: Task 1: To produce a poster for the school play.	Supplementary evidence (if included): Witness testimony.
--	--

Did the candidate... Check that they clearly understood what they had to achieve with others?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>A. Candidate understood his task and what he had to complete in the time available.</i>
Did the candidate... Identify what needed to be done and their individual responsibilities?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He had to ask others what the poster needed to say and what pictures to use.</i>
Did the candidate... Make sure they understood the arrangements for working with others?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He was clear about meeting Lena regularly to check what had been done.</i>

Assessor Name: <u>AN ASSESSOR</u>	Candidate Name: <u>A. Candidate</u>
Assessor Signature: <u>AN ASSESSOR</u>	Candidate Signature: <u>A. Candidate</u>
Date: <u>21/5/03</u>	Date: <u>21-05-03</u>

Level 1

You must:

WO1.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

- 1.2.1 Carry out tasks to meet your responsibilities; and
- 1.2.2 work safely, following the working methods you have been given; and
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

**WORKING WITH OTHERS LEVEL 1
ASSESSMENT RECORD**

WO1.2 Work with others towards achieving the given objectives.

Subject and purpose: Task 1: To produce a poster for the school play.	Supplementary evidence (if included): Witness testimony.
--	--

Did the candidate... Carry out tasks to meet their responsibilities?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He asked others what we wanted the poster to say and chose the template.</i>
Did the candidate... Work safely, following the working methods they had been given?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>A. Candidate followed the school guidance on using computers.</i>
Did the candidate... Check progress, asking for help and offering support to others, when appropriate?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He asked Lena for help with the content of the poster and he helped her with the layout.</i>

Assessor Name: <u>AN Assessor</u>	Candidate Name: <u>A-Candidate</u>
Assessor Signature: <u>AN Assessor</u>	Candidate Signature: <u>A-Candidate</u>
Date: <u>18/6/03</u>	Date: <u>18.06.03</u>

Level 1

You must:

WO1.3 Identify ways you helped to achieve things and how to improve your work with others.

Your evidence must show you can:

- 1.3.1 Identify what went well and less well in working with others; and
- 1.3.2 identify how you helped to achieve things together; and
- 1.3.3 suggest ways of improving your work with others for next time.

**WORKING WITH OTHERS LEVEL 1
ASSESSMENT RECORD**

WO1.3 Identify ways you helped to achieve things and how to improve your work with others.

Subject and purpose: Task 1: To produce a poster for the school play.	Supplementary evidence (if included):
--	--

Did the candidate...	(tick)	Comments and examples
Identify what went well and less well in working with others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>A. Candidate identified how he worked with Lena and named examples of what went well and less well.</i>
Identify how they helped to achieve things with others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>He identified how he helped by asking people and getting the pictures.</i>
Suggest ways of improving their work with others for next time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>A. Candidate noted what he could do next time to improve his work with others, including not trying to do everything at once.</i>

Assessor Name: <u>AN Assessor</u>	Candidate Name: <u>A. Candidate</u>
Assessor Signature: <u>AN Assessor</u>	Candidate Signature: <u>A. Candidate</u>
Date: <u>20/6/03</u>	Date: <u>20-06-03</u>

Level 1

You must:

W01.1 Confirm you understand the given objectives, and plan for working together.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together.

Level 1

Working with Others

(One-to-one)

PLAN

W01.1 Confirm you understand the given objectives, and plan for working together

What is your shared task? *(the purpose of working together)*

To produce a poster for our school play at the end of term.

Who will you be working with?

Edina

What needs to be done?	Who will do it?	What materials, equipment, tools, and help from others will be needed?
Ask teacher, Mr A Assistant and some other people what they think should be on the poster.	Edna will ask teacher and Mr A Assistant. I will ask some others in the play by next week.	We have decided on some questions to ask them and have written them down.
Decide what writing needs to go on the poster and what pictures and how to use the computer to make the poster.	Me and Edna will meet next week to decide. I will ask Ms B Assistant to come.	Paper, computer and ink and or Publisher. Ms B Assistant will need to help us decide which way to do it.
Plan out the poster together and decide what it will look like, then we will work on the computer to make the poster.	Me and Edna will do the planning in 2 weeks time to be ready for the play at the end of term.	Edna and Mr A Assistant and the rough plans of our poster.

