COSVR715 - SQA Unit Code F3GT 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**

You need to know and understand:

Performance Criteria 2
Evaluate and record quality and potential reliability

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

You need to know and understand:

Performance Criteria 3
Negotiate and agree proposals

K6 how to make proposals for team membership

K7 how to negotiate to get appropriate **people or services** for your team

You need to know and understand:

Performance Criteria 4
Follow rules and formalities

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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