**Icon

Description automatically generated with low confidence**

**Tracking sheet –** **Teamwork Skills**

The aim of this unit is to help the learner develop team working skills by understanding the roles and ways of working within a team to achieve a shared goal. Learners will have the opportunities to experience working as part of a team to practice teamworking skills.

**SCQF Level 3**

**Learner name Centre name**

|  |  |
| --- | --- |
| **To do this you must** | **Evidence location** |
| 1. Understand the characteristics of an effective team | |
| * 1. Identify an advantage of working as a team |  |
| * 1. Identify a problem of working as a team |  |
| * 1. Give examples of how to communicate appropriately within a team |  |
| 1. Be able to take part in team activities | |
| * 1. Give examples of activities you have participated in as a team member |  |
| 1. Be able to learn from experiences of teamwork to improve own performance | |
| * 1. Identify the contribution you made during teamwork activities |  |
| * 1. Obtain feedback on your own teamwork skills |  |
| * 1. Give an example of a skill you have developed whilst working in a team |  |
| * 1. Give examples of teamwork skills you want to develop |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |