

SKAA54 (SQA Unit Code - FA40 04)

Contribute to joint working with other organisations



Overview

This unit is about carrying out joint work with other people to achieve common objectives. For example, you may need to work with leisure centres and sports clubs in putting together holiday schemes or getting businesses to provide equipment or sponsorship for programmes.

The unit is divided into three parts. The first part describes the two things you have to do. These are:

- 1 Set up and maintain links with other organisations and individuals
- 2 Do joint work with other organisations and individuals

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in the unit.

The unit is aimed at people involved in partnership working between disparate organisations, statutory, voluntary, local, national and public sector/commercial.

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Performance criteria

You must be able to:

Set up and maintain links with other organisations and individuals

- P1 identify other organisations and individuals you could realistically work with
- P2 make contact with these organisations and individuals
- P3 give a positive impression of your organisation and work
- P4 explore with organisations and individuals the possible benefits of future links
- P5 agree how you will keep in contact and do joint work in the future
- P6 deal with approaches from other organisations and individuals positively and cooperatively

You must be able to:

Do joint work with other organisations and individuals

- P7 agree your responsibilities for joint work
- P8 agree the responsibilities of the other organisations and individuals for joint work
- P9 only take on responsibilities which are feasible and consistent with your job role and organisation's policies
- P10 agree how you will communicate and check the progress of joint work
- P11 carry out your responsibilities as agreed
- P12 tell other organisations and individuals of any problems you have in your responsibilities
- P13 keep colleagues informed of the joint work and seek help for any difficulties which cannot be sorted out
- P14 maintain effective working relationships throughout the joint work

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Knowledge and understanding

You need to know and understand:

For the whole unit

K1 the mutual benefits which could come about from joint work with these organisations and individuals

You need to know and understand:

Set up and maintain links with other organisations and individuals

K2 the range of organisations and individuals with whom you could develop working relationships consistent with your job role

K3 how to identify and approach suitable organisations and individuals

K4 how to explore the possible advantages of joint working and maintain contact

K5 how to establish and maintain effective working relationships with other organisations and individuals

K6 the importance of responding positively and co-operatively to other organisations and individuals

You need to know and understand:

Do joint work with other organisations and individuals

K7 the difference between formal and informal joint working

K8 the importance of clearly agreeing the roles and responsibilities involved in joint working

K9 the importance of only taking on responsibilities which are feasible and consistent with the organisation's policies

K10 your job role and organisational responsibilities relevant to joint working

K11 the importance of maintaining contact and reviewing progress with the other organisations and individuals involved and how to do so

K12 the importance of promptly informing other organisations and individuals of any difficulties in joint work

K13 the importance of keeping colleagues informed of joint working arrangements and seeking help when problems cannot be sorted out personally

K14 the types of difficulties which can occur in joint working and how to deal with these

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Additional Information

Scope/range related to performance criteria

Organisation

1. providers of services and products
2. public sector organisations
3. private sector organisations
4. voluntary sector organisations

Individuals

1. activity leaders
2. people in the community

Joint work

1. formal
2. informal

Glossary

Activity leaders

For example, sports coaches, playworkers, facilitators

Formal joint work

Work where there is a formal written agreement to undertake a joint initiative

Informal joint work

Work which goes ahead without a formal written agreement

Joint work

Working together with other organisations and individuals to achieve objectives which are of mutual benefit, for example, working with a leisure centre to put on a holiday activity scheme

National organisations

For example, national governing bodies of sport

Other organisations and individuals

These are normally organisations and individuals totally independent of your organisation, but in large organisations could include other departments or people in other departments where there is a separate management structure

People in the community

For example, community leaders or other people active in the community

Private sector organisations

Privately owned organisations who operate to make a profit

Providers of services and products

For example, leisure centres, community halls, retailers

Public sector organisations

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For example, local government, central government, state schools, health trusts etc.

Voluntary sector organisations

Organisations operating on a 'not for profit' basis, for example, sports clubs, youth clubs, charities etc.

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