

Title		Set objectives and provide support for team members			
Ofqual unit ref		M/600/9600			
Level	3	Credit value	5	GLH	35
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Be able to communicate a team's purpose and objectives to the team members		1.1 Describe the purpose of a team 1.2 Set team objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound) 1.3 Communicate the team's purpose and objectives to it's members			
2. Be able to develop a plan with team members showing how team objectives will be met		2.1 Discuss with team members how team objectives will be met 2.2 Encourage team members to participate in the planning process and think creatively 2.3 Develop plans to meet objectives 2.4 Set SMART personal work objectives with team members			
3. Be able to support team members identifying opportunities and providing support		3.1 Identify opportunities and difficulties faced by team members 3.2 Discuss identified opportunities and difficulties with team members 3.3 Provide advice and support to team members to overcome identified difficulties and challenges 3.4 Provide advice and support to team members to make the most of identified opportunities			
4. Be able to monitor and evaluate progress and recognise individual		4.1 Monitor and evaluate individual and team activities and progress			

and team achievement	4.2 Provide recognition when individual and team objectives have been achieved
<b>Additional information about the unit</b>	
Unit purpose and aim(s)	<p>This unit supports workforce development for those who work in the cleaning industry</p> <p>The unit is designed primarily for supervisors who carry out these workplace activities. The aim of the unit is to determine competent performance to recognised National Occupational Standards.</p>
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	<p>This unit is designed to test the skills of learners in the workplace. It needs to be assessed on the job.</p> <p>The learner must be able to demonstrate their competent performance consistently over a period of time, to meet all the assessment criteria. This will be achieved by presenting relevant evidence of workplace performance, and may be supported by witness testimony and other workplace evidence.</p> <p>Observations must ensure that the learner's working practice is at commercial speed and in compliance with standard operating procedures.</p>

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Unit review date	28-Feb 2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit of assessment has a relationship with the following National Occupational Standards: MSC B5 Provide leadership for your team
Support for the unit from a SSC or appropriate other body (if required)	MSC
Location of the unit within the subject/sector classification system	15.3
Name of the organisation submitting the unit	MSC
Availability for use	Shared
Unit category	QCF