Assessment Tools

Work collaboratively and cooperatively by applying a variety of team and communication strategies

Share skills and knowledge in formal and informal learning situations

Evidence

Choose one of the following four options.

Option 1: Employment Evaluation.

Submit a copy of a formal yearly evaluation, which has been conducted by a supervisor.

Option 2: Written Reflective Narrative Report

The report will illustrate examples of a situation or situations where you have shared your skills and knowledge. For example, use a situation or situations where you have taught co-workers how to use new software or a new office procedure.

The report must be validated by an individual who has first-hand knowledge of your willingness and capability to share skills and knowledge and your performance as a team member. This validation must include:

- A signature on each page of the report
- Address and telephone number of the person validating the report
- An explanation of how the student gained this knowledge

Option 3: Validation Letter

This letter of validation from a previous employer must include:

- Address and telephone number of the person validating the report
- An explanation of how you gained the knowledge about team abilities
- Specific examples supporting working collaboratively and co-operatively
- Specific examples demonstrating your ability to share skills and knowledge
- An affirmation of your abilities to be an effective team member in the areas of:
- Collaboration
- Co-operation
- Conflict resolution
- Completing tasks

Option 4: Sample Products

Sample products could include a copy of a company newsletter that you wrote, a report of your professional development activities, etc. A letter of validation from a supervisor must be provided.