

Candidate Assessment Summary Form

Level 3 Diploma in Anatomical Pathology Technology

Unit APT3.10 Team working

Learning Outcome/Assessment Criteria	Evidence for Achievement ¹	Assessor Decision ²
Be able to participate in planning the work of a team		
Describe the roles and contributions of team members to the work of the team	<i>Evidence 1: Witness statement</i> <i>Evidence 4: Reflective statement</i> <i>Evidence 7: Objective evidence (Departmental Rota + daily checks list)</i>	
Identify the aims and objectives of the team	<i>Evidence 1: Witness statement</i> <i>Evidence 4: Reflective statement</i> <i>Evidence 7: Objective evidence (Departmental Rota + daily checks list)</i>	
Plan activities with the team in order to meet the aims and objectives	<i>Evidence 1: Witness statement</i> <i>Evidence 4: Reflective statement</i> <i>Evidence 7: Objective evidence (Departmental Rota + daily checks list)</i> <i>Evidence 10: Objective evidence (handover /takeover sheet / diary)</i>	
Agree timescales for completion of activities	<i>Evidence 4: Reflective statement</i> <i>Evidence 7: Objective evidence (Departmental Rota + daily checks list)</i> <i>Evidence 8: Objective evidence (departmental meeting / discussion)</i>	

1. Use this column to signpost the relevant evidence in the portfolio.

2. The assessor should tick this box if he/she believes the assessment criterion / learning outcome has been met.

Be able to carry out own role as part of a team		
Organise own work in order to meet agreed aims and objectives on time	<i>Evidence 2: Witness statement</i> <i>Evidence 5: Reflective statement</i> <i>Evidence 7: Objective evidence (Departmental Rota + daily checks list)</i>	
Monitor own progress towards meeting aims and objectives	<i>Evidence 2: Witness statement</i> <i>Evidence 5: Reflective statement</i> <i>Evidence 7: Objective evidence (Departmental Rota + daily checks list)</i>	
Take appropriate action if aims and objectives are unlikely to be met within agreed timescales	<i>Evidence 2: Witness statement</i> <i>Evidence 5: Reflective statement</i> <i>Evidence 8: Objective evidence (departmental meeting / discussion)</i>	
Evaluate own contribution to the work of the team	<i>Evidence 2: Witness statement</i> <i>Evidence 5: Reflective statement</i>	
Be able to communicate effectively with other team members		
Clarify own role and the role of others in meeting the team's aims and objectives	<i>Evidence 3: Witness statement</i> <i>Evidence 6: Reflective statement</i>	
Inform other team members of own progress towards aims and objectives	<i>Evidence 3: Witness statement</i> <i>Evidence 6: Reflective statement</i>	

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	<i>Evidence 10: Objective evidence (handover /takeover sheet / diary)</i>	
Give advice to team members if requested to enable them to meet their aims and objectives	<i>Evidence 3: Witness statement</i> <i>Evidence 6: Reflective statement</i> <i>Evidence 9: Objective evidence (Competently / training log)</i>	
Understand the importance of team work and communication		
Explain why team work is important in an organisation	<i>Evidence 6: Reflective statement</i>	
Explain how effective communication aids the work of a team Explain how effective communication aids the work of a team	<i>Evidence 6: Reflective statement</i>	

Award of unit / qualification recommended:

	YES / NO	Name	Signature	Date
Assessor				
Internal Verifier				

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2. The assessor should tick this box if he/she believes the assessment criterion / learning outcome has been met.