



Certificate of Personal Effectiveness (CoPE)

Exemplar portfolio:
Working with Others, Level 1 (WO1)

March 2018

Working with Others (in a group/team) Level 1: PLAN→Do→Review

WO1.1 Confirm what to do

What is your group/team task? (what has the group/team been asked to do?)

We have been asked to design and run a stall for the Year 7 Christmas fair to raise money for Samaritan's Purse.

Who will you be working with? (names or initials of those in your group)

Gemma, Kerrie and Barney

Plan of what things need to be done	Which group member/s will do each thing?	What things or help from others will be needed?
<p>Action Steps</p> <ul style="list-style-type: none"> <i>Discuss all of the ideas we can think of for stalls and decide which ideas will work best</i> <i>Design posters to advertise our stalls</i> <i>Buy a jar and the sweets to go in it, count the sweets and write the answer down (sealed envelope)</i> <i>Buy a teddy and list possible names (in order to help pick the winning one!)</i> <i>Design and make record cards for people's guesses</i> <i>Set up and run the stalls on the day of the fair</i> 	<ul style="list-style-type: none"> <i>All</i> <i>All</i> <i>Me</i> <i>Kerrie and Barney</i> <i>Me</i> <i>All</i> 	<ul style="list-style-type: none"> <i>Whiteboard, teacher to write our ideas down</i> <i>Computer, colour printer</i> <i>Large glass jar and selection of sweets (no nuts)</i> <i>Teddy bear, ideas of names for the teddy bear</i> <i>Computer, colour printer</i> <i>Help from caretakers, a float, help from teachers</i>

What will you do? (what are **your own** responsibilities?)

I will help come up with ideas for stalls. I will help our group make posters. I will get the jar and sweets. I will set up this game by counting the sweets and keeping the answer secret. I will also make the record cards to keep track of everyone's guesses for the number of sweets and name of the bear.

Working Arrangements

Start Time / Date: *17 Dec at 10am*

Finish Time / Date: *17 Dec at 2pm*

How long will the task take? *Planning and set up 3 weeks. At the fair 1 day.*

Where will you be working?

In class and the fair will be run in the South Hall

Who will you ask for help if things go wrong?

A Tutor

"I confirm that the candidate has been observed carrying out discussions on the above and has:

- checked they understood the objectives*
- identified what needed to be done*
- made sure they were clear about their own responsibilities and working arrangements"*

Witness/assessor (signature): *A. Tutor*
(e.g. tutor, supervisor, course leader)

Date: *27/11/2017*

Candidate name: *A. Learner*

Working with Others (in a group/team) Level 1: Plan→DO→Review
WO1.2 Work towards objectives

What jobs/tasks did you do? (what were your own responsibilities?) <i>I helped to come up with ideas for stalls I helped to design posters for the stalls on the computer I bought the jar from Tesco and got the sweets there as well I designed a card for the children to write their guesses at the fair I put the sweets in the jar, mixing up the colours and keeping count I wrote the answer on a piece of card and put it in a silver envelope I helped Kerrie and Barney come up with ideas for the teddy bear names for their stall I talked to year 7s at the fair and wrote down their name, form and guesses</i>	Who were you working with? <i>I worked in a team of four, (with Gem, Kerrie and Barney). Me and Gem did the sweets game and Kerrie and Barney did the teddy bear game</i>
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Who did you ask for help and what was it for?
I asked the caretakers to set up the tables for the fair. I asked A Tutor for the money to buy the sweets and the jar.

What help did you offer other people in your group?
I did lots of the computer work and I helped Gem decide what to say on the posters. I helped her put them up around school, I helped Kerrie and Barney decided on some names for the bear.

Witness Statement – give examples of how the candidate...
(To be completed by the tutor, supervisor, course leader etc. only)

Worked safely? (e.g. followed safety rules, used tools safely, carried out risk assessment)
A used wrapped up sweets for the jar so that they wouldn't get dirty or melt with they handled them. A washed their hands before they put the sweets in the jar and washed the jar out first too. A didn't buy any sweets with nuts in because some people might have allergies.

Checked that they were working to the right standard? (e.g. followed instructions for using materials, used tools correctly)
The group asked each other for opinions along the way and made sure that we were all happy with each other's designs for the posters and cards. They asked the teachers what they thought of our names for the bear.

Checked their own progress and that of the group?
The group had a meeting to check how all of the jobs were going.

