

<b>Title</b>	<b>Collaborate within a team or group which has an objective</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to collaborate within a team or group working towards achievement of an objective; and evaluate contributions to the team or group objective.
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<b>Classification</b>	Communication Skills > Interpersonal Communications
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<b>Available Grade</b>	Achieved
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### Explanatory notes

- This unit standard is one of a sequence about working as part of a team or group:
  - Unit 3503, *Participate and communicate in a team or group to complete a routine task*, level 1
  - Unit 9677, *Participate in a team or group which has an objective*, level 2
  - Unit 9681, *Contribute within a team or group which has an objective*, level 3
  - Unit 11101, *Collaborate within a team or group which has an objective*, level 4.
- Definition**  
In this unit standard, *collaborate* means working with other people in a team or group and involves self-direction, creativity, and innovation.
- All assessment activities must comply with any policies, procedures, and requirements of the organisation/s involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements.
- People should be assessed against this unit standard in a real-life context using naturally occurring evidence or in simulated conditions that demand performance equivalent to that required in the real-life context.  
  
Where naturally occurring evidence is used for assessment against this unit standard, a verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.
- This unit standard is about working with other people in a team or group. While the objective should be generally agreed to be achievable, meeting the team or group objective is not a requirement for award of credit.

### Outcomes and evidence requirements

#### Outcome 1

Collaborate within a team or group working towards achievement of an objective.

**Evidence requirements**

- 1.1 Team or group objective is identified.
- 1.2 Own role and responsibilities in the team or group are described.
- 1.3 Expected behaviours and attitudes of team or group members are identified and agreed.
- Range behaviours and attitudes include but are not limited to – respect, timeliness, discretion, confidentiality, language used, commitment.
- 1.4 A variety of contributions are made which are relevant to achievement of the objective.
- Range contributions may include but are not limited to – ideas, information, opinions, feedback, recommendations; evidence of four different types of contribution is required.
- 1.5 Questions are used to clarify and obtain information from other team or group members.
- 1.6 Own behaviour is in accordance with agreed team or group requirements and expectations.
- 1.7 Tasks relevant to achievement of the objective are undertaken and carried out in accordance with team or group requirements and expectations.
- 1.8 Decision-making relevant to the tasks is demonstrated.
- 1.9 Candidate demonstrates commitment to the team or group through attendance, and taking responsibility to ensure completion of tasks.

**Outcome 2**

Evaluate contributions to the team or group objective.

**Evidence requirements**

- 2.1 Own contributions are evaluated in terms of achieving the team or group objective.
- Range evidence of two is required.
- 2.2 Contributions of others are evaluated and constructive feedback given in terms of achieving the team or group objective.
- Range evidence of two is required.
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<b>Replacement information</b>	This unit standard replaced unit standard 3505.
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<b>Planned review date</b>	31 December 2016
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last date for Assessment
Registration	1	24 March 1998	31 December 2012
Review	2	25 July 2006	31 December 2013
Review	3	17 November 2011	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0023
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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#### Comments on this unit standard

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.