

Unit Standard 9677 Assessment

Version 10

Level 2

Credits 3

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____

Look at us communicating
effectively

Because of this effective
communication, we are going to achieve
our team's desired outcome



Communicate in a team or group which has an objective

For Capital Training to Complete Only

Assessor's Name: _____

Assessor's Signature: _____

For Capital Training to Complete Only			
Unit Issued Date:			
First Attempt Marking Date:	Unit Complete	Standard Not Met	
First Attempt Marking Comments:			
Second Attempt Marking Date:	Unit Complete	Standard Not Met	
Second Attempt Marking Comments:			
Date Unit Awarded:			

Attestation Form (For Candidate to Sign)

Candidate's Name: _____

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

Candidate's Signature: _____

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	Achieved	Final marking date
9677 v 10		

Tutor's Attestation:

The candidate's performance and knowledge is at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

Assessor's name:

Education Provider:

Date:

Signature:

Module Moderated

Y/N

Unit Awarded

Date:

Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by both the tutor and yourself.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

Outcome 1: Communicate in a team or group which has an objective.

Communicate as Part of a Team

As part of your Duke of Edinburgh's Silver Award, you must complete an Adventurous Journey as a team. It is vital that you communicate effectively and efficiently within your team to ensure the success of your team.

Communication comes in many forms, however for this assessment you must complete the following:

- Identify the purpose of the group
- Identify your own role within the group
- Help the team and provide information, ideas and opinions
- Clarify information (ask questions about the activity)
- Obtain information by asking questions
- Show respect for others in the group
- Help the group achieve its goal
- Be committed to the group's purpose

It is vitally important to communicate as a team during the planning phase of your Adventurous Journey. Ensure that you complete the following questions during your planning phase, to help give you and your team a better understanding of your roles while on the Adventurous Journey.

What is the purpose of the group/team? What is your objective?

e.g. to walk the Kepler Track, entirely self-sufficient and independent of anyone outside the team.

What is your own role within the team/group? What is your contribution to ensuring the success of the team/group?

Who are your team members?

My team members are...

As you proceed with planning for your team's Adventurous Journey, you must ensure that your communication with other team members is effective and respectful.

As you progress through the task (or upon reflection), describe how you were effective and respectful when communicating information, ideas and opinions.

Identify at least one piece of information that you contributed to the group that aided in the team achieving its goal. Describe how you gave this piece of information in an effective and respectful way.

Identify at least one idea that you contributed to the group that aided in the team achieving its goal. Describe how you communicated this idea in an effective and respectful way.

Identify at least one opinion that you communicated to the group that aided in the team achieving its goal. Describe how you communicated this opinion in an effective and respectful way.

Questions are an important tool in gathering information to help your team achieve its goal. Questions are also important as they are a form of communication that requires a specific response of communicated information.

You must ask questions throughout the planning phase, to gather and clarify information. Identify at least one question that you asked to gather information and at least one question that you asked to clarify information.

Identify at least two questions that you asked to obtain information about the group's objective.

Question 1:

Question 2:

Identify at least two questions that you asked to clarify information about the group's objective.

Question 1:

Question 2:

Complete this page after completing your adventurous journey.

Note: Be sure to insert your planning documentation (e.g. route cards, photographs, diary) with this assessment.

Communication is vitally important in achieving a successful outcome as a team. It is also very important to contribute in an effective way to help the team to achieve its goal. You need to complete your own tasks in a timely manner.

Self-Reflection

Describe at least two things that you did to contribute to the group's purpose and objective (what did you do to help the group?).

Contribution 1:

Contribution 2:

Include peer observations from at least two other teammates with this assessment.

For Capital Training to Complete Only

Assessment Schedule for Unit 9677 v10 L2 C3

Communicate in a team or group which has an objective

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
Outcome 1				
Communicate in a team or group which has an objective.				
NOTE: You should include evidence of the Adventurous Journey (photographic evidence, video evidence, route card etc..) with the assessment.				
1.1 Purpose of the team or group and own contribution are identified in terms of the objective.	The candidate must identify: The group's purpose Their own role within the group and what their contributions are.	The candidate correctly identified the objective of the team. The candidate identified their role within the team.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Own communication and response to others' communication are effective and respectful. Range communication includes - information, ideas and/or opinions.	Examples of information, ideas and opinions and description of how they were conveyed in an effective and respectful way. The candidate must demonstrate respectful and effective responses to other group member's communication. Peer observation forms x2	The candidate identified and communicated one idea, one piece of information and possibly one opinion. At least TWO peer observation forms confirm that the candidate's communication was effective and respectful.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Questions are used to clarify and obtain information from other team or group members.	Own summary of questions posed. TWO questions to gain information and TWO questions to clarify information.	The candidate asked questions to gather and clarify information. At least TWO peer observation forms confirm that questions were asked to obtain and clarify information.		

	Peer observation forms x 2			
1.4 Own contribution is effective to the team or group's objective.	Self-reflection. Peer observation forms x 2	The candidate actively contributed to the group by performing their tasks and described at least two things that they performed that helped contribute to the group achieving its goal. At least TWO peer observation forms confirm that the candidate's contribution to the team was effective.	<input type="checkbox"/>	<input type="checkbox"/>