Working Arrangements

Start Time / Date: 21-05-03

Finish Time / Date: 18-06-03

How long will the task take? 4 weeks

Where will you be working?

School bungalow

Who will you ask for help if things go wrong?

Mr A Assistant

"I confirm that the candidate has been observed carrying out discussions on the above and has:

- checked they understood the objectives
- identified what needed to be done
- suggested ways they could help
- made sure they were clear about their own responsibilities and working arrangements."

Witness/assessor (signature): *AN Assistant* **Date:** 21/5/03
(e.g. tutor, supervisor, course leader)

Candidate Name: A-Candidate

Level 1

You must:

W01.1 Confirm you understand the given objectives, and plan for working together.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together.

Level 1
Working with Others

WITNESS TESTIMONY

W01.1 Confirm you understand the given objectives, and plan for working together

What was the shared task?

To design and produce the poster for the end of term school play

Did the candidate...	Yes / No	Comments / Examples...
Check that they understood the objectives?	Yes / No	A. Candidate understood that the poster had to be completed in time to advertise the school play. He knew that he had to work with Lena to design the poster and produce it using IT.
Identify tasks, resources and deadlines to achieve these objectives?	Yes / No	He knew the deadline was the end of June, ready for July and that the IT resources were needed, including access to Publisher, which is only on a few machines in school.
Identify their own responsibilities for tasks to be done, and for Health and Safety?	Yes / No	A. Candidate was responsible for asking others in the play what they wanted on the poster and what the design should look like. He was made aware of the school health and safety rules for using computers.
Show their understanding of the ground rules for working together and respect for others?	Yes / No	He and Lena discussed how they were going to carry out the project. They agreed on their own jobs and when to meet to see what to do next. They were both polite to each other and listened to each other.

Candidate Name: *A Candidate*

Date: *04.06.03*

Witnessed by: *Mr A. Ashworth*

Job / Role of Witness: *Learning Support Assistant*
(e.g. tutor, employer, supervisor, course leader)

Level 1

You must:

W01.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

- 1.2.1 Carry out tasks to meet your responsibilities; and
- 1.2.2 work safely, following the working methods you have been given; and
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

Working with Others

PEER (WITNESS) TESTIMONY
W01.2 Work with others towards achieving the given objectives

What was the shared task?

To produce a poster for the school play

Did the candidate...	Yes / No	Comments / Examples...
Work safely?	Yes / No	He worked safely on the computer like we've been taught.
Check progress with you or others?	Yes / No	We met every week to check where we were up to. A. Candidate told me what he had done and we decided what to do next.
Ask for help when they needed it?	Yes / No	He asked me for help because he couldn't decide what to put in the poster from what the others said. I helped him decide which pictures to put in.
Offer support to you or others? (e.g. information, help with a task or problem)	Yes / No	He helped me decide which template to use in Publisher and when we decided how to lay out the poster with writing and pictures.
Make a contribution that helped achieve the task?		He found out what other people wanted and where to put the posters. He put the picture into the poster.

Candidate Name: *A. Candidate*

Date: *18-06-03*

Witnessed by: *Lorna*

Role of Witness in group task: *Partner*

Level 1

You must:

W01.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

- 1.2.1 Carry out tasks to meet your responsibilities; and
- 1.2.2 work safely, following the working methods you have been given; and
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

Level 1
Working with Others

(One-to-one)

DO

W01.2 Work with others towards achieving the given objectives

What tasks did YOU do? (e.g. to meet YOUR responsibilities)
I asked 6 people in the play what they wanted in the poster, and I asked them what pictures they wanted and what they thought about colour and where we should put the posters up.
I worked with Lena to plan out the poster, I said people wanted bright colours and pictures. I asked Mrs B. Assistant to come to our meeting and she did.
I did the pictures for the poster.

