**6.1.2 Assessment Brief Coversheet**

**Learner Name/ ID: Kevin Molloy**

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| ***Programme/ Centre:*** | ***Group/ Course Name/Code:*** | | ***Major Award Code:*** |
| Kerry College Clash | Animation | | 5M5048 |
| ***Module/ Component Code and Title*:** | ***Assessment Title/Weighting:*** | | ***Learning Outcomes:*** |
| Teamworking 5N1367 | 50% Assessment | | 1 to 8 |
| ***Assessor Name*:** | ***Issue Date:*** | | ***Submission Date & Time:*** |
| Brian O’Shea | 17/01/2023 | | 18/04/2023 12:15 |
| *Integrated with other Assessments?*  **No X Yes**  *If yes give details on the right* | | *Assessor(2)* |  |
| *Module (2)* |  |
| *Learning Outcomes:* |  |

This brief relates to assessment using the following assessment technique

Assignment  Project  Learner Record  Collection of Work  Skills Demonstration

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| **Guidelines/Instructions**  You are required to work as a team and co-ordinate an event or project over a number of weeks (approx. 10).  Level 1 – Team  Leadership roles rotate within each team.   * Agree a definition of teamwork * Develop a team agreement and all members sign this * Document strengths/skills required of team members and leaders * Agree roles, responsibilities, deadlines, authority levels for all team members at each stage * Perform a SWOT analysis on intra and inter team activity – consider strategies for increasing intra and inter team effectiveness * Create a team vision, objectives, goals, action steps, responsibilities, deadlines * Agree scheduling * Keep documentation for each stage of the process (agendas, minutes, feedback forms, attendance, roles, responsibilities, key contributions, job descriptions, schedule of work, diaries/calendars, problems arising, decisions made) * Generate ideas * List and apply the key skills required for effective problem solving, decision making, conflict resolution and negotiation. * Use written, verbal and non-verbal communication. Develop a team presentation with contribution from all team members. * Perform a team assessment exercise to review how the team works together. Develop a checklist of supports needed for team well-being. * Design feedback forms for self and peer feedback. Agree times for feedback and reflect on it. * Comment on the value of the team experience.   Level 2 – Solo   * Reflect on own stage of development and potential for positive contribution to a team * Document useful insights about self and others * List ideas for future consideration by team * Reflect on and evaluate own creative problem solving skills. Identify key strengths and areas for improvement. * Reflect on and evaluate own decision making skills. Identify key strengths and areas for improvement. * Reflect on and evaluate own conflict resolution skills. Identify key strengths and areas for improvement. * Reflect on and evaluate own communication skills. Identify key strengths and areas for improvement. * Reflect on and evaluate own negotiation skills. Identify key strengths and areas for improvement. * Document a checklist for own well-being and expectations for support. * Provide feedback as a leader and as a team member. Reflect on feedback. * Reflect on overall experience and evaluate learning from teamwork. Identify own key contributions made to team. Comment on areas for future application. * Identify own challenges and strengths. |
| |  |  | | --- | --- | | Learner’s contribution as a team member. | 15% | | Learner’s contribution as team leader. | 10% | | Individual learner reflection on experience as a team member and leader. | 15% | | Individual learner evaluation of key learning outcomes and identification of potential for future application of learning. | 10% | | **Total** | **50** | |

**Submission Details**

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| Your work must be submitted to your course teacher/tutor/instructor on or before the due date. |

**6.1.2 Assessment Brief Coversheet**

Please complete this and include it with your work when you are submitting it to your teacher/tutor/instructor for assessment

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| **Declaration**  I am signing this to confirm that: | | | | TICK   |
| This is my own work | | | |  |
| I understand that passing someone else’s work off as my own, without referring to it is called malpractice | | | |  |
| I understand that if there is a doubt about this work being my own it can be investigated and if  found to be malpractice I may not receive certification | | | |  |
| I am aware that Kerry ETB has an Assessment Malpractice policy and an Assessment Deadline  policy which applies to me | | | |  |
| Learner Signature | Kevin Molloy | Date | 18/04/2023 | |

Dates Feedback

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| I received Feedback  on this assessment:  **Date/Ongoing** | **Where evidence of**  **Feedback is Found** | **V**  **W**  **R** | **Learner Signature** | **Teacher/Tutor/Instructor**  **Signature** |
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**Details of Evidence: (V) Verbal (W) Written (R) Recorded**