

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

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
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Explanatory notes

- 1 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.
- 2 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.
- 3 In the absence of video evidence, a verifier’s checklist is acceptable if accompanied by evidence that includes examples from the candidate’s performance.
- 4 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)

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

- 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 team or group completion of the task.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions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

Consent and Moderation Requirements (CMR) reference	0113
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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.

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.