|  |  |
| --- | --- |
| Overview | **What is this unit about?**  For this unit you need to be able to participate effectively as a member of a team.  **Who is this unit for?**  This unit is for you if you have a support role and work as a member of team in a setting or service whose main aim is children's care, learning and development in partnership with their families.  **Principles and values**  You must work within the principles and values of the sector in order to achieve this unit.  **Origin of unit**  This unit originates from the National Occupational Standards for Health and Social Care, HSC241.  **Content of unit**  The elements are:   1. Agree and carry out your role and responsibilities within the team 2. Participate effectively as a team member |

|  |  |
| --- | --- |
| **Performance criteria**  You must be able to: | Agree and carry out your role and responsibilities within the team   1. You review information and seek advice about the team, its objectives and its purpose 2. You work with others within the team to identify, agree and clarify:    1. Your role and responsibilities    2. The roles and responsibilities of others    3. How your role and responsibilities contribute to the overall objectives and purpose of the team    4. How you can and should contribute to team activities, objectives and purposes 3. You carry out your agreed role and responsibilities within the team 4. You evaluate and use feedback from others constructively, to enable you to carry out your role and responsibilities within the team more effectively 5. You agree, seek support and take responsibility for any development and learning that will enable you to carry out your role and responsibilities within the team more effectively |
| *You must be able to:* | Participate effectively as a team member   1. You inform other members of the team of your activities 2. Your behaviour to others in the team supports the effective functioning of the team 3. You accept and use suggestions and information offered by others constructively to improve your practice within the team 4. You offer supportive and constructive assistance to team members 5. You complete your commitments to other team members effectively and according to overall work priorities 6. When you cannot complete any commitments within timescales specified you immediately inform appropriate team members 7. You present suggestions and offer ideas and information to benefit team members and improve team working 8. You deal with differences of opinion and conflicts constructively and in ways that respect other team members' points of view 9. Where you experience problems in working effectively with other team members, you seek appropriate advice and guidance |

|  |  |
| --- | --- |
| Knowledge and understanding  You need to know and understand:  You need to know and understand:  You need to know and understand: | Values   1. Legal and organisational requirements on equality, diversity, discrimination and rights when   Legislation and organisational policy and procedures   1. Codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when working in teams to support individuals 2. Current local, UK and European legislation, and organisational requirements, procedures and practices for    1. Accessing records    2. Recording, reporting, confidentiality and sharing information, including data protection    3. Team working 3. How to access up-to-date copies of the organisation's workplace policies, procedures and systems, and practice and service standards related to team working   Theory and practice   1. Principles that underpin effective team working 2. Individuals' styles of interaction and how these can affect team working 3. Barriers to developing relationships within the team and how these can be overcome 4. Problems which may be encountered when relating to and interacting with other team members and how these can best be handled 5. Your own strengths and weaknesses as an individual worker and as a team member 6. Development and learning opportunities available to support you in team working and activities |

**Additional Information**

|  |  |
| --- | --- |
| Scope/range | The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.  Team: work team, a multi-disciplinary team, broader multi-agency team. |

|  |  |
| --- | --- |
|  |  |
| Glossary | **Behaviour**  Actions and communications by a person  **Others**  Other people within and outside your organisation who are necessary for you to fulfil your job role  **Rights**  The rights individuals have to:   1. Be respected 2. Be treated equally and not be discriminated against 3. Be treated as an individual 4. Be treated in a dignified way 5. Privacy 6. Be protected from danger and harm 7. Be cared for in a way they choose 8. Access information about themselves 9. Communicate using their preferred methods of communication and language   **Team**  A group of people working together for a specific purpose |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Developed by** | Skills for Care & Development |
| **Version number** | 1 |
| Date approved | December 2009 |
| Indicative review date | December 2011 |
| Validity | Current |
| Status | Original |
| Originating organisation | Skills for Care & Development |
| Original URN | D 207 |
| Relevant occupations | Child Development and Well Being; Child Development and Well Being; Health and Social Services Officers; Health and Social Services Officers |
| Suite | Children’s Care Learning and Development (2009); Children’s Care Learning and Development 2009 Welsh; Children’s Care Learning and Development (2009); Children’s Care Learning and Development 2009 Welsh |
| Key words | contribution, effectiveness, participation |