Who were you working with?
I worked with Lena.

How did you make sure you were working to the right standard? (e.g. followed instructions for using equipment, checked quality of work)
The poster had to say all the right things about the play and it had to look good. It had to say what people were in the play and Mr A. Assistant and our teacher said it had to be easy to read.

Who did you ask for help and what was it for?
Mrs B. Assistant helped us with the work on the computer, and Mr A. Assistant helped us decide what the poster should look like.

What help did you offer others?
I helped Lena with the template in Publisher and I helped her decide where to put the writing.

When and how did you check progress?
We checked with Mr A. Assistant each week and our teacher looked at the rough plans for the poster.

"I confirm that the candidate has carried out the tasks to meet their responsibilities and has:

- worked safely
- followed the working methods given
- asked for help and offered support."

Witness/assessor (signature): AN Assessor

Date: 17/6/03
(e.g. tutor, supervisor, course leader)

Candidate Name: A. Candidate

Level 1

You must:

W01.3 Identify ways you helped to achieve things and how to improve your work with others.

Your evidence must show you can:

- 1.3.1 Identify what went well and less well in working with others; and
- 1.3.2 identify how you helped to achieve things together; and
- 1.3.3 suggest ways of improving your work with others for next time.

Working with Others

Level 1

(One-to-one)

REVIEW

W01.3 Identify ways you helped to achieve things and how to improve your work with others

What was the shared task?

We had to make the poster to advertise the school play and put up posters around the school.

How did YOU help to achieve things together?

I asked people what they wanted, and got the pictures for the poster.

What do you think has gone well in working with someone else? (e.g. ways you have carried out tasks successfully, ways you helped each other)

Alena and I worked together well.

We talked about what the poster should look like and listened to each other.

We tried to listen to what other people wanted as well.

We both used the computer and put our work together with help from Mrs B. Assistant.

We were pleased with the poster and the teacher and Mr A. Assistant liked it.

What went less well, in working with someone else?

We had to take account of what a lot of people wanted and sometimes we found it hard to decide on things. I should have said more about what people in the play wanted.

How do you think you could have improved your work with others? (e.g. listened to others, plan your time better)

Try to say more when we were discussing the plans for the poster. Not try to do everything at once and to do things step by step.

"I confirm that the candidate has been observed carrying out discussions on the above and has:

- reported any difficulties and taken appropriate action
- identified what has gone well and suggested improvements in working with others."

Witness/assessor (signature):
(e.g. tutor, supervisor, course leader)

AN Assessor

Date: 18/6/03

Candidate Name: A. Candidate

Level 1

You must:

WO1.1 Confirm you understand the given objectives, and plan for working together.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together.

**WORKING WITH OTHERS LEVEL 1
ASSESSMENT RECORD**

WO1.1 Confirm you understand the given objectives, and plan for working together.

Subject and purpose: Task 2: Organise a Valentine's Day sale by making the rota and planning the day.	Supplementary evidence (if included): Timetable and witness testimony.
--	--

Did the candidate... Check that they clearly understood what they had to achieve with others?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>A. Candidate knew that he had to organise the stall on the day of the sale and have the goods ready to sell.</i>
Did the candidate... Identify what needed to be done and their individual responsibilities?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He offered to organise the team rota and to make sure the money was looked after.</i>
Did the candidate... Make sure they understood the arrangements for working with others?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He knew the arrangements for regular meetings and that the team needed to work together for the rota to work.</i>

Assessor Name: <u>AN Assessor</u>	Candidate Name: <u>A. Candidate</u>
Assessor Signature: <u>AN Assessor</u>	Candidate Signature: <u>A. Candidate</u>
Date: <u>26/02/03</u>	Date: <u>26.02.03</u>

Level 1

You must:

WO1.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

- 1.2.1 Carry out tasks to meet your responsibilities; and
- 1.2.2 work safely, following the working methods you have been given; and
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

**WORKING WITH OTHERS LEVEL 1
ASSESSMENT RECORD**

WO1.2 Work with others towards achieving the given objectives.

