

Unit Title: Working as part of a group

OCR unit number: M34
 Life and Living Skill Area: Personal Skills
 Level: Entry 3
 Credit value: 2
 Guided learning hours: 20

Unit purpose and aim

To help the learner develop skills to become an active contributor when working with others on group activities and to be able to review their own progress and skills development.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Know how to work with others in appropriate ways	The Learner can: 1.1 Contribute to setting ground rules for working with others 1.2 Make suggestions about the role they should play in the group	<p>As a group learners discuss what ground rules are, and what they would like included in their group rules. Suggestions may include: that people will do what they say they will do; to listen to each other- no talking over people; no swearing; respect confidentiality etc.</p> <p>Learners could create a poster with their group ground rules, as a group or individually to form part of a display. Learners take part in a listing activity to agree ground rules for working with others.</p> <p>This will depend on the group activity they will undertake eg delivering a presentation, fundraising, organising an activity etc. The roles they play in the group could include: being the scribe, chairing the group, researcher, designer of marketing materials, presenter etc.</p>
2 Be able to play an active role in working as part of a group	2.1 Carry out agreed activities when working with others on a group task	<p>Learners can carry out the agreed tasks eg research availability of rooms for hire: design a poster to promote the activity; sharing research findings with the group; putting together a presentation.</p>

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
		may be used to meet the criteria. Questions may be presented in a way to meet the individual's needs eg aurally, pictorially, Braille, signed etc
3 Review their role in the group	<p>3.1 Review their work with others</p> <p>3.2 Identify how they contributed to the group</p> <p>3.3 Identify what went well and areas they could improve in working with others</p>	<p>The learner will have the opportunity to review their work with others. Reviews could include how they have worked with others in the group eg did they follow the ground rules they set? Did they complete the task successfully? Did they get on as a group?</p> <p>Learners may identify how they contributed to the group, and skills they brought eg negotiating with others, communicating well, good research skills etc.</p> <p>Learners should provide at least two examples for what went well and what could be improved. Examples they may state could include: listening to other people, completing own tasks on time, helping others when they needed it, contributing ideas, conducting research etc.</p> <p>This learning outcome could be conducted as an interview either on a 1:1 or as a group, through tutorials a simple evaluation report etc.</p>

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Set a meaningful task for groups to work on this could be an event for the other groups to participate in, fundraising, presentations on various topics etc. It should relate to their interests or other work that they are completing.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

Learners should state at least two areas that went well and two areas for improvement when working with others.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.