

**SADD Road Safety Course: Assessment Guide for US9681 (this is a suggested guide - teachers may have their own assessment guide)**

**1 Guidance Information:**

This unit standard is one of a sequence about working as part of a team or group:

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 which has an objective* (Level 4).

**2 Definition**

*Contribute* means to make an individual effort within a team or group working towards achievement of an objective.

This involves communicating and interacting with other members of the team and some self-direction and initiative.

3 Candidates must be assessed against this unit standard in a real-life context using naturally occurring evidence, or in simulated conditions relevant to the candidate which require performance equivalent to a real-life context.

4 Evidence for this standard may be from a face-to-face or digital activity where the participants are working together.

5 A verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.

6 While the unit standard objective should be generally agreed to be achievable, meeting the team or group objective is not a requirement for award of credit.

7 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

8 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world view.

**Outcome 1**

Contribute within a team or group which has an objective.

**Performance criteria**

1.1 The team or group objective and requirements/expectations are identified.

1.2 Own contribution and required/expected behaviours are identified.

1.3 Communication, behaviours, and other contributions are made in accordance with team/group expectations, and to contribute to the achievement of the objective.

1.4 Questions in relation to the team or group objective are used to clarify and obtain information from other team or group members.

1.5 Actions relevant to achievement of the objective are carried out to team or group requirements/expectations.

1.6 Constructive feedback is offered in response to contributions from other team or group members.

**Assessment Conditions:**

This assessment is open book; however, all answers must be your own work, in your own words, and with no assistance from any other person. You may use your learning materials if you wish.

- You must complete all activities yourself.
- Assessment may be conducted orally – your assessor may read the question to you and write down your answer on the worksheet but they cannot help you with the answers.
- If you are assessed as not yet achieved your assessor will give you another time to complete the questions you need to research further.
- Your teacher will complete the assessment requirements.

## Task and topic for the presentations

This document will give you an overview of the assessment criteria and marking criteria to attain Unit Standard 9681.

See [facilitation guide](#) for further information to guidelines

### Candidate Instructions:

A team or group is three or more people.

Contribute means you must: make an individual effort, communicate and interact with others, and show self-direction and initiative.

Meeting the team or group objective is not a requirement for award of credit.

### Assessment Instructions – Task 1

To achieve the outcomes from this assessment you will need to participate in at least **two** meetings where team objectives are established.

The meetings do not have to be formal meetings which involve a detailed agenda, but do need to be setting an objective or objectives which the team is trying to achieve.

During the meetings you will need to:

- 1.1 Identify the team/group purpose and requirements/expectations
- 1.2 Identify your contribution within the team/group
- 1.3 Identify and agree on required/expected behaviours
- 1.4 Ask questions that clarify and obtain information from other team/group members
- 1.5 Comply with expected team/group behaviours and attitudes and carry out actions that meet the team/group's requirements and expectations
- 1.6 Offer constructive feedback to contributions from other team/group member

As well as completing the following assessment tasks, you will need to include **evidence** of these meetings with your evidence record. Examples of evidence may include either a video recording of your performance or at least three from the following:

- Emails or other correspondence
- Meeting agendas, minutes notes and/or recordings
- Completed forms or documentation
- Written reports
- A description
- A project plan
- Performance appraisals

### Assessment Instructions – Task 2

On completion of the meetings and the activity required to achieve the objective or objectives, you will need to have one person from each meeting complete the **Observation Checklist (see Task 2)**.

This could be completed by your manager, team leader, supervisor or members of the team or group you contributed within – and must be supported with examples of your performance.

## Task – 1

**1.1 Team Purpose and requirements/expectations are identified.**

Complete the table below, providing the following information about the team or group you were involved with for each meeting:

<p>Following the formation of a team/group, develop a purpose for what you as a group would like to achieve within this task.</p> <p>Once a purpose has been identified, each team/group is to list a number of requirements and expectations in order to complete the task.</p>
<p>i.e Objective: Is to develop an activity that helps 16-18 yr olds to understand the risks of impaired driving and tips to avoid impaired driving and offer alternative solutions to impaired driving</p> <p>Team purpose:</p> <p>Requirements and Expectations:</p>

**1.2 Own contribution and required/expected behaviours and attitudes are identified.**

How are you going to contribute to your team/group within this project? Identify and explain three examples.

Relates to outcome 1.3 and 1.4

Create an action plan to identify steps to achieve your objective. Evidence can include (but not exclusive to)

- Brainstorms/Mind maps
- Meeting minutes (see 1.4 below)
- Voice recordings of your meetings
- Completion of note-taking
- Evidence from emails, Instagram chats
- List of questions describing how your team came to develop your objective

Relates to outcome 1.4 and 1.5:

You need to decide as a team how you are going to use your time and what tasks you need to have been completed by a certain date. Remember to note down what questions you asked during the meetings. Other things to note down could be, but not exclusive to;

- Who was present at the meeting?
- What was discussed?
- What tasks were next to be completed?
- Who is responsible for the tasks?
- Questions that were asked to clarify and/or obtain information from team members?
- What tasks have been completed since the last meeting/conversation?

**1.3 Communication (of ideas), behaviours, and other contributions are in accordance with team/group expectations, and contribute to the achievement of the objective.**

The expectation is that you make contributions in the meetings towards achieving the objectives. These contributions could include ideas, information, and opinions and also include how you communicate and behave. Write down two contributions you made in one or both of the meetings, and how or why they were relevant to achieving the objective:

**Contribution 1:**

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How or why did this contribute to the achievement of the objective?

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**Contribution 2:**

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How or why did this contribute to the achievement of the objective?

