Level 1 Key Skills in

Working With Others

2004 standard and logbook

www.cityandguilds.com

www.key-skills.org

September 2004

Please complete the following:

Your name

Programme start date

Date registered for key skills qualifications

City & Guilds enrolment number

Date of portfolio completion

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More information about key skills is available from the

City & Guilds key skills website – www.key-skills.org

Introduction

How do I use this logbook?

This logbook will help you work toward the key skill of Working With Others at level 1. It

contains the following:

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national standard (as published by QCA, ACCAC and CCEA, the qualification regulatory

authorities for England, Wales and Northern Ireland)

Part A coverage record sheets

Part B evidence record sheets.

The coverage and evidence record sheets are designed to help you to track your progress

and organise your portfolio so that your assessor/tutor can determine with you when you

have met the required standard.

Standards and guidance document

Further examples and guidance on the key skills standards can be found in ‘The Wider Key

Skills Standards and Guidance’ (QCA publication QCA/04/1294). Your assessor/tutor must

have a copy of this document.

Part A questions

The 2004 standard wider key skills are available as pilot qualifications within the National

Qualifications Framework. As well as producing your portfolio (which must cover all the

requirements set out in Part B of the standard), you may also need to answer some broad

generic questions to confirm that you know how to use the knowledge and understanding

listed in Part A of the standard.

The Part A questions are contained in a separate document that will be given to you once

your portfolio is complete; the questioning process only needs to cover the points within

Part A that have not been explicitly shown in your portfolio. The number of questions you

need to answer, and the amount of detail you need to give, will therefore depend on how

your portfolio has been put together; you should discuss this with your assessor/tutor.

Your responses to any Part A questions you attempt will be assessed by your

assessor/tutor. A record of your responses must be kept with this logbook so they can be

checked by the internal verifier and external verifier.

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Key skills 2004 logbook – Working With Others level 1

Working With Others level 1 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 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.

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.

To achieve Working With Others at level 1, you must be able to apply your skills to

suit different purposes. You will show that you can:

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identify what needs to be done, and your individual responsibilities

carry out tasks to meet your responsibilities

identify how you helped achieve things together.

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Part A – you need to know how to:

Confirm you understand the given objectives and

plan for working together

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check you understand what you have to achieve (the objectives your supervisor or

tutor has given you for working together)

make sure you understand what is meant by one-to-one, group or team situations and

how this might affect the way you work

identify the tasks that need to be done and deadlines

identify the help, materials, equipment and/or tools needed

identify your individual responsibilities for:

– tasks to be done

– health and safety

– behaving in ways that show respect for each other’s rights, feelings, ideas and

 contributions, what you should and should not do (the ground rules for working

 together)

check you understand the arrangements for working together:

– who you will be working with, where and when

– who to ask for help if things go wrong.



Work with others towards achieving the given

objectives



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get what you need to carry out tasks and meet your responsibilities

work safely to avoid accidents, health risks, offending others or disrupting their work

follow the working methods you have been given for using materials, equipment, tools

or providing a service

communicate with others, when appropriate, to:

– check progress towards your objectives

– ask for help from a suitable person

– offer support to others, provide information, assist with a task or help overcome a

 disagreement or other problem.

Identify ways you helped and how to improve your

work with others

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identify what has gone well and less well in working with others, including tasks and

working relationships

identify how you helped to achieve things together in carrying out tasks and offering

support to others

suggest ways of improving your work with others.

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Part B – you must:

Provide at least two examples of meeting the standard for WO1.1, WO1.2 and WO1.3. One

example must show you can work in a one-to-one situation and one example must show

you can work in a group or team situation.

Evidence must show

you can:

WO1.1

Confirm you understand the given

objectives, and plan for working together.

1.1.1

1.1.2

1.1.3

check that you clearly

understand what you have to

achieve together

identify what needs to be done

and your individual

responsibilities

make sure you understand the

arrangements for working

together.

WO1.2

Work with others towards achieving the

given objectives.

1.2.1

1.2.2

1.2.3

carry out tasks to meet your

responsibilities

work safely, following the

working methods you have

been given

check progress, asking for help

and offering support to others,

when appropriate.

WO1.3

Identify ways you helped to achieve things

and how to improve your work with

others.

1.3.1

1.3.2

1.3.3

identify what went well and less

well in working with others

identify how you helped to

achieve things together

suggest ways of improving your

work with others for next time.

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Examples and guidance

The following gives further guidance and examples

of the techniques and knowledge in Part A

Confirm you understand the given objective and plan for working together

Find out the tasks that need to be done and the deadlines for making something, for

carrying out a service.

Find out who you will be working with and who to ask if things go wrong by

checking with your supervisor or tutor.

Work with others towards achieving the given objectives

Know where to get what you need to carry out the tasks, for instance materials, tools

equipment, help from others.

Check your progress, ask for help from your supervisor, a member of your group, a work

colleague.

Identify ways you helped and how to improve your work with others

Know what has gone well by checking with your supervisor, your colleagues.

Identify ways of improving your work with others by completing tasks in a different way,

taking note of the ideas of others.

For further examples and guidance on the key skills standards please refer to ‘The Wider

Key Skills Standards and Guidance’ (QCA publication QCA/04/1294).

