

Unit Title: Communication Skills for Group and Teamwork	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HB1/1/LQ/037
Ofqual Unit Reference Number:	A/504/7689

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know about the roles associated with working in a group.	1.1. Identify different roles for group members when completing specific group tasks.
2. Be able to communicate with others in a group situation.	2.1. Communicate appropriately to others in a range of structured situations. 2.2. Select information being communicated orally. 2.3. Respond appropriately. 2.4. Show that the information has been understood. 2.5. Allow others to express their view/responses without interrupting. 2.6. Discuss why it is important to allow others the opportunity to speak.
3. Know how to co-operate with others when working in a group situation.	3.1. Identify situations when co-operation is necessary to achieve a group task. 3.2. Identify the appropriate response to praise and constructive criticism from group members in different structured contexts. 3.3. Identify their relationship with those in authority in different structured contexts.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam	O	Role play/simulation	O
Essay		Practical demonstration	
Report		Group discussion	P
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	