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| Title | **Communicate in a team or group to complete a routine task** |
| Level | **1** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to communicate in a team or group to complete a routine task. |

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| Classification | Communication Skills > Interpersonal Communications |

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| Available grade | Achieved |

**Guidance Information**

1 This unit standard is one of a sequence about working as part of a group or team:

 Unit 3503, *Communicate in a team or group to complete a routine task* (Level 1)

 Unit 9677, *Communicate 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)

2 Definitions
*Routine task* means a task for which there is a single acceptable solution or outcome which can be verified easily. The task is achieved using a standard path and is familiar to every member of the team or group. The task requirements are constant, and involve few operations or areas of knowledge and no complexity of skill.
*Team or group* means more than two people.

3 In any team or group activity each candidate must have a significant opportunity to be able to provide sufficient evidence for the assessment of individual performance.

4 Evidence for this standard may be from a face-to-face or digital activity where the participants are working together.

5 A verifier’s checklist is acceptable if accompanied by evidence that includes examples from the candidate’s performance.

6 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

7 All activities will, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

**Outcomes and performance criteria**

**Outcome 1**

Communicate in a team or group to complete a routine task.

**Performance criteria**

1.1 Purpose of the team or group and own contribution are identified in terms of the routine task.

1.2 Own communication and response to others’ communication are effective and respectful.

Range communication includes - information, ideas and/or opinions.

1.3 Own contribution is effective to the completion of the team or group task.

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 18 May 1995 | 31 December 2014 |
| Review | 2 | 24 March 1998 | 31 December 2014 |
| Revision | 3 | 11 February 2004 | 31 December 2014 |
| Review | 4 | 17 April 2009 | 31 December 2016 |
| Review | 5 | 24 October 2014 | 31 December 2020 |
| Review | 6 | 16 February 2017 | N/A |
| Review | 7 | XXXX 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

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