Subject and purpose: Task 2: Organise a Valentine's Day sale by making the rota and planning the day.	Supplementary evidence (if included): Peer testimony.
--	---

Did the candidate... Carry out tasks to meet their responsibilities?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He counted the float money, set up the stall and did more than his share of the rota.</i>
Did the candidate... Work safely, following the working methods they had been given?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He followed health and safety rules for setting up the stand.</i>
Did the candidate... Check progress, asking for help and offering support to others, when appropriate?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He made sure people knew what time they were on the stall, helped with clearing up and with the money.</i>

Assessor Name: <u>AN Assessor</u>	Candidate Name: <u>A. Candidate</u>
Assessor Signature: <u>AN Assessor</u>	Candidate Signature: <u>A. Candidate</u>
Date: <u>26/2/03</u>	Date: <u>26-02-03</u>

Level 1

You must:

WO1.3 Identify ways you helped to achieve things and how to improve your work with others.

Your evidence must show you can:

- 1.3.1 Identify what went well and less well in working with others; and
- 1.3.2 identify how you helped to achieve things together; and
- 1.3.3 suggest ways of improving your work with others for next time.

**WORKING WITH OTHERS LEVEL 1
ASSESSMENT RECORD**

WO1.3 Identify ways you helped to achieve things and how to improve your work with others.

Subject and purpose: Task 2: Organise a Valentine's Day sale by making the rota and planning the day.	Supplementary evidence (if included): Photos.
--	---

Did the candidate... Identify what went well and less well in working with others?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>A. Candidate was aware that he did a good job of organising the stall, but that the team did not all turn up on the day.</i>
Did the candidate... Identify how they helped to achieve things together?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He helped others when they asked him and was encouraging to others.</i>
Did the candidate... Suggest ways of improving their work with others for next time?	(tick) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments and examples <i>He knew that he had to make sure the others turned up and when they didn't he had to do a lot of the work. Improved communication between him and the team was needed.</i>

Assessor Name: <u>AN Assessor</u>	Candidate Name: <u>A Candidate</u>
Assessor Signature: <u>AN Assessor</u>	Candidate Signature: <u>A Candidate</u>
Date: <u>28/2/03</u>	Date: <u>28-02-03</u>

Level 1

You must:

W01.1 Confirm you understand the given objectives, and plan for working together.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together.

Level 1
Working with Others (In a group)

PLAN
W01.1 Confirm you understand the given objectives, and plan for working together

What is your group task? *(the purpose of working together)*

Organise a Valentines day sale by making the rota and organising the day.

Who will you be working with?

Kath, George, Anthony, Mr A. Assistant

<p>What needs to be done?</p> <p>Make posters Count the floor Check the stock Work out a rota Put up the stall Put up the display boards Clear up after the sale</p>	<p>What materials, equipment, tools, and help from others will be needed?</p> <p>Computer Money and bags Cards and gifts already made to sell Pen and paper with lot of people and times Tables and stands Boards and at least two people</p>
---	---

What will you do?

I am going to organise the team as the manager.
I took my part in staffing the stall
I looked after the money
I was responsible for getting the cleaning up done after the sale.

<p>Working Arrangements</p> <p>Start Time / Date: 29.01.03</p> <p>Finish Time / Date: 14.02.03</p> <p>How long will the task take? 2 weeks</p>	<p>Where will you be working?</p> <p>School bungalow The hall Workshop</p>
---	---

"I confirm that the candidate has been observed carrying out discussions on the above and has:

- checked they understood the objectives
- identified what needed to be done
- suggested ways they could help
- made sure they were clear about their own responsibilities and working arrangements."

