



Oxford Cambridge and RSA

OCR Level 2 NVQ Certificate in Team Leading – Unit 10

Unit Title:	Participate in meetings (D12)
OCR Unit Number:	10
Unit Number:	H/600/9688
Level:	2
Credit value:	2
Guided learning hours:	10

Unit purpose and aim

This unit will ensure that learners able to prepare for, take part in and communicate information arising from meetings.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to prepare for a meeting.	1.1 Explain meeting objectives prior to the meeting. 1.2 Identify own role and prepare as necessary.	This may include: <ul style="list-style-type: none">• Content of meeting• Consultation of interested parties• Clarification of own role. This may include: <ul style="list-style-type: none">• Personal notes relating to meeting objectives• Meeting agenda• Previous meeting notes or minutes• Documents and evidence to support discussion topics.
2 Be able to participate in a meeting.	2.1 Contribute to meeting discussions using evidence to support own opinions. 2.2 Acknowledge other viewpoints presented at meeting. 2.3 Seek clarification or confirmation of own understanding of outcomes.	This may include: <ul style="list-style-type: none">• Points of clarification• Evidence or support documents that have bearing on the agenda. This may include: <ul style="list-style-type: none">• Listen actively• Respond to show understanding. This may include: <ul style="list-style-type: none">• Check mutual understanding• Rephrasing of other's statements to check input.

Learning Outcomes	Assessment Criteria	Exemplification
3 Be able to communicate information to relevant stakeholders.	3.1 Communicate information from the meeting to those who have an interest, in line with any organisational protocol.	This may include: <ul style="list-style-type: none"> Meeting guidelines and protocol will dictate level of communication from meeting.

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- Minutes of meetings with stakeholders and team members
- Objectives of the meeting

Details of relationship between the unit and national occupational standards

This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit D12 Participate in meetings

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.

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Evidence Record Sheet

Unit 10 Participate in meetings (D12)

I confirm that the evidence provided is a result of my own work.

Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1		LO2			LO3
			1.1	1.2	2.1	2.2	2.3	3.1

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: _____ Name (in block capitals): _____ Date: _____

Countersignature of qualified assessor (if required) and date: _____

IV initials (if sampled) and date: _____ Countersignature of qualified IV (if required) and date: _____

(Page of)