

# ASDAN Key Skills in Working with Others

## Level 3 Specification

# ASDAN Key Skills in Working with Others Level 3

## 1. Title

The following qualification has been accredited by the regulatory bodies in England and Northern Ireland (Ofqual and CCEA).

ASDAN Level 3 Key Skills in Working with Others  
Accreditation Number 100/3793/7

In England and N. Ireland it appears in the Register of Regulated Qualifications.

This qualification also carries **UCAS points: 6**

## 2. Location of the qualification within the subject/sector classification system

14.1 Foundations for Learning and Life

## 3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

**Number of Guided Learning Hours assigned** 30 hours

**Total Qualification Time** 50 hours

## 4. Qualification Dates

Operational End Date: 31/12/2018

Operational End Date: 31/12/2021 (NI only)

Certification End Date: 31/12/2019

Certification End Date: 31/12/2023 (NI only)

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action, which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website [www.asdan.org.uk](http://www.asdan.org.uk).

## 5. Objective of the qualification

The Wider Key Skills qualifications aim to develop and recognise each candidate's ability to apply these skills in ways that are appropriate to different contexts and to improve the quality of their learning and performance. Working with others focuses on the ability of the candidate to meet their own responsibilities and work cooperatively for the purpose of achieving shared objectives.

## 6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks.

## ASDAN Key Skills in Working with Others Level 3

Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards

Examples of work experience: Demonstrable experience of knowledge of the subject area.

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable. The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

### 7. Units

The units listed below are available for the qualification.

| Title               | Level | Unit reference | Credit rating (if applicable) |
|---------------------|-------|----------------|-------------------------------|
| Working with others | 3     | WWO3           | n/a                           |

### 8. Structure of the qualification

The qualification is not credit-based and consists of one mandatory unit.

Evidence to fully meet the WWO standards is generated by completing activities through which candidates need to demonstrate their competence by presenting a portfolio of evidence that clearly demonstrates their ability to meet the standards.

The standards consist of

- A short overview of the Key Skill at the relevant level
- What the candidate needs to know how to do (Part A)
- What the candidate must show they can do (Part B)
- Examples and guidance

To demonstrate working at the appropriate level, candidates are required to use the recording documents provided by ASDAN, which support the consistent production of evidence.

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for candidates to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit candidates for certification.

## ASDAN Key Skills in Working with Others Level 3

### 9. Prior achievement and recognition of prior learning

No mandatory prior qualification, attainment or experience is required. However, as Key Skills build upon the skills and knowledge acquired within a range of education and training experiences, there may be evidence that could be accredited via APL (providing performance was both current and subject to authentication). Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

#### Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

### 10. Assessment

Candidates complete a **portfolio of evidence**, generated from appropriate activities, which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard:

Provide at least **one** example of meeting the standard for WO3.1, WO3.2, and WO3.3, to include work in a group or team situation. The candidate must check progress on **two** occasions (for WO3.2).

In order to ensure that the candidate can demonstrate knowledge and understanding that may not be explicitly shown in the portfolio, a series of Part A questions is provided.

The portfolio must consist of:

- an '**Assessment Checklist**' which clearly records what the evidence is and where it is located
- a portfolio of evidence, including **Part A questions**, that demonstrates that the candidate has successfully met all of the requirements described in Part B of the relevant Key Skill.
- **Plan, Do, Review sheets**, these are intended to support candidates in providing sufficient and valid evidence for assessment to meet the requirements of each unit.

A **Candidate Log** can be downloaded from the ASDAN website. This contains **Assessment Checklists** which must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence. The **Candidate Record** pages of the Candidate Log help the candidate to track their progress and are used by the Internal Moderator to record internal moderation and feed back to the assessor after sampling.

Evidence may be drawn from work undertaken within the full range of qualifications in schools and colleges. It may also be drawn from activities undertaken as part of wider curriculum enrichment programmes (including ASDAN's own programmes), PSHE, work experience, employment, voluntary and youth work.

**Wider Key Skills resources** (Plan, Do, Review sheets, Witness Statements etc). These documents are intended to support candidates in providing sufficient and valid evidence for assessment to meet the requirements of each unit. They have been developed with reference to the different parts of the national standards.

## ASDAN Key Skills in Working with Others Level 3

**Internal moderation** is undertaken by the centre, following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

**External moderation** is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

### 11. Assessment language

ASDAN qualifications are published and assessed in English only.

