 MSAPMSUP106A: Work in a team

Sample assessment tool

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| **Candidate’s name** |  | **Contact** |  |

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| --- | --- | --- | --- |
| **Assessor’s name** |  | **Contact** |  |

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| **Supervisor’s name** |  | **Contact** |  |

### Summary of evidence

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| **‘Communication and teams’ workbook** – satisfactorily completed |
| **Learning activities** | **Yes** | **Assignment** | **Yes** |
| Section 1: Communicating with others | ❑ | Assignment 2. Working in teams | ❑ |
| Section 2: Working in teams | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – general performance evidence | ❑ |
| **Third party sign-off** – confirming the candidate’s consistent on-the-job performance | ❑ |
| **RPL evidence** – listing previous accreditations, portfolios or other RPL evidence | ❑ |

| **Assessment result** |
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| **Competent** ❑ **Not yet competent** ❑ |

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| **Statement:** I agree that I was ready to be assessed and the assessment process was explained to me |
| **Candidate’s signature** |  | **Date** |  |

| **Assessor’s comments** |
| --- |
| Assessed in conjunction with: *MSAPMSUP102A: Communicate in the workplace* Yes ❑ No ❑ |
| **Assessor’s signature** |  | **Date** |  |

Practical demonstrations

The assessor should tick the appropriate boxes below to confirm that that the candidate has physically demonstrated each of the performance requirements described. Where a candidate does not satisfactorily demonstrate one or more of these criteria, the assessor should mark the corresponding box with a cross, and provide further comments underneath in the ‘Assessor’s comments’ section.

This checklist of ‘General performance evidence’ is adapted from the elements and performance criteria listed in the unit of competency.

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| General performance evidence – the candidate has demonstrated their ability to: | **Confirmed** |
| 1. Identify the task requirements of the team
 | ❑ |
| 1. Identify individual tasks that are part of the team requirements
 | ❑ |
| 1. Prioritise team and individual activities, as directed
 | ❑ |
| 1. Break work activities down into small achievable components
 | ❑ |
| 1. Record activities according to workplace procedures
 | ❑ |
| 1. Seek assistance from other team members when required
 | ❑ |
| 1. Work cooperatively and effectively with other members of the team
 | ❑ |
| 1. Acknowledge information and feedback provided by other members of the team
 | ❑ |
| 1. Acknowledge the roles of other team members and support their efforts
 | ❑ |
| 1. Practice teamwork within the group and between groups to achieve company goals
 | ❑ |

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| **Assessor’s comments** |
| Date/s: Location/s:Description: |

Third party sign-off

The candidate’s workplace supervisor or line manager should tick the boxes below to verify that the candidate has consistently demonstrated these performance criteria over a period of time and in a range of contexts. If any of the performance criteria have not been properly demonstrated, the supervisor should discuss the matter with the assessor and decide on an appropriate course of action.

This checklist is adapted from the ‘Critical aspects for assessment’ section in the ‘Evidence guide’ for the unit of competency.

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| **Performance evidence** – Supervisor’s statement:I acknowledge that the candidate has confirmed their competence in the workplace by demonstrating their ability to: | **Confirmed** |
| 1. Identify work activities and prioritise work in order to meet timelines
 | ❑ |
| 1. Participate willingly as part of a team
 | ❑ |
| 1. Apply relevant company procedures to work activities
 | ❑ |
| 1. Seek assistance from other personnel when difficulties arise
 | ❑ |

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| **Supervisor’s comments** (including period of observation in the workplace) |
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| **Supervisor’s signature** |  | **Date** |  |

Recognition of prior learning

The assessor should list any recognition of prior learning (RPL) evidence that has been used to support a judgement of competency in this unit. Evidence may include previous training, accreditations, work experience or other pursuits where the candidate has gained relevant skills or knowledge.

The assessor must sight all original documents or certified copies being presented as evidence, and keep a copy on file with this assessment tool.

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| **RPL evidence presented** |
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