Academic year 2021–22



SUBMISSION DEADLINE: 4 weeks after delivery is complete

BTEC LEVEL 2

Teamwork and Personal Development in the Community

UNIT 11 WORKBOOK

Developing Leadership 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 11

This workbook is for you to submit your answers for the written tasks required for Unit 11.

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:

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.
Outline	A brief description setting out main characteristics or points.
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 11

Developing Leadership Skills

Who taught this unit?

Task 1: Explain the importance of leadership

(AC 1.1)

EXPLAIN why leadership is important giving **two** detailed reasons.

You can consider *why* leadership is important in a general context, in a workplace or apply it within your own organisation.

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Task 2: Explain the skills needed for leadership

(AC 1.2)

For this task you will need to **EXPLAIN three** skills that are important for leadership.

For each skill that you identify, you must give **at least one** detailed reason that supports *why* the skill is important. Giving more than one reason for each skill will help strengthen your answer.

Skill 1:	

Skill 2:	

Skill 3:	

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Task 3: Explain different styles of leadership and when they should be used (AC 1.3)



For this task you need to **EXPLAIN two** different leadership styles.

In the boxes below, for each leadership style you identify you will need to:

- Outline the style of leadership
- Provide an example of a situation that demonstrates when this style should be used
- Give a detailed reason *why* this style should be used in the situation you have chosen

Leadership style 1:	

Leadership style 2:	

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Task 4: Outline the role of a team leader in developing a team (AC 1.4)

In the box below, **OUTLINE** the role a team leader has in developing a team.

As the verb is to **OUTLINE**, your answer should be a brief description that sets out the main characteristics or points.

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Activity 1: Be able to work as an effective team leader (AC 2.1, 2.2, 2.3 & 2.4)



For Activity 1, you need to show that you can:

- Agree goals for a defined task with the team
- Communicate effectively with the team
- Demonstrate appropriate leadership skills and behaviours for the defined task
- Monitor team progress to ensure goals are met

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

Below is a list of recognised activities that can evidence your leadership skills. 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	✓
Instructor type qualifications	*CSLA Level 3	
	*Sports Leadership Level 1	
	*BCU/RYA instructor qualifications	

If you **have** been able to tick one of the recognised activities above you **do not** need to complete Task 5 in the workbook.

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	Activity	✓
SCC	Rowing Coxswain	
	Rowing Instructor	
	Drill Instructor	
ACF	3 Star Fieldcraft	
CCF	ARMY (Phase 2 Leadership Development)	
	NAVY (Able Cadet 3 Star)	
	RM (Phase 2 Leadership Development)	
Scouts	*Explorers Leadership Activity Badge	
Other	ILM L2 ETMS	

If you **have** been able to tick one of the activities above you **must** complete Task 5 in the workbook.

If you **have not** been able to tick one of the activities **above or on page 8** then you should read the information below.

You can use another experience that demonstrates when you have been able to work as an effective team leader. This may have been within your own organisation or elsewhere, i.e. at school.

As CVQO cannot gain evidence of this achievement you will need to ask a tutor to complete a witness statement and also gain peer feedback on your performance. The testimony (VQF655) can be found at the back of your workbook. Once you have that evidence you will need to complete Task 5.

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Task 5: Review own performance as a leader in a defined task and identify ways to develop own leadership skills from a defined task (AC 3.1 & 3.2)

There are two parts to this task.

Part a. will guide you through a number of questions that will enable you to **REVIEW** your performance as a leader.

The self-assessment survey you may have completed in the learning guide could provide you with a good starting point for this task.

Part a.

Leadership task: *(identified in Activity 1)*	
What style of leadership did you use during the identified task?	
What impact did this leadership style have on your team?	

Detail **three** areas that **you** performed well in	
1	
2	
3	

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Detail **three** areas where **you** could improve your performance	
1	
2	
3	

Overall, how well do you think **you** did as a leader?

...

Part b.

Using the areas for improvement you have detailed above, **IDENTIFY three** leadership skills you can improve on to further develop as a leader, and **STATE** *how* you will improve these skills.

Leadership skill	**How I am going to improve this skill?** (what exactly will I do to improve)

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BTEC Level 2 Teamwork and Personal Development in the Community
Unit 11: Developing Leadership Skills

For completion by the VQ Officer or an appropriate assessor.

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

This form can provide evidence that the learner has worked as an **effective team leader** and can:

- Agree goals for a defined task within the team
- Communicate effectively with the team
- Demonstrate appropriate leadership skills and behaviours for the defined task
- Monitor team progress to ensure goals are met

Details of a time when the learner was an effective leader:
What was the task/situation? What were the goals?

How did the learner communicate effectively with the team?
What communication skills did they use? Why were they effective?

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What leadership skills and behaviours did they demonstrate? *Why were they appropriate?*

How did the learner monitor the team's leadership progress to ensure the goals were met?

Learner comment:			
Learner signature:		Date:	

Tutor signature:	*"I confirm the above is a true 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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