



# Certificate of Personal Effectiveness (CoPE)

Exemplar portfolio:  
Working with Others, Level 2 (WO2)

March 2018

# Working with Others (in a group/team) Level 2: PLAN→Do→Review

## WO2.1 Confirm what to do

**What is your group/team task?** (e.g. what are the objectives? What needs to be achieved together?)  
*To set up an enterprise project selling Christmas cards*

**Who will you be working with?** (i.e. names or initials of those in your group)  
*Jamie, Daniel*

What needs to be done?	Which group member/s will do each step?	By when?	What materials, equipment tools, and help from others will be needed?
<b>Action steps:</b> <i>Design the cards</i>	<i>Me</i>	<i>28<sup>th</sup> Nov</i>	<i>Computer, printer, card, envelopes</i>  <i>Help from the rest of the group if lots of people want to buy them</i>
<i>Make the cards</i>	<i>Me</i>	<i>3<sup>rd</sup> Dec</i>	
<i>Advertise the cards</i>	<i>Jamie</i>	<i>3<sup>rd</sup> Jan</i>	
<i>Sell the cards</i>	<i>Daniel</i>	<i>21<sup>st</sup> Dec</i>	
<i>Keep accounts</i>	<i>Jamie</i>	<i>21<sup>st</sup> Dec</i>	

**What will you do?** (e.g. what are **your own** responsibilities?)  
*I will design the cards and then make the ones we decide we like best. I will print the cards and then pack them into sets of 12.*

**How did your group share information to decide who did each job?**  
*We discussed the jobs that needed to be done and tried to match them to our skills. I volunteered to design and make the cards because I do Art.*

<b>Working Arrangements</b>  <b>Start Time / Date:</b> <i>9am 23/11/17</i>  <b>Finish Time / Date:</b> <i>3pm 21/12/17</i>  <b>How long will the task take?</b> <i>3 weeks</i>	<b>Where will you be working?</b> (consider Health and Safety) <i>in the ASDAN classroom for the ASDAN lessons</i>
	<b>Who is available to offer support and advice?</b> <i>Mrs Ireland – Art teacher</i> <i>Jamie and Daniel to help me pack the cards</i>

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

- identified the objectives and what needed to be done*
- shared information to identify responsibilities*
- made sure they were clear about their own responsibilities and working arrangements."*

**Witness/assessor (signature):** *A. Tutor* **Date:** *23/11/2017*  
 (e.g. tutor, supervisor, course leader)

**Candidate name:** *A. Learner*

Working with Others (in a group/team) Level 2: Plan→DO→Review  
 WO2.2 Work towards objectives

<p><b>What jobs/tasks did you do?</b> (what were your own responsibilities?)  <i>I designed the cards, printed them and made them up into packs of 12 cards to sell.</i></p>	<p><b>Who were you working with?</b>  <i>Jamie and Daniel</i></p>
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**How did you make sure you worked safely and on time?**  
*I set myself deadlines for finishing the designs. I met with Jamie and Daniel every Monday during the project so that we could check how many cards we had sold and decide if I needed to print off any more.*

**What are the safety issues linked to your responsibilities?**  
*I made sure I didn't use the computer for too long without a break*

**How did you make sure you were working to the right standard?** (e.g. followed instructions for using materials, used tools correctly, checked with group members)  
*I asked Jamie and Mrs Ireland to check my designs. I also asked Jamie to check my finished cards. We met every Monday to check how the cards were selling and Jamie asked me to check the money when he had counted it and to check his maths on the accounts.*

**Give an example of something you did to help the group work well as a team?** (e.g. found a way to sort out a disagreement, saw that someone needed help)  
*I made sure that I kept to my deadlines for designing and making the cards. I encouraged Jamie and Daniel to do their jobs as they were a bit lazy. I had to sell the cards for a while because Daniel didn't do it.*

**How did you check progress with your group?**  
*We met every Monday to check how many cards we had sold and to decide if I needed to print any more. I also met with Jamie in between to help him count the money.*

**Who did you ask for advice?**  
*Mrs Ireland*

**What was it for?**  
*I asked Mrs Ireland what she thought of my designs and how I could improve them. I asked my tutor what we should do about Daniel's job when he was away from school.*

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

- *worked safely with appropriate working methods*
- *worked co-operatively, checked progress and asked for advice"*

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

**Date:** 05/01/2018

**Candidate name:** A. Learner

## Working with Others (in a group/team) Level 2: Plan→Do→REVIEW

### WO2.3 Identify ways you helped

**What do you think went well in working with others?** (e.g. sharing jobs equally, giving feedback, using meetings to check progress)

*Jamie and I worked well together. We did our jobs and supported each other but Daniel was away from school. We decided to ask Laura if she would join the team and sell the cards. This helped us finish our project and to sell all our Christmas cards.*

**What went less well, in working with others?** (e.g. disagreements in decision making, different levels of motivation)

*Daniel didn't really do his job of selling the cards and then he was off school for two weeks, so Jamie and I had more work to do until we could find someone else to join the team.*

**What was your role in helping your group achieve things together?** (e.g. encouraged and helped others, kept group informed)

*I kept to my deadlines for designing and printing the cards. I encouraged Jamie and Daniel to do their jobs. I found a replacement for Daniel when he was away from school.*

**How could you improve your working with others next time (include interpersonal skills)?** (e.g. accept more advice, communicate more often, help sort out disagreements sooner)

*I could try to include the other people in my team more when I make decisions because sometimes I decided that the team should do without talking to others.*

*I could choose my partners more carefully to make sure that they will do the jobs they volunteered for.*

“I confirm that the candidate has:

- shared information on what went well, and less well
- identified their role in helping to achieve things and agree ways to improve.”