Witness/assessor (signature): *A N Assistant* **Date:** 26/2/03
(e.g. tutor, supervisor, course leader)

Candidate Name: A. Candidate

Level 1

You must:

WO1.1 Confirm you understand the given objectives, and plan for working together.

WO1.3 Identify ways you helped to achieve things and how to improve your work with others.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together; and
- 1.3.1 identify what went well and less well in working with others; and
- 1.3.2 identify how you helped to achieve things together.

Timetable
Valentine's Day Sale

10 to 11	Kerry, Lena, Natalie
11 to 12	Kenny, George, Russell
1 to 2	Kevin, A-Candidate, Jack
2 to 2.45	Christopher, Katy, Samantha
Spares	Fahim, Daniel

Timetable for help that did not work

Help did not arrive. Graham and A. Candidate had to run the stall for most of the time.

He learnt that organising the preparation was easy and everyone in the group was willing to work, but not quite so keen to sit at a stall for half an hour. A. Candidate learnt a great deal on the day of the sale.

Signed: AN Assessor.

Page 14

Level 1

You must:

W01.1 Confirm you understand the given objectives, and plan for working together.

Your evidence must show you can:

- 1.1.1 Check that you clearly understand what you have to achieve together; and
- 1.1.2 identify what needs to be done and your individual responsibilities; and
- 1.1.3 make sure you understand the arrangements for working together.

Working with Others

Level 1

WITNESS TESTIMONY

W01.1 Confirm you understand the given objectives, and plan for working together

What was the shared task?
Organise the Valentine's Day sale

Did the candidate...	Yes / No	Comments / Examples...
Check that they understood the objectives?	Yes / No	A. Candidate made sure we had enough cards and other stock. He organised a rota for the day and carried out his tasks thoroughly.
Identify tasks and resources to achieve these objectives?	Yes / No	The team made cards and pillows and packaged them. A. Candidate asked the team when they would prefer to be on the stall and made a rota to accommodate them.
Suggest ways they could help?	Yes / No	A. Candidate helped others with the money and organised the float. He cleared everything up and left the area tidy.
Identify their own responsibilities for tasks to be done, and for Health and Safety?	Yes / No	A. Candidate made sure that the stand was staffed all day and, even when some people didn't turn up, he missed his break to make sure enough people were there. He made sure he gave me the money tin for safe storage. He got the cleaning equipment out at the end of the day.
Show their understanding of the ground rules for working together and respect for others?	Yes / No	He asked the head's permission to do the sale. He organised the rota in accordance with people's wishes and was flexible when they wanted to change.

Candidate Name: *A. Candidate*

Date: *26-02-03*

Witnessed by: *Mr A. Assistant*

Job / Role of Witness: *Learning Support Assistant*
(e.g. tutor, employer, supervisor, course leader)

Level 1

You must:

W01.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

- 1.2.1 Carry out tasks to meet your responsibilities; and
- 1.2.2 work safely, following the working methods you have been given; and
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

Working with Others

PEER (WITNESS) TESTIMONY
W01.2 Work with others towards achieving the given objectives

What was the shared task?
Organise the Valentine's Day sale by making a rota and planning the day

Did the candidate...	Yes / No	Comments / Examples...
Work safely?	Yes / No	A. Candidate made sure we had the equipment we needed to clean up including gloves
Check progress with you or others?	Yes / No	He prepared for the sale but on the day people didn't all turn up so he had to do more and he had to ask others to help
Ask for help when they needed it?	Yes / No	I helped A. Candidate with clearing up when he asked me to
Offer support to you?	Yes / No	I asked A. Candidate for help with the money and he was the one who stayed and helped me
Make a contribution that helped achieve the task?		He made sure that someone was on the stall all day and made sure that we left the hall clean and tidy

Candidate Name: *A. Candidate*

Date: *26-02-03*

Witnessed by: *George*

Role of Witness in group task: *In the sales team.*

Level 1

You must:

W01.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

- 1.2.1 Carry out tasks to meet your responsibilities; and
- 1.2.2 work safely, following the working methods you have been given; and
- 1.2.3 check progress, asking for help and offering support to others, when appropriate.

