

Candidate Pack Notes and Instructions

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|---------|----------|------------|--|
| Level: | 4 | Unit No: | 11101 |
| Credit: | 4 | Unit Name: | Collaborate within a group/team which has an objective(s) |

'ArmyQual'
42nd Street C\ - Registry
LINTON MILITARY CAMP

To whom it may concern,

I wish to seek recognition/accreditation of prior learning and experience for the above unit standard. I affirm that I have obtained the relevant skills and knowledge for this unit standard based on my learning and experience. I possess the necessary level of competence to warrant recognition of this learning and enclose a comprehensive description of my related skills and experience in support of this application.

..... (Signature) (Date)

..... (Initials & Name)

..... (Rank)

..... (Unit)

Candidate Note: People credited with this unit standard are able to collaborate within a group/team working toward achievement of objective(s) and contribute collaboratively to group/team function.

In this unit standard, *collaborate* means work jointly and closely with others in a group/team working towards achievement of objective(s), and involves self-direction, creativity and innovation. In a military context this is most likely to be achieved in training at platoon level or above where the candidate is likely to be a team member, rather than a leader.

| <u>Elements of this Unit Standard</u> | <u>Evidence used for this unit</u> |
|--|---|
| <ol style="list-style-type: none"> 1. Collaborate within a group/team working toward achievement of objective(s). 2. Contribute collaboratively to group/team function | <ol style="list-style-type: none"> 1. TF JNCO Promotion Course Qualification (docs or dates) 2. Event/activity description and self assessment (or actual documentation). 3. Performance observation and competency verification |

Candidate Evidence - Coversheet

| | | | |
|--|---|-----------------|-----------------|
| Unit Standard: 11101 | Version: 2 | Level: 4 | Credit 4 |
| Collaborate within a group/team which has an objective(s) | | | |
| Candidate: | _____ | | |
| | Regt No. | Full Name/s | |
| DOB: | _____ | | |
| NZQA No. | _____ <i>(leave blank if not known)</i> | | |

Event/Activity Description

(Candidate to complete the activity description used for evidence of competence)

| |
|---|
| Activity Title: |
| Date/s it occurred: |
| Activity Details: (Contributes to PC 1.1) |
| Describe the event/activity objective of the group/team and your role within it (e.g. you may have provided specialist skills): |
| Objective: |
| Own Role: |

Performance Observation and Competency Verification

(Observer to be either a TF/RF NCO/SNCO/WO (min two ranks higher than the candidate); or an officer.
Must have been directly involved in controlling, participating and/ or observing the event described).

Observer Instructions:

1. Complete the check sheet provided confirming the candidate’s performance for the group/team activity described. This supports Element One of the unit standard showing the candidate has been observed ‘collaborating toward a specific group/team objective’.

2. Complete the Competency Verification Form. This supports Element Two of the unit standard and shows that the candidate has been seen to *repeatedly* and effectively ‘contribute collaboratively to group/team functions’.

Element One – Collaborate within a group/team working toward achievement of objective(s).

| PC Ref | Observation | Y/N |
|--------|--|--|
| 1.2 | The candidate contributed the following to the team/group: <ul style="list-style-type: none"> • Ideas • Information • Opinions The candidate gave feedback to others during achievement of the objective/s The candidate made recommendations that were relevant and supported the achievement of the objective/s. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 1.3 | The candidate asked questions to clarify information when required. The candidate used questions to obtain relevant information from group/team members. | <input type="checkbox"/> <input type="checkbox"/> |
| 1.4 | The candidate: <ul style="list-style-type: none"> • made objective decision(s) using available data | <input type="checkbox"/> |
| 1.5 | Candidate considered contributions to group/team achievement of objective/s: <ul style="list-style-type: none"> • own • others | <input type="checkbox"/> <input type="checkbox"/> |

I certify that the above information is a true and accurate reflection of the candidate’s performance. I am happy to be contacted by any national or Army moderator seeking confirmation of the candidate’s competence.

Signature: _____ Phone: DDI _____ DTeIN _____

Name: _____ Rank: _____ Appt: _____

Manager Competency Verification Form Element Two

*Note to Manager: This verification need not be based on observations from the submitted activity. More general observations over a period of time and several activities is therefore more appropriate.
Min Army manager rank – WO2 (RF/TF).*

| PC Ref | Competency Criteria | Y/N |
|--|---|--|
| Element Two - Contribute collaboratively to group/team function | | |
| 2.1 | Candidate shows respect for others contributions by: <ul style="list-style-type: none"> • Not interrupting when they speak. • Not monopolising discussions. • Communicating in a respectful way: <ul style="list-style-type: none"> ○ Verbally, and ○ Non verbally. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2.2 | The candidate uses language that fits the situation, subject matter, and target audience. | <input type="checkbox"/> |
| 2.3 | The candidate undertakes and carries out to group/team requirements in support of the achievement of delegated tasks. | <input type="checkbox"/> |
| 2.4 | The candidate's commitment to the group/ team is demonstrated by: <ul style="list-style-type: none"> • Effectively contributes to team performance when undertaking delegated duties. • Attends group activities and meets objective timings. • Contributes to the achievement of team objectives by achieving tasks. • Uses initiative and takes responsibility for own tasks. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2.5 | Candidate monitors own behaviour in order to fit within agreed or expected conduct boundaries. Candidate takes action when needed to modify behaviour to enhance team dynamics. | <input type="checkbox"/> <input type="checkbox"/> |
| 2.6 | Constructive feedback is offered to contributions from other group/team members. | <input type="checkbox"/> |
| 2.7 | Candidate encourages participation in activities by other members, particularly subordinates. | <input type="checkbox"/> |
| I certify that the candidate meets the competency criteria above. I support the candidates overall competence in being able to 'collaborate within a group/team which has an objective(s)' and have no difficulty in endorsing their application for this unit standard. | | |
| Name/Inits: | | Rank: |
| | | Appt: |
| | | Date: |

transfix Evidence Checklist

Candidate:

Indicate ✓ evidence items completed and collated for dispatch to 'ArmyQual'.

| Item | Documentation Provided | ✓ |
|------|---|---|
| 1 | Either: KEA/ATLAS printout or course report showing TF JNCO Cse qualification. Or: Approx course dates to enable ArmyQual record check: <p style="text-align: center;">-----</p> | |
| 2 | Either: Candidate Evidence Coversheet with event/activity description and self assessment completed; Or: Actual documentation showing event/activity description and the candidate's role within it. | |
| 3 | Signed supervisor observation form (for Element One) | |
| 4 | Signed competency verification form (for Element Two) | |