



ASDAN

## Level 1 Working with Others (In a group/team)

### PLAN > Do > Review

What is your group/team task? (i.e. What has the group/team been asked to do?)

Blank space for writing the group/team task.

Who will you be working with?

Blank space for writing who you will be working with.

What needs to be done?	By when?	Which group members?	What things or help from others will be needed?
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Blank space for task details.	Blank space for deadline.	Blank space for group members.	Blank space for help needed.
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What will you do? (i.e. What are your individual responsibilities?)

Blank space for writing individual responsibilities.

Working Arrangements

Where will you be working?

Start Time / Date:

Finish Time / Date:

How long will the task take?

Who will you ask for help if things go wrong?

Blank space for working arrangements and help needed.

"I confirm that the candidate has been observed carrying out discussions on the above and has:

- checked they understood the objectives
- identified what needed to be done
- made sure they were clear about their own responsibilities and working arrangements."

Witness/assessor (signature):  
(e.g. tutor, supervisor, course leader)

Date: .....

Candidate Name: