



Unit Standard 21335

Lead a group/team to achieve an objective(s)

Level 4

Credits 5

Version 1

Candidate Pack

Profile/Purpose

People credited with this unit standard are able to: plan group/team activities, set goals and negotiate process, facilitate group/team process to achieve an objective(s); and evaluate performance. This unit standard is for people who lead groups/teams regularly, perhaps on a daily basis. Such groups/teams may include but are not limited to work groups/teams.

This pack contains:

- Application cover letter
- Evidence summary (a checklist to ensure you provide all evidence required)
- Candidate self-assessment form
- Manager/Supervisor verification form (use for either Army or Civilian evidence)
- Army Leadership Assessment Proforma (if TF leadership activity is used)
- Learning State Candidate Pack (if civilian leadership evidence is used)

Guidance Notes

- Read your instructions.
- Familiarise yourself with the Unit Standard requirements and expectations.
- Contact an assessor to clarify anything you are unsure of.
- Complete any assessment tasks and/or gather together any material you have been asked to provide.
- Make sure you keep a copy of your completed tasks if you are mailing the original copy to your assessor.

Task Instructions:

Complete all tasks within the enclosed Candidate Pack to ensure you provide sufficient evidence to achieve this Unit Standard.

Learning Resources:

Land Warfare Doctrine [0-2 – Leadership](#)

Good Luck

NZQA Unit Standard - Current Competency Application

Level:	4	Unit Number:	21335	Version:	1
Credit:	5	Unit Name:	Lead a group/team to achieve an objective(s).		

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

To whom it may concern,

I seek recognition of current competence for the above unit standard. I believe I have gained sufficient practical experience against the required elements and performance criteria and enclose a portfolio of evidence in support of this application.

Regt No: Initials/Name: Rank:

TF Unit: DOB:

Signature Date:

Candidate Notes: This unit standard is for people who lead groups/teams regularly and leads on from unit standard '11101 - Collaborate within a group/team which has an objective(s)'. Award of credit requires that the objective(s) be achieved. The basis of this unit standard is the Territorial Force Junior Non-Commissioned Officer Course (TF JNCO). Workplace experience consolidates that learning as you apply your leadership skills in *real situations*. Use this pack as a guide if you intend working toward this unit standard in the future. It will ensure you prepare, conduct and complete the necessary steps in advance.

<u>Elements of this Unit Standard</u>	<u>Evidence Required</u>
<ol style="list-style-type: none"> 1. Plan group/team activities to achieve an objective(s). 2. Set goals and negotiate group/team process to achieve an objective(s). 3. Facilitate group/team progress to achieve an objective(s). 4. Evaluate performance. 	<ol style="list-style-type: none"> 1. TF JNCO Promotion Course Qualification (ATLAS printout or Student Cse report); OR dates and location detail at Pg 3 Ser 1. 2. Completed candidate pack: <ul style="list-style-type: none"> • Verifications • Self assessments • Leadership assessment form • Performance appraisal docs (if avail)

Checklist - Continued

PC Ref	Documentation to Provide	✓
2.1 - 2.2, 3.1 - 3.3 4.1, 4.3	<p><u>Task Two:</u></p> <p>3. Have a supervisor <u>or</u> group/team participant who witnessed or was part of your briefings/orders groups/meetings complete the appropriate components of the Task Two –Verification Form.</p> <p><i>Ensure the form is signed, add the verifiers reference details to the list below and submit the form with your application.</i></p>	<input type="checkbox"/>
4.1 – 4.2	<p><u>Task Three:</u></p> <p>4. Provide a copy of your Post Activity Report and answer Task Three - Self Assessment Questions 2- 5 only;</p> <p>Or:</p>	<input type="checkbox"/>
4.1 – 4.3	<p>5. Complete all of the Task Three Self-Assessment Sheet and submit.</p>	Or <input type="checkbox"/>
All	<p>8. If possible obtain copies of any performance appraisal (mil or civ) that would support this application. Highlight comments for the assessor that relate to your observed/reported competency in leading others and achieving objectives (self set or directed).</p>	<input type="checkbox"/>

Reference List

(Candidate: Provide the names and contact details of your immediate current TF superior/manager, the verifying supervisor or subordinate who verified Task 2, and a third supervisor/manager referee (civilian or military) who is prepared to be a referee and attest to your current leadership responsibilities or recent past activities (ask if they would mind before you add their names as an ArmyQual representative will contact them).

Ser	Rank, First Name, Surname	Organisation	Day Ph	Mobile
1				
2				
3				

Task Two - Verification Form

Unit Standard 21335 - Lead a group/team to achieve an objective(s)

To the Verifier,

You have been asked to endorse aspects of the group/team's performance of an activity lead by the candidate below. Your observations will be based on your role as either a supervisor or group/team member of that activity. Your assistance is appreciated.

Candidate: _____
Rank: _____ Inits/Name: _____

Profile / Performance Expectation	
<i>These statements contribute to the conduct and post activity review components of the leadership activity selected by the candidate. Initial <u>only</u> comments or criteria clearly observed or experienced.</i>	
Activity	Inits
During preparation phases, orders groups or meetings the candidate discussed and/or described to group/team members:	
1. The nature of the activity and/or the group's objectives within it.	_____
2. The processes or methods (sequence of events, stages, phases, etc) that the team/group would use to achieve the objective/s.	_____
3. Their roles in support of the objective/s.	_____
4. Rules or contingencies for changing circumstances.	_____
5. Levels or scope of any delegated authority for task activities and/or decisions, if appropriate.	_____
During conduct phases the candidate:	
6. Monitored group activity and interacted with group/team members.	_____
7. Assisted group/team strategy when problems were encountered and made decisions, or supported group consensus, to ensure progress was made.	_____
8. Undertook a post-activity debrief to gain group/team member feedback and evaluated group/team performance.	_____
9. Evaluated overall performance of the group/team in achieving the objective/s and identified key lessons and areas for future improvement.	_____

The above initialed statements are true and accurate reflection of my observations:

Name/Inits: _____ Signature: _____ Date: ___ / ___ / ___

Candidate:

Task Three – Candidate Self Assessment

1. If you did not complete a formal Post Activity Report describe the evaluation activity conducted after the objective was achieved.

2. Were deviations from the original plan required to achieve the group/team objective/s? If so, how were deviation decisions determined?

3. How did you feel your own performance assisted achievement of the objective/s? Did your own performance meet with agreed expectations and rules established during preparation phases?

4. In hindsight what strengths and weaknesses were evident in the group/team performance? How could future groups benefit from your group's/team's efforts or lessons learned if undertaking similar activity in the future?

Candidate Signature:

Date: