



**Unit title:** Working as Part of a Team

**SQA code:** J8D6 45

**SCQF level:** 5

**SCQF credit points:** 5

## History of changes

**Publication date:** July 2024

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<b>Version number</b>	<b>Date</b>	<b>Description of change</b>	<b>Authorised by</b>

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Unit template: December 2022.

# Unit Specification

Working as part of a team

URN: SDS 0461

SCQF Level: 5 | SCQF Credit: 5

## Goal of Unit:

To work effectively as part of a team in line with organisational role, policies and procedures.

## Brief outline:

This is about working effectively with colleagues as part of a team to achieve results together. It includes co ordinating efforts, sharing information and supporting others to promote positive working environments and complete work effectively.

### Performance requirements

1. Identifying roles and responsibilities of team members in line with organisational policies and procedures
2. Communicating and sharing relevant information effectively with team members in line with organisational policies and procedures
3. Requesting support from team members in line with organisational policies and procedures
4. Offering support and responding to team members requests for support when own workload allows in line with organisational policies and procedures
5. Escalating any issues with team members to relevant colleagues in line with organisational policies and procedures
6. Participating in team meetings in line with organisational policies and procedures

### Knowledge and understanding requirements

1. Why it is important to create and maintain good team working relationships
2. Where to find information about roles and responsibilities for you and your other team members and the importance of this
3. Communication methods and processes for dealing with team members in line with organisational policies and procedures
4. Why and when you need to keep team members informed of your activities
5. How to manage your workload and how to seek support when required
6. When it is appropriate to request support and the impact of requesting support at an unsuitable time
7. Who to contact and processes to follow if there are issues with team members
8. Why it is important to contribute and participate in team meetings