"I confirm that the candidate has carried out the tasks to meet their responsibilities and has:

- worked safely and followed the working methods given*
- checked progress*
- asked for help and offered support, when appropriate."*

Witness/assessor (signature): A. Tutor
(e.g. tutor, supervisor, course leader)

Date: 17/12/2017

Candidate name: A. Learner

Working with Others (in a group/team) Level 1: Plan→Do→REVIEW

WO1.3 Identify ways you helped

What do you think went well in working with others? (e.g. the speed you worked at, sharing boring jobs out, being able to do what you are good at, encouraging each other)

We got the work done faster than I would have done on my own. We came up with loads of really good ideas because we got to discuss it. It gave me the confidence to work on the stall because I knew I wouldn't be on my own.

What went less well, in working with others? (e.g. arguments, problems with passing messages on, how much each of you did)

Some of the group got bored and lost interest over the three weeks.

Because we were on study leave for our mocks just before the fair, not all of the class came back to school on the day of the fair.

What did you do to help the group achieve their tasks? (e.g. encouraged others, made sure everyone kept to time, did things that were not your job)

I helped Gem decide on the wording for the posters when she got stuck. We sat down together and came up with the right words. I helped put posters up around the school. I made posters and record cards on the computer.

How could you improve your working with others next time? (e.g. I could listen to others, plan my time better)

I could be a bit less argumentative sometimes as I think I'm always right so I don't always listen to other people's opinions. Working in a group like this helped me realise that other people have really good ideas too and I should be less stubborn.

"I confirm that the candidate has been observed carrying out discussions on the above and has:

- *identified how they helped achieve things together*
- *identified what went well and less well, and suggested improvements for working with others next time."*

Witness/assessor (signature): A. Tutor
(e.g. tutor, supervisor, course leader)

Date: 17/12/2017

Candidate name: A. Learner

Learning Log

This log should be used to support planning for the assessed skill. It should be used to reflect on the learning that has taken place and the progress being made. The candidate should enter:

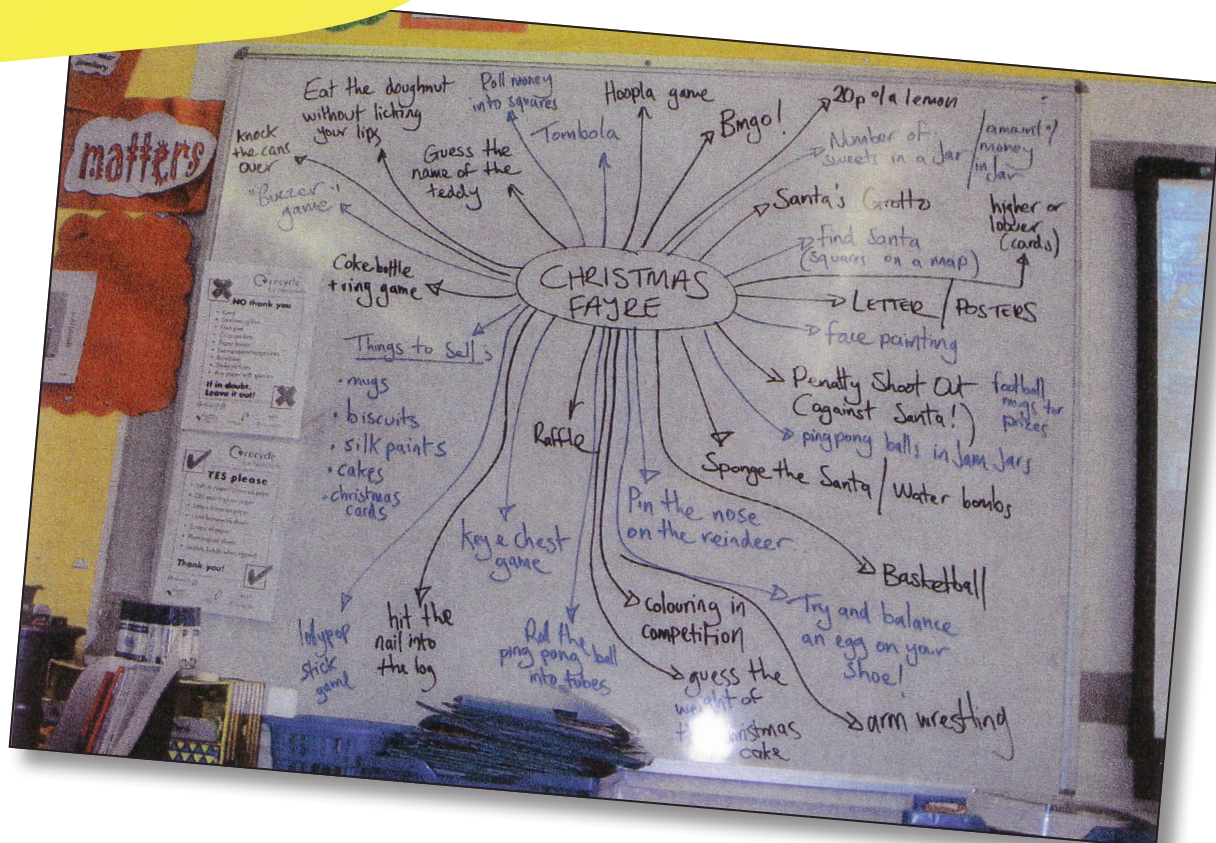
- each activity carried out
- each progress review they have had with their assessor
- their own views on their progress
- changes they have made to activities that were included on the Action Plan

