

## Working in an Administration team

Level: 3  
Credits: 5  
Learning Time: 50

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Understand team working	1.1 Evaluate the roles and responsibilities of team members  1.2 Explain the ways in which team working can be more productive than working individually
2 Contribute to a substantial team working activity	2.1 Work with others to set realistic objectives  2.2 Demonstrate effective team working skills  2.3 Demonstrate effective communication skills  2.4 Monitor the progress of the team activity
3 Evaluate the success of the team working activity	3.1 Evaluate their own contribution to the team activity  3.2 Review the overall performance of the team

### Unit aim

The aim of this unit is to enable learners to work effectively in teams in order to achieve business objectives.