Academic year 2021–22



SUBMISSION DEADLINE:
12 weeks after delivery is complete

BTEC LEVEL 2

Teamwork and Personal Development in the Community

UNIT 1 WORKBOOK

Developing Effective Teamwork Skills

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LEARNER NAME:

EMAIL ADDRESS: (capital letters)

CVQO REF: **VQ**

GROUP OR UNIT NAME:

Affix label here (for CVQO use)

LEARNER DECLARATION

The declaration must be signed by you (the learner). Unfortunately, any unsigned work cannot be accepted for marking.

"I certify that the work submitted in this workbook is my own."

SIGNED:

.....

DATE:

.....

Edexcel approved centre. Centre number 01383

BTEC
Approved Centre from Pearson

Welcome to the workbook

for Unit 1

This workbook is for you to submit your answers for the written tasks required for Unit 1.

Further instructions are contained in the learning guide, which you should use to help you learn and understand how to complete the tasks. If you feel that you need support or assistance with completing the workbook please ask your tutor.

Referencing

Although you should try to use your own words throughout this workbook, there may be some answers where a quote from elsewhere is acceptable. If you do this, you must use quotation marks and name the source.

Glossary

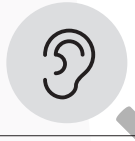
The following command verbs introduce the different tasks in this workbook and their meanings are given below:

Describe	Think of it as answering the question 'what is it?' Include linked series of relevant points to 'paint a picture with words'.
Explain	Think of it as 'how does something work?' You need to provide an explanation first and then give your reasons for doing so. Using words such as 'because' or 'therefore' will help you to do this.
Identify	This usually tests your skill of remembering information. You might select from a list of options, point something out, or give a list of main features.
Recommend	Suggest or put forward as being appropriate, giving your reasons why.
Review	Look back over the topic or activity to provide a detailed evaluation with conclusions and decide what was effective or not. Using specific examples will add strength to answers.

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Icon key

Icon	Description
	**Learning outcome** Each unit has a series of learning outcomes which indicate the knowledge you are expected to demonstrate when you complete the accompanying tasks or activities.
	**Literacy** This will assess your understanding of the task and demonstrate the quality of your English skills, particularly your use of correct spelling, punctuation and grammar.
	**Task** This requires a written response which links to each assessment criteria (AC).
	**Activity** This requires you to complete a practical activity.

	**Learning** Learn the subject theory.
	**Doing** Put into practice what you have learnt.
	**Listening** Ask yourself how you performed. Listen to feedback from others, i.e. your tutor or peers.
	**Reflecting** Learn from the experience to improve next time.

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Unit 1

Developing Effective Teamwork Skills

This is a mandatory unit that you must complete in order to achieve the qualification

Who taught this unit? ...

Task 1: Explain the importance of teamwork skills

(AC 1.1)

To complete this task you need to EXPLAIN the importance of teamwork skills.

Identify three teamwork skills and for each one **explain WHY** it would be important when completing a teamwork task.

You **must** use specific examples within your answers to give the detail required. You may choose to refer to the case studies discussed in the learning guide (Sam: mentoring new members, or Sophie: in the workplace) ***or*** you can link your answer to your own experiences of working in a team.

Teamwork skill 1:	
Why would it be important?	

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Teamwork skill 2:	
Why would it be important?	

Teamwork skill 3:	
Why would it be important?	

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Task 2: Describe the benefits and challenges of working as a team (AC 1.2 & 1.3)



In the case studies in the learning guide Sam is part of a senior mentor team and Sophie, part of the supermarket support team. Think back to a time when **you** have been part of a team, perhaps it was on a DofE expedition, during a team task or as part of a sports team. There will have been benefits as well as challenges to working in a team.

In the table below DESCRIBE three benefits and three challenges of working as a team.

As the command verb is describe, it is expected you will write a detailed sentence for each answer. You may choose to make reference to the experiences of Sam or Sophie **or** you can use your own experiences of teamworking to help you to provide the detail required.

Benefits of working as a team *What would good teamwork enable you or the team to do?*	Benefits
1	
2	
3	

Challenges to working as a team *What problems might you or the team face?*	Challenges
1	
2	
3	

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Task 3: Explain the importance of effective communication for teamworking (AC 1.4)

When working as a team effective communication between team members is important.

Both studies in the learning guide show how a variety of communication methods can be used. They include verbal and non-verbal styles and listening and questioning skills.

a. Use the space below to <u>define</u> the term effective communication in your own words.

...

b. EXPLAIN why effective communication is important when working as a member of a team to complete a team activity.

You should **either** refer to the case studies mentioned in the learning guide of Sam (mentoring new members) or Sophie (in the workplace) ***or*** you can use your own experiences of teamworking to help you form your answers.

1	
2	
3	

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Task 4: Describe the stages of team development

(AC 1.5)

For a team to work effectively it will take time and effort from everyone. The theorist Bruce Tuckman created a model of team development that described a five stage process that a team will progress through.

Use the boxes below to DESCRIBE in your own words the features of each stage of development.