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**1.4 Questions are used to clarify and obtain information from other team or group members.**

List three questions that you asked to clarify or obtain information from other team/group members, from one or both meetings (please tick/circle which meeting):

<p><b>Question 1:</b></p>     <p><b>From meeting:</b> <input type="checkbox"/> 1 / 2 <input type="checkbox"/></p>
<p><b>Question 2:</b></p>     <p><b>From meeting:</b> <input type="checkbox"/> 1 / 2 <input type="checkbox"/></p>
<p><b>Question 3:</b></p>     <p><b>From meeting:</b> <input type="checkbox"/> 1 / 2 <input type="checkbox"/></p>

**1.5 Actions relevant to achievement of the objective are carried out to team or group requirements/expectations.**

Describe at least two actions that were allocated to you by the team/group, to achieve the objective. What were the team/group requirements and expectations for carrying out each action? Did you meet these requirements and expectations?

Meeting 1		
Description of action	Group requirements and expectations	Did you meet the group requirements and expectations?
1		
2		

Meeting 2		
Description of action	Group requirements and expectations	Did you meet the group requirements and expectations?
1		
2		

1.6 **Constructive feedback is offered in response to contributions from other team or group members.**

Peer review: Provide two separate examples of a team member’s contribution and your constructive feedback offered for that contribution, from one or both meetings:

- Write the names of all the members of your group in the spaces below and grade their performance between 1 and 5 (1 being low and 5 being high) using the following criteria:
  - ☐ Meetings      Did they attend all the meetings called (on time?)
  - ☐ Contribution      Did they carry out all the tasks allotted to them?
  - ☐ Effort      Were they committed to the overall effort?
  - ☐ Teamwork      Were they co-operative with the rest of the group?
  - ☐ Deadlines      Did they meet the task deadlines required?

**A. Give grades 1-5**

- 1. No input on project
- 2. Minimal input
- 3. Adequate input
- 4. Competent input
- 5. Excellent contribution

**B. Comments are constructive and relevant, giving feedback that team members are able to effectively apply when working within a group in the future.**

Name of team member	Meetings	Contribution	Effort	Teamwork	Deadlines	Grade
Comment						

Name of team member	Meetings	Contribution	Effort	Teamwork	Deadlines	Grade
Comment						

## Evidence

Please attach either a video recording of your performance or at least **three** pieces of evidence for each meeting/objective from your workplace that verify your answers above. This evidence could be any of the following – please tick what you have provided for each meeting and attach your evidence to this paper:

### Meeting 1:

☐ A video recording of your performance

Or at least three of the following:

☐ Workplace policies and procedures

☐ Team/group documents, e.g. ground rules, meeting notes or minutes

☐ Roster or timesheets showing your attendance

☐ Photographs: your team contributing towards its objective, you completing your tasks, final objective completed

☐ Completed forms or documentation

☐ A project plan

☐ Emails or other correspondence

☐ Written reports

☐ Other

### Meeting 2:

☐ A video recording of your performance

Or at least three of the following:

☐ Workplace policies and procedures

☐ Team/group documents, e.g. ground rules, meeting notes or minutes

☐ Roster or timesheets showing your attendance

☐ Photographs: your team contributing towards its objective, you completing your tasks, final objective completed

☐ Completed forms or documentation

☐ A project plan

☐ Emails or other correspondence

☐ Written reports

☐ Other

## Task 2: - Observation Checklist 1

Candidates are expected to contribute as part of a team on two separate occasions / meetings. As a person who was either a participant or an observer during the process, please use the checklists below to confirm the candidate's performance through each meeting.

**Verifier/Observer's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Meeting 1</b>		
Briefly outline the team/group' objectives from meeting 1:		
<p>The candidate's communication, behaviours and other contributions were in accordance with the team/group expectations, and contributed to the achievement of the objective.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		
<p>The candidate asked questions to clarify and obtain information from other team or group members.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		
<p>The candidate carried out actions relevant to achievement of the objective to a standard that met the team/group's requirements and expectations.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		
<p>The candidate offered constructive feedback in response to contributions from other team/group members.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		



<b>Meeting 2</b>		
Briefly outline the team/group' objectives from meeting 1:		
<p>The candidate's communication, behaviours and other contributions were in accordance with the team/group expectations, and contributed to the achievement of the objective.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		
<p>The candidate asked questions to clarify and obtain information from other team or group members.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		
<p>The candidate carried out actions relevant to achievement of the objective to a standard that met the team/group's requirements and expectations.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		
<p>The candidate offered constructive feedback in response to contributions from other team/group members.</p> <p><i>Please write any relevant comments/feedback and include written examples of behaviours you observed:</i></p>		

Overall Assessment Results – To be completed by assessor				
9681 v8      Level 3                      3 credits				
1.1 Team or group purpose and requirements/expectations are identified.	Date:	A / NYA	Date:	A / NYA
1.2 Own contribution and required/expected behaviours are identified.	Date:	A / NYA	Date:	A / NYA
1.3 Communication, behaviours, and other contributions are in accordance with team/group expectations, and contribute to the achievement of the objective.	Date:	A / NYA	Date:	A / NYA
1.4 Questions in relation to the team or group objective are used to clarify and obtain information from other team or group members.	Date:	A / NYA	Date:	A / NYA
1.5 Actions relevant to achievement of the objective are carried out to team or group requirements/expectations.	Date:	A / NYA	Date:	A / NYA
1.6 Constructive feedback is offered in response to contributions from other team or group members.	Date:	A / NYA	Date:	A / NYA
Recorded evidence viewed and on file for each meeting	<input type="checkbox"/>			<input type="checkbox"/>
Assessor's overall comments				
<p><b>FINAL JUDGEMENT</b></p> <p>Assessor name: _____</p> <p>Assessor signature: _____</p> <p>Achieved – date: _____</p>				