Level 1
Working with Others (In a group)

DO
W01.2 Work with others towards achieving the given objectives

What was your group task?

Organise the Valentines Day sale.

What did you do?

Worked out the rota (on page 13)
Counted out the float money
Set up the stall with the others
Took my turn running the stall
Cleared up

Who were you working with?

Keith, Anthony,
George

How did you make sure you worked safely? (e.g. followed health and safety procedures, used tools correctly)

Followed the rules about lifting the parts of the stand so that no-one got hurt.

Who did you ask for help and what was it for?

Mr A. Assistant told me where to get the stock.
Mrs Breeze helped with the posters done on the computer.

What help did you offer others?

I told everyone what their job was.
I was at the sale all day if someone needed help.

"I confirm that the candidate has carried out the tasks to meet their responsibilities and has:

- worked safely
- followed the working methods given
- asked for help and offered support."

Witness/assessor (signature): *AN Assessor*
(e.g. tutor, supervisor, course leader)

Date: 26/2/03

Candidate Name: A-Candidate

Level 1

You must:

W01.3 Identify ways you helped to achieve things and how to improve your work with others.

Your evidence must show you can:

- 1.3.1 Identify what went well and less well in working with others; and
- 1.3.2 identify how you helped to achieve things together; and
- 1.3.2 suggest ways of improving your work with others for next time.

Working with Others

© 2003
Level 1

(In a group)

REVIEW

W01.3 Identify ways you helped to achieve things and how to improve your work with others

What was the group/team task and how did you help to achieve things?

To organise the Valentines Day sale. I helped by organising the sales goods and the role of people to be on the stall all day.

What did you enjoy, and what do you think has gone well, in working with others in a group? (e.g. ways you have carried out tasks successfully, ways you helped each other)

Everyone has there own particular job they are good at.
We worked as a team.
Mr A-Assistant helped us when we needed him.
I enjoyed organising the team and I think I did a good job running the stall, even when some people didn't turn up.

What went less well, in working with others in a group/team?

It would of helped if we had talked to each other about turning up on the day.

How could you improve your work with others for next time? (e.g. listen to others, plan your time better)

Communication between the team about turning up on the day should have been better.

"I confirm that the candidate has:

- reported any difficulties and taken appropriate action
- identified what has gone well and suggested improvements in working with others."

Witness/assessor (signature):
(e.g. tutor, supervisor, course leader)

AN Assessor

Date: 26/2/03

Candidate Name: A Candidate

Level 1

You must:

WO1.2 Work with others towards achieving the given objectives.

Your evidence must show you can:

1.2.1 Carry out tasks to meet your responsibilities.

Photographic Evidence

Key Skills – Working with Others Level 1



Preparing for the sale:
Kenny did the decorations for the Valentines Day sale - 12th February
Wednesday
Candidate Name: A-Candidate Date: 04.03.03



Curriculum and Standards

Audience	Key skills candidates, practitioners, assessors and moderators, external verifiers and others involved in the delivery of key skills
Circulation lists	Key skills awarding bodies and the Key Skills Support Programme
Type	Exemplification
Description	Exemplification of the requirements for key skills portfolios
Cross ref	<i>The 2004 key skills qualifications standards and guidance (QCA/02/1294)</i> <i>Example portfolio: Working with others level 2 (QCA/04/1320)</i> <i>Example portfolio: Working with others level 3 (QCA/04/1321)</i>
Contact	The Key Skills Team (020 7509 5611; keyskills@qca.org.uk)

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Price and order ref: £4 QCA/04/1319

ISBN 1 85838 559 8

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