

COSVR715 - SQA Unit Code F3DC 04

Contribute to the identification of a work team



Overview

This standard is about

- 1 identifying and evaluating capabilities of team members
- 2 ensuring team members are equipped to meet programme requirements

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Performance criteria

- You must be able to:*
- P1 identify any significant factors which will affect the number, type and availability of people and services
 - P2 evaluate and record the quality and potential reliability of people or services, and circulate the results to decision-makers
 - P3 negotiate and agree proposals which are likely to produce an effective team
 - P4 follow the rules and formalities for obtaining people and services

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify significant factors

- K1 what are **significant factors** involved in the identification of work teams
- K2 how to identify **significant factors** which will affect numbers, types and availability of **people or services**

Performance Criteria 2

Evaluate and record quality and potential reliability

You need to know and understand:

- K3 how to evaluate and record the quality of **people or services**
- K4 how to evaluate and record the potential reliability of **people or services**
- K5 how to circulate results from evaluations of quality and potential reliability to decision-makers

Performance Criteria 3

Negotiate and agree proposals

You need to know and understand:

- K6 how to make proposals for team membership
- K7 how to negotiate to get appropriate **people or services** for your team

Performance Criteria 4

Follow rules and formalities

You need to know and understand:

- K8 how to work within the current **rules and formalities** governing the identification of teams
- K9 why you need to work within the current **rules and formalities** for the identification of teams

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of at least three of the following significant factors
 - 1.1 location
 - 1.2 cost
 - 1.3 time
 - 1.4 skills, experience and knowledge required and available
 - 1.5 training and development requirements
 - 1.6 current legislation

Performance Criteria 2

- 2 records of evaluation for at least two of the following people or services
 - 2.1 technical staff
 - 2.2 sub-contractors
 - 2.3 specialist services
 - 2.4 operatives

Performance Criteria 3

- 3 records of negotiation of proposals for effective team membership
- 4 records of agreed proposals

Performance Criteria 4

- 5 records of consideration for at least two of the following rules and formalities
 - 5.1 contractual
 - 5.2 current legislation
 - 5.3 codes of practice
 - 5.4 organisational procedures
 - 5.5 certification of competence

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Scope/range related to knowledge and understanding

People or services

- 1 technical staff
- 2 sub-contractors
- 3 specialist services
- 4 operatives

Rules and formalities

- 5 contractual
- 6 current legislation
- 7 Codes of Practice
- 8 organisational procedures
- 9 certification of competence

Significant factors

- 10 location
- 11 cost
- 12 time
- 13 skills, experience and knowledge required and available
- 14 training and development requirements
- 15 current legislation

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