



BCATS

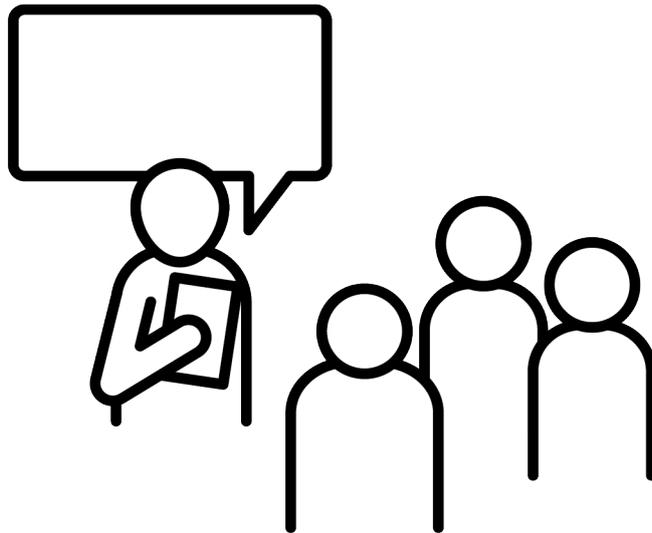
BUILDING, CONSTRUCTION
AND ALLIED TRADES SKILLS

Team communication

Assessment resource

Level

3



5 credits

Skill Standard 40573 (v1)

Respond to the BCATS environment to work with others

Learner name: _____

BCATS project: _____

BCITO
He Hunga Hanga Mātou
building people

Assessment: Team communication

Learner instructions

This assessment is about interacting with information and other people in a positive way to support a healthy and safe BCATS workplace.

You need to show you can source information and communicate effectively, without being prompted, to move your project forward.

Note: you can complete this assessment if you are working in a group on a Level 3 project, but you must demonstrate all knowledge/skills individually.

Over the page, you will see what you need to do for this assessment.



Your teacher will observe you working with others throughout the project. They will provide comments in this assessment resource as evidence to support their observations.

You will need to provide the following evidence to support this. Submit it using myBCITO or the process at your school/organisation.



A completed *Information sources* worksheet (pgs. 3 – 4 in this assessment resource).



Links to, or copies of, information sources you used to move the project forward
Evidence of interactions you had with others (e.g. toolbox meeting notes with your contributions and interactions highlighted, feedback you received and actioned etc.).

Use the assessment checklist in this resource to keep track of the evidence you have collected.

The grade you are awarded will be based on your ability to proactively collaborate with other people in a BCATS workplace.

Worksheet: Information sources

For this assessment activity, you need to source information and use it effectively to move your Level 3 BCATS project forward.

Seeking and using a range of information sources helps you to further clarify the project brief and make sure you can carry out the project safely, both individually and when working with others.

In the table below:



- list the information sources you used for your project
- explain how each information source helped you work out the project requirements and how to carry it out safely.



Make sure you provide links to, or copies of, all information sources you have listed below.

An example answer has been given.

Information source	How the information helped you work out the project requirements and how to carry it out safety
<p>Example:</p> <p><i>Jigsaw safety info and fact sheet</i></p>	<p>Example:</p> <p><i>I want to use a jigsaw for my project as my teacher suggested it's good for cutting curves in timber. Because I haven't used a jigsaw before, I was a bit worried about how to use it safely. I found a really good fact sheet and info on hazards and controls on the WorkSafe website. Here's the link: https://www.worksafe.govt.nz/topic-and-industry/machinery/saws-and-shears/jig-saws/</i></p> <p><i>I'm now feeling a lot more confident about using this tool. At our next team meeting, I passed on the key points from the fact sheet to my team members as I wanted to make sure they all knew how to keep safe when using a jigsaw.</i></p>

Worksheet: Information sources

Information source	How the information helped you work out the project requirements and how to carry it out safely

Work with others

You need to show you can do these things for your entire project without being prompted.

- Use appropriate techniques to collaborate with others on project tasks (e.g. negotiation, discussions, problem solving, helping someone improve their skills, taking a leadership role etc.)
- Interact with other people in a positive way, being respectful of their contributions and roles/responsibilities in the process.



Your teacher will observe you collaborating and interacting with others throughout the project.

Below is the other evidence you need to collect during your practical work. You should work with your teacher to make sure you've provided everything needed.



Evidence of interactions you had with others (e.g. toolbox meeting notes with your contributions and interactions highlighted, feedback you received and actioned etc).

Assessment checklist: Team communication

To be completed by the learner and the teacher.

Assessment activity	Evidence needed	Date all evidence collected (Learner to complete)	Teacher sign-off
Information sources	A completed <i>Information sources</i> worksheet.		
	Links to, or copies of, information sources used to move the project forward.		
Work with others	Evidence of interactions you had with others.		

Note: A copy of the project brief must also be included in your overall portfolio of evidence.

Teacher observation: Team communication

Learner name: _____

Project: _____

Teacher instructions

Below are criteria for the available grades.

Not Achieved	Achieved	Merit	Excellence
Learner does not respond appropriately to the BCATS environment to work with others.	Respond to the BCATS environment to work with others.	Respond to the BCATS environment effectively to work with others.	Respond to the BCATS environment proactively to work with others.



Provide comments on the learner's ability to meet the following assessment criteria, considering everything you observed throughout the project.

Information sources are used to inform and progress the project.	
Effective collaboration techniques are applied to complete project tasks.	
Interactions with others are positive and respectful of roles/responsibilities.	

Grade awarded: Team communication

Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40573, with comments that explain your decision.

Final grade		Date	
Justification for final grade (Provide overall comments, considering all evidence collected)			

Teacher and learner sign-off

		Date
Learner signature (Grade received and accepted)		
Teacher sign-off	Name: _____ Signature: _____	