

Candidate Assessment Summary Form

Level 3 Diploma in Anatomical Pathology Technology

Unit APT3.10 Team working

Learning Outcome/Assessment Criteria	Evidence for Achievement ¹	Assessor Decision ²
Be able to participate in planning the work of a team		
Describe the roles and contributions of team members to the work of the team	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.3 – Reflective Learning Statement – Time Management 3.10.6 – Work Based Evidence – On Call Rota 3.10.9 – Witness Statement – SB 3.10.10 – Witness Statement – ZH	
Identify the aims and objectives of the team	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.3 – Reflective Learning Statement – Time Management 3.10.4 – Work Based Evidence – Daily Figures 3.10.5 – Work Based Evidence – Datix 3.10.9 – Witness Statement – SB 3.10.10 – Witness Statement – ZH	
Plan activities with the team in order to meet the aims and objectives	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.3 – Reflective Learning Statement – Time Management 3.10.4 – Work Based Evidence – Daily Figures 3.10.6 – Work Based Evidence – On Call Rota	

1. Use this column to signpost the relevant evidence in the portfolio.

2. The assessor should tick this box if he/she believes the assessment criterion / learning outcome has been met.

	3.10.8 – Witness Statement – B&H 3.10.10 – Witness Statement – ZH	
Agree timescales for completion of activities	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.3 – Reflective Learning Statement – Time Management 3.10.4 – Work Based Evidence – Daily Figures 3.10.6 – Work Based Evidence – On Call Rota 3.10.8 – Witness Statement – B&H	
Be able to carry out own role as part of a team		
Organise own work in order to meet agreed aims and objectives on time	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.3 – Reflective Learning Statement – Time Management 3.10.4 – Work Based Evidence – Daily Figures 3.10.6 – Work Based Evidence – On Call Rota 3.10.9 – Witness Statement – SB 3.10.10 – Witness Statement – ZH	
Monitor own progress towards meeting aims and objectives	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.3 – Reflective Learning Statement – Time Management 3.10.7 – Work Based Evidence – Route Planner	
Take appropriate action if aims and objectives are unlikely to be met within agreed timescales	3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.5 – Work Based Evidence – Datix	
Evaluate own contribution to the work of the team	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.3 – Reflective Learning Statement – Time Management 3.10.4 – Work Based Evidence – Daily Figures 3.10.5 – Work Based Evidence – Datix 3.10.7 – Work Based Evidence – Route Planner 3.10.8 – Witness Statement – B&H 3.10.10 – Witness Statement – ZH	

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Be able to communicate effectively with other team members		
Clarify own role and the role of others in meeting the team's aims and objectives	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.4 – Work Based Evidence – Daily Figures 3.10.5 – Work Based Evidence - Datix 3.10.8 – Witness Statement – B&H	
Inform other team members of own progress towards aims and objectives	3.10.1 – Reflective Learning Statement – Daily Figures 3.10.3 – Reflective Learning Statement – Time Management 3.10.6 – Work Based Evidence – On Call Rota 3.10.8 – Witness Statement – B&H 3.10.9 – Witness Statement – SB 3.10.10 – Witness Statement – ZH	
Give advice to team members if requested to enable them to meet their aims and objectives	3.10.3 – Reflective Learning Statement – Time Management 3.10.5 – Work Based Evidence - Datix	
Understand the importance of team work and communication		
Explain why team work is important in an organisation	3.10.2 – Reflective Learning Statement – Dignity Checks 3.10.3 – Reflective Learning Statement – Time Management 3.10.5 – Work Based Evidence - Datix 3.10.7 – Work Based Evidence – Route Planner 3.10.10 – Witness Statement – ZH	
Explain how effective communication aids the work of	3.10.3 – Reflective Learning Statement – Time Management 3.10.4 – Work Based Evidence – Daily Figures	

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Candidate Number - xxxxxxxx

a team Explain how effective communication aids the work of a team	3.10.5 - Work Based Evidence - Datix 3.10.6 - Work Based Evidence - On Call Rota 3.10.10 - Witness Statement - ZH	
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Award of unit / qualification recommended:

	YES / NO	Name	Signature	Date
Assessor				
Internal Verifier				

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2. The assessor should tick this box if he/she believes the assessment criterion / learning outcome has been met.