Help with producing evidence

If producing certain types of evidence is difficult for you because of a disability or for

another reason, please discuss this with your assessor/tutor. It may be possible for you to

produce evidence using alternative methods. Depending on the skill and level, these may

include the use of a scribe (amanuensis); Braille, voice activated software and British Sign

Language.

Detailed guidance is available in the document ‘Basic and Key Skills: Guidance for

Candidates with Particular Requirements’, published by the Joint Council for Qualifications.

A summary of this information can also be found in the City & Guilds key skills centre

guide, and both documents can be obtained from the City & Guilds key skills website –

www.key-skills.org

Please ask your assessor/tutor if you have any questions about this.

This standard is for use in programmes starting from September 2004.

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Key skills 2004 logbook – Working With Others level 1

Part A coverage record

These record sheets are designed to help you and your assessor/tutor compare your work

to what the Working With Others level 1 standard says you need know how to do.

Unlike the Part B evidence record and the Part A questions you will answer once your

portfolio is complete, this coverage record for Part A is not a compulsory part of your

assessment. You may not be able find examples covering all the bullet points listed here,

although both you and your assessor/tutor should be happy that you are showing these

skills in your work by the time your portfolio is complete.

if you feel

you have

done it

Standard

Confirm you understand the given

objectives and plan for working together



check you understand what you have to

achieve (the objectives your supervisor or

tutor has given you for working together)

make sure you understand what is meant

by one-to-one, group or team situations

and how this might affect the way you

work

identify the tasks that need to be done

identify deadlines for completing tasks

identify the help, materials, equipment

and/or tools needed

identify your individual responsibilities

for:

–

–

–

tasks to be done

health and safety

behaving in ways that show respect

for each other’s rights, feelings, ideas

and contributions, what you should

and should not do (the ground rules

for working together)

Notes/comments

or referred to Part A questions

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See next page

Key skills 2004 logbook – Working With Others level 1

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Part A coverage record (continued)

Standard

Confirm you understand the given

objectives and plan for working together

(continued)



check you understand the arrangements

for working together:

–

–

who you will be working with, where

and when

who to ask for help if things go

wrong.

if you feel

you have

done it

Notes/comments

or referred to Part A questions

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

Work with others towards achieving the

given objectives

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

get what you need to carry out tasks and

meet your responsibilities

work safely to avoid accidents, health

risks, offending others or disrupting their

work

follow the working methods you have

been given for using materials,

equipment, tools or providing a service

communicate with others, when

appropriate, to:

–

–

–

check progress towards your

objectives

ask for help from a suitable person

offer support to others, provide

information, assist with a task or help

overcome a disagreement or other

problem.

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See next page

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Key skills 2004 logbook – Working With Others level 1

Part A coverage record (continued)

Standard

Identify ways you helped and how to

improve your work with others



identify what has gone well and less well

in working with others, including tasks

and working relationships

identify how you helped to achieve things

together in carrying out tasks and

offering support to others

suggest ways of improving your work

with others.

if you feel

you have

done it

Notes/comments

or referred to Part A questions

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Candidate’s signature

Date completed

The Part B evidence record on the following pages must be completed, as well as the

Part A questions as necessary.

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Key skills 2004 logbook – Working With Others level 1

Part B evidence record

Standard

Overall







Provided at least two examples of meeting the

standard for WO1.1, WO1.2 and WO1.3

one example showed work in a one-to-one

situation

one example showed work in a group or team

situation.







if

met

Purpose of task and details of evidence presented to

meet criteria

Evidence

location/reference

Date of

completion

See next page

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Key skills 2004 logbook – Working With Others level 1

Part B evidence record (continued)

Standard

WO1.1



For one-to-one situation

-

checked for clear understanding of what

had to be achieved together

identified what needed to be done and own

individual responsibilities

made sure arrangements for working

together understood







if

met

Purpose of task and details of evidence presented to

meet criteria

Evidence

location/reference

Date of

completion

-

-



for group or team situation

-

checked for clear understanding of what

had to be achieved together

identified what needed to be done and own

individual responsibilities

made sure arrangements for working

together understood.

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-

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See next page

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Key skills 2004 logbook – Working With Others level 1

Part B evidence record (continued)

Standard

WO1.2



For one-to-one situation

-

carried out tasks to meet own

responsibilities

worked safely following given methods

checked progress, asking for help and

offering support to others when appropriate

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



if

met

Purpose of task and details of evidence presented to

meet criteria

Evidence

location/reference

Date of

completion

-

-



for group or team situation

-

carried out tasks to meet own

responsibilities

worked safely following given methods

checked progress, asking for help and

offering support to others when

appropriate.



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-

-

See next page

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Key skills 2004 logbook – Working With Others level 1

Part B evidence record (continued)

Standard

WO1.3



For one-to-one situation

-

identified what worked well and less well in

working with others

identified how helped to achieve things

together

suggested ways of improving work with

others for next time







if

met

Purpose of task and details of evidence presented to

meet criteria

Evidence

location/reference

Date of

completion

-

-



for group or team situation

-

identified what worked well and less well in

working with others

identified how helped to achieve things

together

suggested ways of improving work with

others for next time.

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The declaration on the following page must be completed

See next page

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Key skills 2004 logbook – Working With Others level 1

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

Candidate’s name

Internal Verifier’s name

Assessor’s signature

Candidate’s signature

Internal Verifier’s signature

Date

Date

Date

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

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