



## QCF Unit and Assessment Specification

<b>Unit title</b>	Set Objectives and Provide Support for Team Members
<b>Ofqual Unit code</b>	M/600/9600
<b>SQA Unit code</b>	FE83 79

## QCF Unit specification

<b>Title</b>	Set Objectives and Provide Support for Team Members	
<b>Level</b>	3	
<b>Credit value</b>	5	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
<b>The learner will:</b>	<b>The learner can:</b>	
1 Be able to communicate a team's purpose and objectives to the team members.	1.1 Describe the purpose of a team. 1.2 Set team objectives with its members which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound). 1.3 Communicate the team's purpose and objectives to its members.	
2 Be able to develop a plan with team members showing how team objectives will be met.	2.1 Discuss with team members how team objectives will be met. 2.2 Ensure team members participate in the planning process and think creatively. 2.3 Develop plans to meet team objectives. 2.4 Set SMART personal work objectives with team members.	
3 Be able to support team members identifying opportunities and providing support.	3.1 Identify opportunities and difficulties faced by team members. 3.2 Discuss identified opportunities and difficulties with team members. 3.3 Provide advice and support to team members to overcome identified difficulties and challenges. 3.4 Provide advice and support to team members to make the most of identified opportunities.	
4 Be able to monitor and evaluate progress and recognise individual and team achievement.	4.1 Monitor and evaluate individual and team activities and progress. 4.2 Provide recognition when individual and team objectives have been achieved.	

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
This unit is about providing direction to the members of your team and motivating and supporting them to achieve the objectives of the team.
<b>Unit expiry date</b>
28 February 2015
<b>Details of the relationship between the Unit and relevant national occupational standards or other professional standards or curricula (if appropriate)</b>
This unit of assessment relates to the CfA National Occupational Standard M&LB5 Provide Leadership for your Team
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
<p>This Unit is intended to be assessed using evidence from the workplace, ie observable performance, physical products of work (such as reports, plans, correspondence etc), witness testimony etc. Such evidence, together with information gained from discussion with and questioning by the assessor, should enable learners to show that they have met all the stated outcomes and assessment criteria.</p> <p>Simulation is only allowed in exceptional circumstances and centres must seek prior approval from SQA before using simulation for assessment purposes.</p> <p>The Council for Administration (CfA) Assessment Strategy sets out the overarching assessment requirements.</p>
<b>Endorsement of the Unit by a sector or other appropriate body (if required)</b>
<b>Location of the Unit within the subject/sector classification system</b>
1.4 Public Services, 14.1 Foundations for Learning and Life, 15.2 Administration, 15.3 Business Management, 15.4 Marketing and Sales
<b>Name of the organisation submitting the Unit</b>
MSC
<b>Availability for use</b>
Shared

<b>Availability for delivery</b>
1 December 2010
<b>Guided Learning Hours</b>
35

## QCF Assessment specification

### Assessment (evidence) Requirements

The evidence requirements for this Unit are shown in the main body of the Unit under the section titled 'Assessment requirements or guidance specified by a sector or regulatory body'.

### Guidance on Instruments of Assessment

#### Occupational Skills and Knowledge (OS/K) Unit

This Unit is designed to assess the skills and knowledge of learners in the workplace. Observation of learner performance can only be carried out on-the-job and should always be the primary and preferred source of evidence of competent performance. In addition to performance, questioning may be used to:

- ◆ confirm knowledge and understanding where it is not apparent from performance
- ◆ address gaps in knowledge and understanding in performance

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the learners on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning,
- ◆ professional discussion,
- ◆ product and photographic evidence,
- ◆ relevant active documentation, reports, presentations and
- ◆ other valid evidence which relates directly to learner performance on-the job

SQA's Guide to Assessment: A Guide for Centres offering Ofqual Accredited Qualifications, FA5465, provides further information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. Details are available on our website at [www.sqa.org.uk](http://www.sqa.org.uk) on the 'Publications, Sales and Downloads' section.