# Unit 3. Using Collaborative Technologies

**4. Candidates will contribute to tasks using collaborative technologies**

**3.4.2 I Enable others to contribute responsibly to collaborative tasks**

I should start by working in an identified team and providing a good example to others in terms of follow the rules of netiquette, respecting others contributions, avoiding over-domination or under-participation. When acting as a team leader they should show the capacity to bring others in and ensure that there are balanced contributions. They should accept criticism graciously and work on improving weaknesses. When acting as a team member they should support the leader and help maintain the effectiveness of the working group including reviewing, modifying, and evaluating work as it progresses. Evidence from assessor observations and the success of tasks requiring a team approach using collaborative technologies.