	Title of stage	Description of the features
Stage 1		
Stage 2		
Stage 3		
Stage 4		
Stage 5		

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Activity 1: Work effectively as a member of a team (AC 2.1, 2.2, 2.3 & 2.4)

To complete the next part of the unit, you need to show that you can:

- Work with other team members to plan and complete tasks on time
- Make a positive contribution within the team
- Complete your own tasks, successfully and on time
- Respond positively to advice and constructive criticism

This is something that will usually be carried out as part of the activities within your organisation.

Below is a list of recognised activities. Please read through and tick one activity that you have completed. Evidence of activities marked with an * MUST be submitted with your workbook (i.e. screenshots, copies of certificates, etc.) This evidence will be verified by CVQO.

	Activity	✓
SCC	Able Cadet	
RMC	Lance Corporal (overnight practical and CAP)	
RAFAC	Blue Badge Leadership	
ACF	2 Star Expedition	
CCF	ARMY (BASIC)	
	RAF (as above)	
	NAVY (Able Cadet 2 Star)	
	RM (BASIC)	
SJA	*Cadet of the Year Event	
	*Cadet Leadership Course 1	
Fire Cadets	*Award 1	
	*Unit 11 BTEC L2 FRS	
	*Unit 13 BTEC L2 FRS	
	*Unit 20 BTEC L2 FRS	
Other opportunities	*Bronze DofE expedition training (or higher)	
	ILM Young Leaders Award	
	Effective Team Member Skills (L2)	

If you **have** been able to tick one of the recognised activities above you **do not** need to complete any further tasks in this workbook.

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If you **have not** been able to tick one of the recognised activities on page 9 there are two other options for you to complete:

Option 1 for ACF, RAFAC, SCC and CCF cadets

Please read through the list below and choose a teamwork activity you have completed.

Evidence of this activity will need to be verified by CVQO but to support this evidence **you will need to complete Tasks 5 and 6** to review your performance and make recommendations.

	Activity	✓
Representing your unit at a **TEAM** event (in a **competition** type event)	**Team sports competition** (e.g. netball, football)	
	Other competitions (e.g. drill, band competition)	
	Team water events (e.g. fixed seat rowing sports, rowing coxswain)	
	This may include area specific team challenges (e.g. Dorset cadet challenge, Ten Tors)	
Any event you choose **MUST** be recorded on Westminster or Bader. You can also submit additional evidence (i.e. screenshots, copies of certificates, etc.) with your workbook.		

Option 2 for all organisations

You can use another teamwork experience you have completed away from your organisation, (i.e. at school) or at another organisation (e.g. sports team or leadership task).

As CVQO cannot gain evidence of this achievement, you will need to ask a tutor to complete a witness statement. You will also need to collect peer feedback on your performance. When you have this evidence **you will need to complete Tasks 5 and 6**.

Further information can be found at the end of this workbook on pages 14-15.

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Task 5: Review own performance as a team member and identify improvements (AC 3.1 & 3.2)



Write the title of the teamwork activity that you wish to review in the box below.

...

When you completed this teamwork activity you will have had feedback from staff involved and from your peers. You will have also had a chance to self-reflect.

You should now REVIEW your performance during this activity by completing the following table.

Identify **three** areas of the activity that **you** performed **well** in ***(i.e. what went well for you)***	
1	
2	
3	

Identify **three** areas of the activity **you** could **improve on** ***(i.e. what did not go so well for you)***	
1	
2	
3	

Overall, how would you judge your performance during this teamworking activity?
You must include a reason to support your answer.

...

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Now you have reviewed your own performance in this teamwork activity, the next logical step is to identify specific teamworking skills you need to improve.

You should now IDENTIFY three teamworking skills you need to improve and how you are going to improve each one.

Teamwork skill 1:	
How am I going to improve on this skill? *What exactly will I do to improve?*	

Teamwork skill 2:	
How am I going to improve on this skill? *What exactly will I do to improve?*	

Teamwork skill 3:	
How am I going to improve on this skill? *What exactly will I do to improve?*	

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Task 6: Recommend ways to improve the work of the team (AC 3.3)



You should now consider the performance of the **team** during this activity.

Complete the table below to make **three** recommendations, giving reasons how the **team** as a whole could work better together in a future teamworking activity.

	WHAT can the team do to improve?	**HOW** would this help?
1		
2		
3		

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BTEC Level 2 Teamwork and Personal Development in the Community
Unit 1: Developing Effective Teamwork Skills

For completion by the VQ Officer or an appropriate assessor.

CVQO registration number:	**VQ**
Learner name (CAPS):	

This form can be used to provide evidence that the learner has:

- Worked with other team members to plan and complete tasks on time
- Made a positive contribution within the team
- Completed own tasks, successfully and on time
- Responded positively to advice and constructive criticism

Teamwork task undertaken:
What was the teamwork activity? What was the objective of the task? Who was involved?

How did the learner work with others?
Did the team have a plan? What was the plan? What was the role of the learner in the plan?

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What positive contribution did the learner make to the team? *What did they do?*

How did the learner respond positively to advice and constructive criticism from yourself and **two** peers?

Learner comment:			
Learner signature:		Date:	

Tutor signature:	*"I confirm that this is a true and accurate account"*		
Tutor name (CAPS):			
Job role:		Date:	

When completed this tutor testimony must be passed to the learner. The learner can then sign, date and comment on your feedback and submit it with their work.

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