

Title:	WT2.16 Work Effectively in a Team	
Level:	2	
Credit Value:	2	
Learning outcomes	Assessment criteria	
1. Follow organisational procedures relating to working effectively in a team	1.1. Work safely at all times 1.2. Comply with the health, safety and environmental requirements set out by the organisation relevant to the site 1.3. Follow the organisational procedures that are appropriate to the operation being undertaken	
2. Prepare to work effectively in a team	2.1. Establish that they have the required authority to complete the relevant activity 2.2. Confirm that they understand the work activity 2.3. Identify whether others, who may be affected by this activity, need to be informed 2.4. Confirm that all relevant people have received the necessary information 2.5. Establish that all relevant people understand and agree to their responsibilities 2.6. Confirm that they know and understand their responsibility in the activity	
3. Work effectively in a team	3.1. Ensure that the activity proceeds as planned and in accordance with company operating procedures 3.2. Keep other relevant people informed of the progress of the activity 3.3. Take appropriate action when disagreement occurs in accordance with company operating procedures	

	<ul style="list-style-type: none"> 3.4. Identify when assistance is required 3.5. Give assistance when required if it is within the limits of own authority 3.6. Give and accept constructive support and feedback to appropriate personnel 3.7. Communicate with others by the appropriate method when required 3.8. Deal promptly with any problems that arise, that are within the limits of own responsibility 3.9. Inform the appropriate person of any problems they cannot solve and/or are not their responsibility 3.10. Work within agreed time schedules
<p>4. Complete activities relating to working effectively in a team</p>	<ul style="list-style-type: none"> 4.1. Complete any required documentation clearly and accurately 4.2. Provide the documentation to the relevant people
<p>5. Know how to follow organisational procedures</p>	<ul style="list-style-type: none"> 5.1. Explain personal and legal responsibilities with regard to health and safety in the working area 5.2. Explain how working practices ensure that the working environment is conducive to good health 5.3. Describe what the approved codes of practice/working practices relevant to the operation are and why it is important to follow them 5.4. Explain when a work task risk assessment should be completed and how to ensure that one has been completed 5.5. Explain how they would know if specific site requirements are in

	<p>place and what they would do to comply with them</p> <p>5.6. Explain the company procedures relevant to working effectively in a team</p>
<p>6. Know how to prepare for working effectively in a team</p>	<p>6.1. Describe the definition of authority and responsibility within the organisation</p> <p>6.2. Describe how to check whether they have the required authority</p> <p>6.3. Describe their personal responsibility in the operation</p> <p>6.4. Describe how to check whether others need to be informed</p> <p>6.5. Explain how to check that all parties understand what is required of them</p> <p>6.6. Describe the method of work activity planned</p> <p>6.7. Explain why it is important that all personnel understand what is required of them</p>
<p>7. Know how to work effectively in a team</p>	<p>7.1. Describe what methods of communication can be used relevant to the operation and when to use them</p> <p>7.2. Explain the importance of keeping to agreed time schedules</p> <p>7.3. Explain why it is important to deal with problems effectively</p> <p>7.4. Explain what typical problems may arise relevant to the operation and how to deal with them</p> <p>7.5. Describe who to inform if they cannot solve a problem and/or it is not their responsibility</p> <p>7.6. Describe the relevant methods of monitoring the activity involved</p> <p>7.7. Describe how to keep all relevant personnel informed of the progress of the activity</p>

	<p>7.8. Explain what actions could be taken when disagreement occurs</p> <p>7.9. Describe how to identify when assistance may be required</p> <p>7.10. Describe how to give assistance within own limits of authority</p> <p>7.11. Explain why it is important to give constructive feedback and support in the operation</p> <p>7.12. Describe how best to give constructive feedback and support within the organisation</p>
8. Know how to complete activities relating to working effectively in a team	<p>8.1. Describe what documentation needs to be completed in accordance with organisational procedure</p> <p>8.2. Explain the importance of completing documentation/ records accurately and clearly</p> <p>8.3. Explain who the relevant people are to receive the completed documentation</p>
Additional information about the unit	
Unit purpose and aim(s)	This unit addresses the skills and knowledge required to prepare for and to work effectively in a team.
Unit expiry date	31/07/2016
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit covers the skills and knowledge requirements of NOS "Work Effectively in a Team".
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit is subject to the requirements set out in the Cogent SSC Assessment Strategy.
Endorsement of the unit by a sector or other appropriate body (if required)	Cogent SSC
Location of the unit within the subject/sector classification system	2.1 , 4.2
Name of the organisation submitting the unit	PAA\WQ-SET

Availability for use	Restricted unit
Unit available from	
Unit guided learning hours	4