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VQF 655
Version 3.2

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

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

Reference:	**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?

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?

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.