Name: <i>A. Learner</i>	ASDAN course: <i>CoPE Level 1</i>
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<p>Targets/objectives/outcomes identified in Action Plan:</p> <p><i>Work in a group with Gem, Kerrie and Barney to run a stall at the Christmas Fair to raise money for Samaritans Purse</i></p>

Description of activities	Self-reflection on progress	Date
<i>Come up with ideas for stall and pick one (we chose two games in the end)</i>	<i>I had some good ideas</i>	<i>26 Nov</i>
<i>Design posters for the stalls on computer and put them up around school</i>	<i>My friends said the posters are really eye catching</i>	<i>3 Dec</i>
<i>Buy the jar and sweets for the guess the sweets game and prepare (answer in envelope)</i>	<i>I did this</i>	<i>10 Dec</i>
<i>Buy teddy bear and think of some names (answer in envelope)</i>	<i>I helped Kerrie and Barney think of names</i>	<i>10 Dec</i>
<i>Make record cards on the computer for peoples guesses</i>		<i>10 Dec</i>
<i>Ask the caretaker for help setting up at the fair</i>		<i>16 Dec</i>
<i>Ask Miss Sadler for a float for the stall</i>	<i>We got £5.00</i>	<i>16 Dec</i>
<i>Run the stall and collect money, write down entries etc</i>	<i>I got on well with my teammates on the stall and we made £42.00</i>	<i>17 Dec 10am-2pm</i>

WO and 2B1 - This is a photo of our class mind-map that we did for ideas for stalls at the Christmas Fayre



I am in a group with Gem, Kerrie and Barney. We will be doing two games on our stall - guess the number of sweets and guess the name of the teddy bear.

Daniel

Guess how many sweets are in the jar!!

WO and 2B1 - This is the poster that I helped Gem make to advertise our game - guess how many sweets are in the jar

Have a guess and if you're right you win the sweets!

20p a go!! All the money raised will go to Samaritan's Purse

Guess how many sweets are in the jar!!

Pay 20p and write down your details for a chance to win the jar of sweets!



Name	Form	How many sweets?
Adam Moore	7GL	110
Adam Moore	7GL	575
Adam Moore	7GL	532
Richard Alvin	9JZ	200
Jordan Laws	8BF	368
Jaime Lee	7SU	218
Jaime Lee	7SU	350
Claire Whittals	7HG	425
Vikram Singh	8LK	600
Rajesh Patel	8LK	723
Melanie James	9TY	354

WO and 2B1 -
This is one of the
record sheets
I made for our
game - guess how
many sweets are
in the jar.

Guess the name of the bear!

WO and 2B1 - This is the poster that Kerrie and Barney made for their game - guess the name of the bear.

**Have a guess and
if you're right
you win me!**

**20p a go!! All the money raised
will go to Samaritan's Purse**



Guess the name of the bear!!

Pay 20p and write down your details for a chance to win the teddy bear!

Name	Form	What's the name?


WO and 2B1 - This is a blank copy of the record sheet that I made for Kerrie and Barney's game - guess the name of the bear.

Daniel



There are 357 sweets in the jar!

The sweets game raised £17.00



The bear is called Theodore

The teddy bear game raised £13.60

WO and 2B1 - These are the answer cards for both games - we put them in an envelope before the start of the fayre.