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

**Date:** 10/01/2018

**Candidate name:** A. Learner

# Working with Others Level 2: Witness statement

## WO2.1 Plan work with others

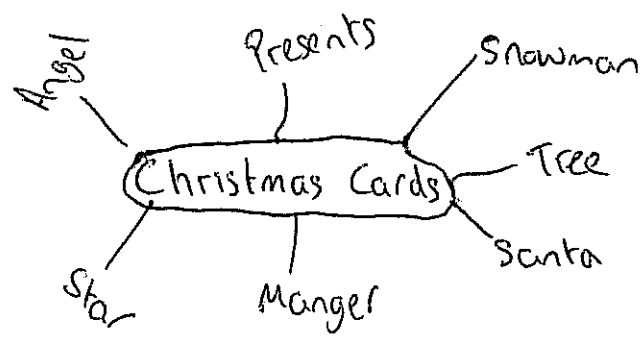
### What was the shared task?

*To set up an enterprise project selling Christmas cards*

Has the candidate:		Comments/examples:
Identified the objectives for working together?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>A helped to ensure that the tasks were divided equally between the group and agreed that the group would meet regularly to discuss progress.</i>
Identified tasks, resources, and timescales to achieve these objectives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>During the group discussion, A suggested some tasks for the team members to carry out. He drew up a list of tasks that the team identified and suggested possible dates for each person to complete the tasks.</i>
Suggested ways they could help and found out from others what they would like to do?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>A took part in a discussion with Daniel and Jamie. He volunteered to design the cards as he is interested in art and IT. He checked with Jamie if this would be acceptable and Jamie agreed to use his IT skills to make advertising posters.</i>
Identified who will be responsible for organising and carrying out each task?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>A produced a list of various tasks and made sure that each group members was assigned to an appropriate task.</i>
Shown their understanding of the ground rules for working together and identified their own, and others' responsibilities for showing respect for each other's rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>A made sure that each team member was happy with the task that they had to carry out. A agreed to attend regular team meetings when this was suggested by Daniel.</i>
<b>Candidate name:</b> <i>A. Learner</i>		<b>Date:</b> <i>23/11/18</i>
<b>Witnessed by:</b> <i>A. Tutor</i> <i>(signature)</i>		<b>Job/ role of witness:</b> <i>Tutor</i> <i>(e.g. tutor, employer, supervisor, course leader)</i>

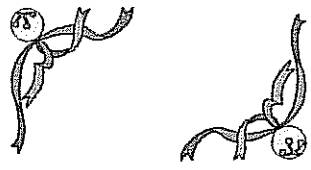
6

# Design Ideas



## Possible Pictures

I like this, change colour?

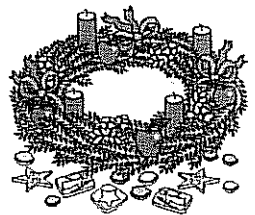


Inside?

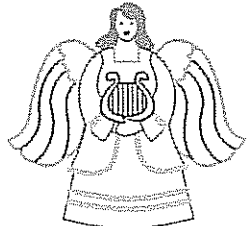
Like this



Not Christmassy enough



Don't like



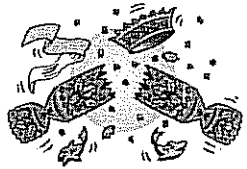
Too childish



Like this



Possible?



Inside?



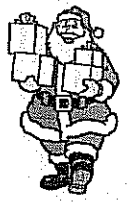
Don't like



Too childish



Like this



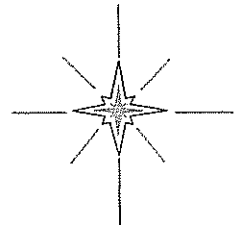
Like this



Possible?



Don't like



Too plain [9]

# Final designs and messages

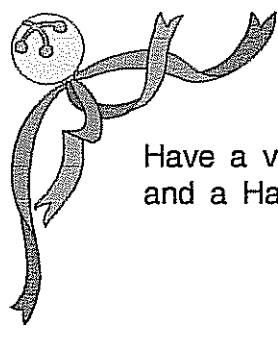
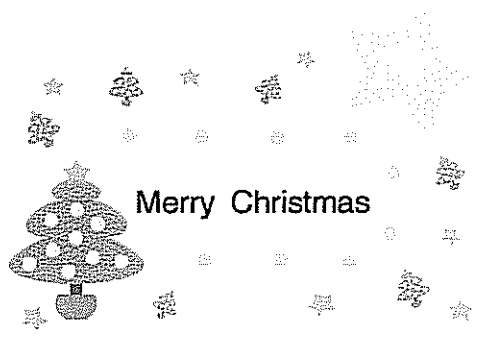
## Card design

## Message

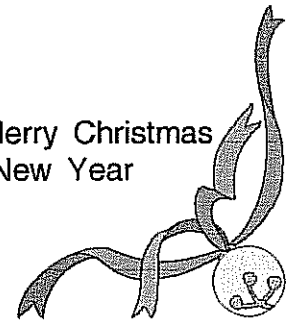
Merry Christmas



Hope you have a great Christmas



Have a very Merry Christmas and a Happy New Year



Hope you have a Christmas filled with joy

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Seasons Greetings





## **WWO**

Additional evidence included:-

Rough copies of the card designs.

Minutes of the initial planning meeting.

Minutes of meeting to decide on final card designs.