

Assignment front sheet

Qualification		Unit number and title	
Pearson BTEC Higher Nationals in Computing and Systems Development		Unit 3: Employability and Professional Development	
Student name		Assessor name	
		Dr Derek Peacock	
Date issued	Completion date	Submitted on	
13 th October 2016	15 th December 2016		

Assignment title	03-2: Working in Teams
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O	Learning outcome (LO)	AC	In this assessment, you will have the opportunity to present evidence that shows you are able to:	Task no.	Evidence
LO 2	Be able to demonstrate acquired interpersonal and transferable skills	2.1	communicate in a variety of styles and appropriate manner at various levels	1	
		2.2	demonstrate effective time management strategies	2	
LO 3	Understand the dynamics of working with others	3.1	analyse team dynamics, discussing the roles people play in a team and how they can work together to achieve shared goals	1	
		3.2	discuss alternative ways to complete tasks and achieve team goals	2	

Learner declaration	
<p>I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.</p> <p>Student signature: _____ Date: _____</p>	

In addition to the above PASS criteria, this assignment gives you the opportunity to submit evidence to achieve the following MERIT and DISTINCTION grades

Grade Descriptor	Indicative characteristic/s	Contextualisation
M1 Identify and apply strategies to find appropriate solutions	Not in this assessment	
M2 Select/design and apply appropriate methods/techniques	Not in this assessment	
M3 Present and communicate appropriate findings	Appropriate structure and approach have been applied	<i>Your team performance has been rated better than average (> 3.2) by your team members</i>
D1 Use critical reflection to evaluate own work and justify valid conclusions	Self-criticism of approach has taken place	<i>Your team or individual blogs have critically evaluated the way in which the team is working, and appropriate suggestions for improvements have been made</i>
D2 Take responsibility for managing and organising activities	activities have been managed	<i>You have successfully chaired a meeting, or planned activities that have been successfully completed on schedule</i>
D3 Demonstrate convergent/lateral/creative thinking	Not in this assessment	

Assignment brief

Unit number and title	Unit 3: Employability and Professional Development
Qualification	Pearson BTEC Higher Nationals in Computing and Systems Development
Start date	
Deadline/hand-in	
Assessor	Dr Derek Peacock

Assignment title	03-2: Working in Teams
Purpose of this assignment To provide learners with the opportunity to acquire employability skills required for effective employment and to manage their own personal and professional development.	
Scenario Valerian Software is a small software development firm newly established that is looking to develop novel dynamic interactive websites that make use of modern web development best practices. You have been recently appointed as a trainee web developer and you are required as part of your job to complete an on-going CPD program which will last two years. Valerian Software (http://valeriansoftware.com/) designed and developed an online project management system which it released onto the market in 2010. You are asked to join a small team that will design a new version which can compete against the market leaders that include Basecamp (https://basecamp.com/). Customers of Basecamp include Adidas, twitter, Nike, National Geographic and DHL. There however many other potential e-commerce applications, and your team can propose an alternative web based e-commerce application. It will however have to be viable in the timescale, and utilise a similar skill set as the proposed application. You will need your manager's approval for any alternative application.	
Purpose of this assignment The majority of employees in the IT industry work in teams. It is very important to be a good "team player" and be able to work effectively to achieve common goals. This assignment gives you the opportunity to evaluate and practice team skills along with effective communication.	

Task 1 – Transferable and Interpersonal Skills (AC 2.1, 3.1)

You have been asked participate in dividing available staff into effective teams of 2-5 members. You must first assess the interpersonal and transferrable skills of each member of staff, and then decide on who should be in which team.

- Participate in a meeting which decides on an agreed list of software development skills, transferrable skills and interpersonal skills that are best suited for the proposed web development teams.
- Complete a web page that summarises all your skills, and present them to others in a meeting summarising your strengths and weaknesses and answering questions
- Participate in a meeting to decide on who shall be in which team. Make notes on how that meeting went, how the decisions were made, and your view on whether the decisions made were the best and if not what were the better alternatives.

Task 2 - Group Dynamics (AC 2.2, AC3.2)

Once your software development team has been agreed, elect one member as Project Lead. This person must setup a team project plan in **TeamWork**. The team should hold a 30-minute meeting once a week to decide on priority tasks, discuss alternative ways the tasks can best be completed, and then assign them to appropriate team members.

For each meeting a different team member should be elected as chairperson, and that person should be responsible for creating an agenda, and electing someone to take meeting minutes.

The team should discuss the roles that people can play in a team. Consider both task roles, personal roles and dysfunctional roles. **You should also discuss alternative ways of completing the agreed tasks.** After every team member has chaired one meeting, everyone in the team should complete the **Team Performance Evaluation** for yourself and your colleagues.

Meet with your team and discuss the results recorded on the evaluation sheets. Then, as a result of the discussion you should write short notes **or blogs** about how you could adjust the roles to complete tasks and reach team goals more effectively. **Your notes or blogs should also include alternative ways of completing the agreed tasks**

Evidence checklist	Summary of evidence required by student	Evidence presented
Task 1	<p>A web page that summarises your software development skills, transferrable skills and interpersonal skills</p> <p>A web page with personal notes or blogs analysing how the meeting to decide teams went, and the roles played by different people. (400-600 words)</p>	
Task 2	<p>A completed Team Roles Evaluation web page.</p> <p>A spreadsheet summarising your Team Performance Evaluation</p> <p>A web page with personal notes or blogs on alternative ways of completing tasks, and alternative roles for team members. (400 - 600 words)</p>	

Achievement Summary

Qualification	Pearson BTEC Higher Nationals in Computing and Systems Development	Assessor name	Dr Derek Peacock
Unit Number and title	Unit 3: Employability and Professional Development	Student name	
Criteria Reference	To achieve the criteria the evidence must show that the student is able to:	Achieved ? (tick)	
2.1	communicate in a variety of styles and appropriate manner at various levels		
2.2	demonstrate effective time management strategies		
3.1	analyse team dynamics, discussing the roles people play in a team and how they can work together to achieve shared goals		
3.2	discuss alternative ways to complete tasks and achieve team goals		
Higher Grade achievements (where applicable)			
Grade descriptor	Achieved ? (tick)	Grade descriptor	Achieved ? (tick)
M1: Identify and apply strategies to find appropriate solutions	Not Available	D1: Use critical reflection to evaluate own work and justify valid conclusions	
M2: Select/design and apply appropriate methods/techniques	Not Available	D2: Take responsibility for managing and organising activities	
M3: Present and communicate appropriate findings		D3: Demonstrate convergent/lateral/ creative thinking	Not Available

Assignment Feedback

Formative Feedback: Assessor to Student

Action Plan

Summative feedback

Feedback: Student to Assessor

**Assessor
Signature**

Date

**Student
Signature**

Date

Evaluation of Team Performance

Assessment	
Assessor	
Team Member	
Date Assessed	
Tutor Signature	

	Very poor	Poor	Average	Good	Very Good
Attendance of team meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in the team discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributions to decisions made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages others with humour or understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to set deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of verbal contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of written/work contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treats others opinions with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens attentively to team member's contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing activities by chairing a meeting or project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>