Level 2 Developing personal and team effectiveness using IT (7574-235)

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ITQ (QCF)
Assignment guide for Candidates
Assignment A

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Level 2 Developing Personal and Team Effectiveness (7574-235) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises part of the assessment for Level 2 Developing personal and team effectiveness using IT (7574-235).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **two hours**.

Level 2 Developing personal and team effectiveness using IT (7574-235)
Candidate instructions

Time allowance: two hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Knowledge test
- Task B - Action plan
- Task C - Team working – Witness Testimony

Scenario
As a fundamental part of your IT Apprenticeship you must be able to demonstrate both personal and team effectiveness. To support this and in order to reflect on your own self development, you are asked to answer the following questions, including seeking and receiving feedback.

Because this is an IT Apprenticeship your answers must be typed using an appropriate application.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Knowledge test

1 Describe **two** ways in which IT tools and/or systems can be used to manage time effectively.

2 Identify **two** IT tools or resources to support your own learning and development.

3 Give **two** examples of the types of IT tools and/or systems that can help improve personal performance.

4 Thinking about your workplace, describe the roles and responsibilities of at least **three** team members.

5 Thinking about your workplace, describe **two** ways in which IT tools and systems can be used to improve team working.

6 Thinking about team working, identify **two** ways that IT could be used to overcome obstacles to effective teamwork.

Task B – Action Plan

1 Based on your answer to question A3 create an action plan to improve your own working practice. Consider the following elements as a minimum and explain what activity you will undertake for each of them:

- Productivity Tools
- IT Communication Tools
- Time management tools
- Resources for learning and development.

2 On your action plan, for each of the elements in Task B1 indicate a timescale for their completion and what evidence will be provided to demonstrate that the activity has been achieved.

Task C – Team working

1 For this task it is suggested that a small group carry out a task such as designing a website or making a presentation followed by feedback from the group on the final product.

In order to confirm that this activity has taken place your assessor must complete a witness testimony that covers:

- Your contribution to team activities
- The way in which you provided feedback to other team members on their use of IT
- Feedback from other members of the team on your use of IT.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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