City & Guilds Level 3 Developing personal and team effectiveness using IT (7574-335)

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ITQ
Assignment guide for Candidates
Assignment A

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Level 3 Developing personal and team effectiveness using IT (7574-335) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises part of the assessment for Level 3 Developing Personal and Team Effectiveness (7574-335).

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 and a half hours**.

Level 3 Developing Personal and Team Effectiveness (7574-335) Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - Knowledge
- Task B - Action plan
- Task C - Team working

Scenario

As a fundamental part of your IT Application Specialist 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 and/or work experience, you are asked to answer the following questions, including seeking and receiving feedback.

Because this is an Apprenticeship for IT Users 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

1 Describe **three** benefits to the learner of each the following learning resources typically available to support personal development within an organisation:

- library of generic e-learning courses
- in-house social networking site
- Online assessment software

2 Describe **two** ways in which IT can be used to improve personal performance for each of the following:

- time management
- organising tasks and activities

3 Give **three** examples of the types of IT tools/systems that can support the members of a team for each of the following:

- enhancing team communications
- facilitating file sharing
- overcoming poor teamwork

Provide a screen print of one of the above examples being implemented and paste it into your Answers 335 A document.

4 Describe **three** different roles, responsibilities/aptitudes or tools that can contribute towards team effectiveness.

Task B – Action Plan

1 Based on the IT tools available to you in your organisation, complete the provided action plan in the Answers 335 A document, (provided by your assessor) to improve your own working practice for each of the following categories:

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

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.

Using your Answers 335 A document provided by your assessor, reflect on the following:

- Your contribution to team activities
- The way in which you provided feedback to other team members on their use of IT
- The way in which feedback from other members of the team on your use of IT was received and acted upon
- How did you support other team members in their 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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