ASDAN Key Skills in Working with Others

Level 1 Specification

ASDAN

ASDAN Key Skills in Working with Others Level 1 Qualification Specification

1. Title

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

ASDAN Level 1 Key Skills in Working with Others
Accreditation Number: 100/3791/3

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

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 candidate 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 45 hours
Total Qualification Time 60 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.

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

ASDAN Key Skills in Working with Others Level 1 Qualification Specification

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.

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.

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	1	WWO1	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.

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. Progression Opportunities
ASDAN Wider Key Skills in Working with Others Level 2

The Key Skills qualifications are designed to enable learners to progress at their own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise the learner's current capabilities, they also require them to identify how they can further improve their skills to meet new demands at higher levels.

11. Assessment and moderation
Candidates complete a **portfolio of evidence**, generated from appropriate activities, which is internally assessed by centre assessors against the unit assessment criteria generated from appropriate activities. 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 **two** examples of meeting the standard for WO1.1, WO1.2 and WO1.3. **One** example must show the candidate can work in a one-to-one situation and one example must show they can work in a group or team situation.

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.

![ASDAN logo]

ASDAN Key Skills in Working with Others Level 1 Qualification Specification

Wider Key Skills resources (Observation records, 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.

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.

12. Assessment language
ASDAN qualifications are published and assessed in English only.

13. Standards
The standards for the qualification are as follows:

ASDAN Key Skills in Working with Others Level 1 Qualification Specification

Title:	Working with Others
Level:	1
Credit Value (if any):	n/a

Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Confirm they understand the given objectives, and plan for working together	1.1 Check that they clearly understand what they have to achieve together 1.2 Identify what needs to be done and their individual responsibilities 1.3 Make sure they understand the arrangements for working together
1.2 Work with others towards achieving the given objectives	2.1 Carry out tasks to meet their responsibilities 2.2 Work safely, following the working methods they have been given 2.3 Check progress, asking for help and offering support to others, when appropriate
1.3 Identify ways they helped to achieve things and how to improve their work with others	3.1 Identify what went well and less well in working with others 3.2 Identify how they helped to achieve things together 3.3 Suggest ways of improving their work with others for next time

Additional information about the unit	
Organisation reference code	WWO1
Unit aim/purpose	The unit focuses on the ability of the candidate to meet their own responsibilities and work cooperatively for the purpose of achieving shared objectives.
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 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 1 Qualification Specification

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 relevant; additional oral questions may be asked in order to help candidates understand the question and to encourage them to provide more detail. This sheet **must** be included in the candidate's portfolio and referenced on the assessment checklist.*

WO1.1
1. How does working in a group/team differ from working with one other person?
    With one other person:

    In a bigger group:

2. How did you check what needed to be done?

3. What rules do you need for working together?
    You should:

    You shouldn't:

4. How do you show respect for other people's rights, feelings, and ideas when you're working with them?

WO1.2
5. Why is working safely important?

6. How can you support other people you are working with?

7. Give an example of how you have helped sort out a disagreement or problem when working with other people.

WO1.3
8. How could your working with others be improved next time?

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):*
assessor ☐   **candidate** ☐   **on audiotape** ☐   **on videotape** ☐   **other** ☐

ASDAN Key Skills in Working with Others Level 1 Qualification Specification

Assessment Checklist	Working with Others: Level 1

You must: Provide at least two examples of meeting the standard for WO1.1, WO1.2 and WO1.3. One example must show you can work in a one-to-one situation and one example must show you can work in a group or team situation.

Assessment criteria	Evidence must show you can:	
WO1.1 Confirm you understand the given objectives, and plan for working together.	1.1.1	check that you clearly understand what you have to achieve together
	1.1.2	identify what needs to be done and your individual responsibilities
	1.1.3	make sure you understand the arrangements for working together
WO1.2 Work with others towards achieving the given objectives.	1.2.1	carry out tasks to meet your responsibilities
	1.2.2	work safely, following the working methods you have been given
	1.2.3	check progress, asking for help and offering support to others, when appropriate
WO1.3 Identify ways you helped to achieve things and how to improve your work with others.	1.3.1	identify what went well and less well in working with others
	1.3.2	identify how *you* helped to achieve things together
	1.3.3	suggest ways of improving your work with others for next time

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

		WO1.1			WO1.2			WO1.3		
Page	Evidence of working in a one-to-one situation	1.1.1	1.1.2	1.1.3	1.2.1	1.2.2	1.2.3	1.3.1	1.3.2	1.3.3
Page	Evidence of working in a group or team situation	1.1.1	1.1.2	1.1.3	1.2.1	1.2.2	1.2.3	1.3.1	1.3.2	1.3.3
	Part A questions									

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:

6

Candidate Record	Working with Others

Candidate name: _____ ASDAN candidate number: _____

Key Skill (circle one): Working with Others L1 L2 L3 L4 ASDAN centre number: _____

Internal Moderator Declaration: "I confirm that...

Yes ✓ No ✗

☐ ☐ the assessor has signed and dated the summative assessment records

☐ ☐ this unit has been sampled

☐ ☐ the details above are correct and the candidate meets all of the requirements for the certification of this Key Skill

_____ _____ _____
IM name IM signature Date

Internal Moderation

Assessor name: _____

Feedback to the assessor
Comments on the nature and sufficiency of the evidence (should only be completed if the portfolio is sampled):

ASDAN