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| **FURTHER EDUCATION AND TRAINING CERTIFICATE: INFORMATION TECHNOLOGY: SYSTEMS DEVELOPMENT**  **ID 78965 LEVEL 4 – CREDITS 163.** |
| **LEARNER WORKBOOK**  **US ID: 120379**  **WORK AS A PROJECT TEAM MEMBER** |

**Learner Information:**

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| **Details** | **Please Complete this Section** |
| Name & Surname: |  |
| Organisation: |  |
| Unit/Dept: |  |
| Facilitator Name: |  |
| Date Started: |  |
| Date of Completion: |  |

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**OVERVIEW**

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| **About the Learner Workbook** | This Learner Exercise Workbook has been designed and developed to evaluate learners’ level of understanding of the **Work as a project team member.** It forms part of a series of Learner Workbooks that have been developed for | | |
| **Purpose** | The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards: | | |
| **US No** | **US Title** | **Level** | **Credits** |
| **120379** | **Work as a project team member** | **4** | **8** |
| **Context** | This assessment represents the Formative Assessment component of **Work as a project team member** for the  and should be completed in the classroom/training room. | | |
| **Resources** | The following are resources needed for this assessment:   1. Learner Guide; and 2. Assessment Preparation. | | |
| **Instructions to Facilitators** | Facilitators will be required to:   * Explain the completion of the workbook to each learner; and * Interview the learner on similar questions, should he/she not be able to write. | | |
| **Instructions to Learners** | Learners will be required to:   * Complete the workbook as per the instructions; * Ensure that all questions are completed; * Ensure that the completion of the workbook is their own work; * Ensure that all annexure are attached to the workbook and clearly referred to; | | |
| **Assessment Time** | Learners are required to complete this assessment within the allocated time frame of.... hours. | | |
| **Total Mark** | This formative assessment carries a total mark of **\_ points**. In order to meet the pass mark, learners are required to achieve a minimum of **80%** of the total marks. | | |
| **Equipment** | Learners are required to have the following equipment in order to complete this workbook:   * Pen and Pencil; * Ruler; and * Exam Pad – for additional paper. | | |

# **GENERAL INFORMATION**

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| **LEARNER DETAILS** | | |
| **Learner Full Names** |  | |
| **Learner ID No.:** |  | |
| **Organisation:** |  | |
| **Unit/Dept:** |  | |
| **Contact Details:** | **Telephone /Cell Numbers:** | **Email Address:** |
|  |  |
| **WORKSHOP DETAILS** | | |
| **Workshop Venue:** |  | |
| **Facilitator Name:** |  | |
| **Date Started:** |  | |
| **Date Completed:** |  | |

# **ASSESSMENT PREPARATION CHECKLIST**

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| **DESCRIPTION** | **YES** | **NO** | **COMMENTS/CONTINGENCY** |
| This assessment is a formative assessment and it is based on the outlined unit standard/s for **Work as a project team member** module. |  |  |  |
| Your assessment evidence for **Work as a project team member.** Module needs to be submitted on....... (Day) of............... (Month)........... (Year) at the following address/place................................................................ |  |  |  |
| You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards. |  |  |  |
| To determine your competence level, the following are the methods to be used for this assessment:   1. ..................................................... 2. ..................................................... |  |  |  |
| To be declared competent on **Work as a project team member.** Module (formative assessment), you should have obtained at least 80% of the total mark of this assessment. |  |  |  |
| You will be provided with detailed feedback on your performance of this assessment as follows:   1. Written Feedback 2. Verbal Feedback |  |  |  |
| Should you be declared “not yet competent” on this assessment, you will be entitled for re-assessment opportunity/ies. |  |  |  |
| You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor. |  |  |  |
| You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment. |  |  |  |
| You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices. |  |  |  |
| Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent. |  |  |  |

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| **Learner’s Declaration** | | | |
| I…………………………………………………………………………………………….herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner. | | | |
| **Learner Signature:** | **Date:** | **Facilitator Signature:** | **Date:** |
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| **DECLARATION BY THE FACILITATOR** | |
| I ……………………………………………............. (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner. | |
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**Learning Unit3**

**UNIT STANDARD NUMBER : 120379**

**LEVEL ON THE NQF : 4**

**CREDITS : 8**

**FIELD : Business, Commerce and Management Studies**

**SUB FIELD : Project Management**

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| **PURPOSE:** | Learners accessing this standard will be working as a leader in the context of a small project / sub-project involving few resources and having a limited impact on stakeholders and the environment or working as a contributing team member on a medium to large project when not a leader. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors. This standard will also add value to learners who are running their own business and recognise that project management forms an integral component of any business.   The qualifying learner is capable of:   * Demonstrating an understanding of the criteria for working as a member of a team. * Collaborating with other team members to improve performance. * Participating in building relations between team members and other stakeholders. * Respecting personal, ethical, religious and cultural differences to enhance interaction between team members. * Using a variety of strategies to deal with potential or actual conflict between team members. |
| **LEARNING ASSUMED TO BE IN PLACE:** | |
| * Learners accessing this qualification will have demonstrated competence in mathematics and communication skills at NQF level 4 or equivalent. * Learners accessing this qualification will have demonstrated competence in computer literacy and applicable software at NQF level 4 or equivalent. * ID 120372 - Explain fundamentals of project management. | |

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| http://3.bp.blogspot.com/_0EodaYtqevU/TMun5XOj03I/AAAAAAAAAIU/lzrnWelQjgc/s1600/group-discussion.jpg | **Answer the following questions according to the instructions provided** |

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| **Activity** | **Questions Description** | **Mark** |
| **1** | Who are the members of your project team? | **4** |

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| **Activity** | **Questions Description** | **Mark** |
| **2** | Why is teamwork important? | **10** |

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| **Activity** | **Questions Description** | **Mark** |
| **3** | Give 5 examples of teamwork | **7** |

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| **Activity** | **Questions Description** | **Mark** |
| **4** | List 5 types of behaviour that could be described as disruptive and non-constructive | **9** |

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| **Activity** | **Questions Description** | **Mark** |
| **5** | Describe the diversity of the members of your team and how you would show respect to each other | **7** |

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| **Activity** | **Questions Description** | **Mark** |
| **6** | **Role-play**: Conflict Resolution: Insert facilitator’s report on your participation in this role-play | **7** |

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# **ASSESSMENT FEEDBACK REPORT**

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| **FACILITATOR FEEDBACK & REMARKS** |
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| **ASSESSMENT JUDGEMENT** |
| **Learner’s Total Mark: Requirements met  Requirements not met** |
| **Action/s required:**  **By when:** |

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| **LEARNER FEEDBACK & COMMENTS** |
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