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VQF 647
Version 3.2

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

Witness statement - for completion by the VQ Officer or an appropriate assessor

Reference:	**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?

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?

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

Learner comment:			
Learner signature:		Date:	

When completed, this witness statement must be passed to the learner. The learner should then sign, date and comment on your feedback. The completed form must be submitted at the same time as the learner's work.