### 12. Standards

The standards for the qualification are as follows:

## ASDAN Key Skills in Working with Others Level 3

|  |   |
|--|---|
| Title:   | Working with Others   |
| Level:   | 3   |
| Credit Value (if any):   | n/a   |
| Learning outcomes<br>The learner will:   | Assessment criteria<br>The learner can:   |
| 3.1 Plan work with others  | 1.1 Agree realistic objectives for working together and what needs to be done to achieve them<br>1.2 Share relevant information to help agree roles and responsibilities<br>1.3 Agree suitable working arrangements with those involved   |
| 3.2 Seek to develop co-operation and check progress towards their agreed objectives      | 2.1 Organise and carry out tasks efficiently to meet their responsibilities<br>2.2 Seek effective ways to develop co-operation including ways to resolve any conflict<br>2.3 Share accurate information on progress, agreeing changes where necessary to achieve objectives       |
| 3.3 Review work with others and agree ways of improving collaborative work in the future | 3.1 Agree the extent to which work with others has been successful and the objectives have been met<br>3.2 Identify factors, including their role, in influencing the outcome<br>3.3 Agree ways of improving their work with others in the future, including interpersonal skills |
| Additional information about the unit  |   |
| Organisation reference code  | WWO3  |
| Unit aim/purpose   | Working with others focuses on the ability of the candidate to meet their own responsibilities and work co-operatively for the purpose of achieving shared objectives.  |
| Guided Learning Hours  | 30  |
| Total Qualification Time   | 50  |
| Requirements about the way the units must be assessed (if appropriate)                   | N/A   |
| Guidance on suitable types of supporting evidence  | Mandatory: Part A questions, Plan, Do, Review sheets, candidate logbook<br><br>Optional: Products of the candidate's work, such as artefacts or documents; assessor observation; candidate report; audio/video recording; witness statements; other relevant evidence             |
| Unit review date   | 30/06/2018  |
| Equivalent ASDAN unit/s or exemptions  | N/A   |

# ASDAN Key Skills in Working with Others Level 3

## Sample Part A Questions, Assessment Checklist and Candidate Record

### Part A Individual Questions

The assessor should tick questions which **have** been addressed within the portfolio, **and** note where the evidence can be found. Responses to the other questions must be recorded and the method indicated at the end of the sheet. Assessors should check that responses made by the candidate are adequate and appropriate for Level 3. This sheet **must** be included in the candidate's portfolio and referenced on the assessment checklist.

#### WO3.1

1. How did you prioritise tasks and agree roles, responsibilities, and working arrangements?
2. How can different roles contribute to a successful outcome?
3. Give an example of how interpersonal skills have contributed to effective teamwork.

#### WO3.2

4. Describe how you got accurate information on progress, quality of work and deadlines met.
5. Give an example, from your experience, when the way an **individual** behaved had a negative effect on the ability of a group to succeed in the work they were doing together.
6. Give an example, from your experience, when the way an **individual** behaved had a positive effect on the ability of a group to succeed in the work they were doing together.
7. Describe how you, personally, have supported co-operative ways of working, e.g. thought about others needs for information and support, motivated others, acted assertively, helped resolve conflict.

#### WO3.3

8. What are the principles of constructive feedback?
9. What factors influenced the outcomes of the work you did with others?
  - Practical task based factors:
  - Interpersonal factors:
10. How did **your** contribution influence the outcomes of the work you did with others?

**Assessor Declaration:** *I confirm the candidate's knowledge and understanding of Part A of the standards, and that the responses above are the candidate's own*

Assessor name:

Assessor signature:

Candidate name:

Date:

Answers recorded by (please state):  
on videotape  other

assessor

candidate

on audiotape

# ASDAN Key Skills in Working with Others Level 3

## Assessment Checklist Working with Others: Level 3

**You must:** Provide at least one example of meeting the standard for WO3.1, WO3.2 and WO3.3, to include work in a group or team situation. You must check progress on two occasions (for WO3.2).

| Assessment criteria   | Evidence must show you can:   |
|---|---|
| <b>WO3.1</b><br>Plan work with others.  | <b>3.1.1</b> agree realistic objectives for working together and what needs to be done to achieve them<br><b>3.1.2</b> share relevant information to help agree roles and responsibilities<br><b>3.1.3</b> agree suitable working arrangements with those involved  |
| <b>WO3.2</b><br>Seek to develop co-operation and check progress towards your agreed objectives.       | <b>3.2.1</b> organise and carry out tasks efficiently to meet your responsibilities<br><b>3.2.2</b> seek effective ways to develop co-operation including ways to resolve any conflict<br><b>3.2.3</b> share accurate information on progress, agreeing changes where necessary to achieve objectives             |
| <b>WO3.3</b><br>Review work with others and agree ways of improving collaborative work in the future. | <b>3.3.1</b> agree the extent to which work with others has been successful and the objectives have been met<br><b>3.3.2</b> identify factors, including <i>your</i> role, in influencing the outcome<br><b>3.3.3</b> agree ways of improving your work with others in the future, including interpersonal skills |

**Location of evidence:** List your items of evidence, the assessment criteria they refer to and where they are located in your portfolio.

| Page | Evidence         | WO3.1 |       |       | WO3.2 |       |       | WO3.3 |       |       |
|------|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|      |                  | 3.1.1 | 3.1.2 | 3.1.3 | 3.2.1 | 3.2.2 | 3.2.3 | 3.3.1 | 3.3.2 | 3.3.3 |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      |                  |       |       |       |       |       |       |       |       |       |
|      | Part A questions |       |       |       |       |       |       |       |       |       |

Indicate the location of evidence of WO3.2 (check progress towards your objectives)

Occasion 1:  Occasion 2:

**Assessor Declaration:** "I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this Key Skill."

Assessor name:  Assessor signature:

Candidate name:  Date:



