

Collaborate with other departments

VRQ

Learner name:

UBU69

Learner number:

M/506/1931





VTCT

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By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)

All assessors using this Record of Assessment book must complete this table. This is required for verification purposes.

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Collaborate with other departments

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The aim of this unit is to develop your knowledge, understanding and skills to work with other departments. You will learn how to identify the scope and limitations of a possible collaboration and how to agree objectives and service level agreements.

Level

3

Credit value

3

GLH

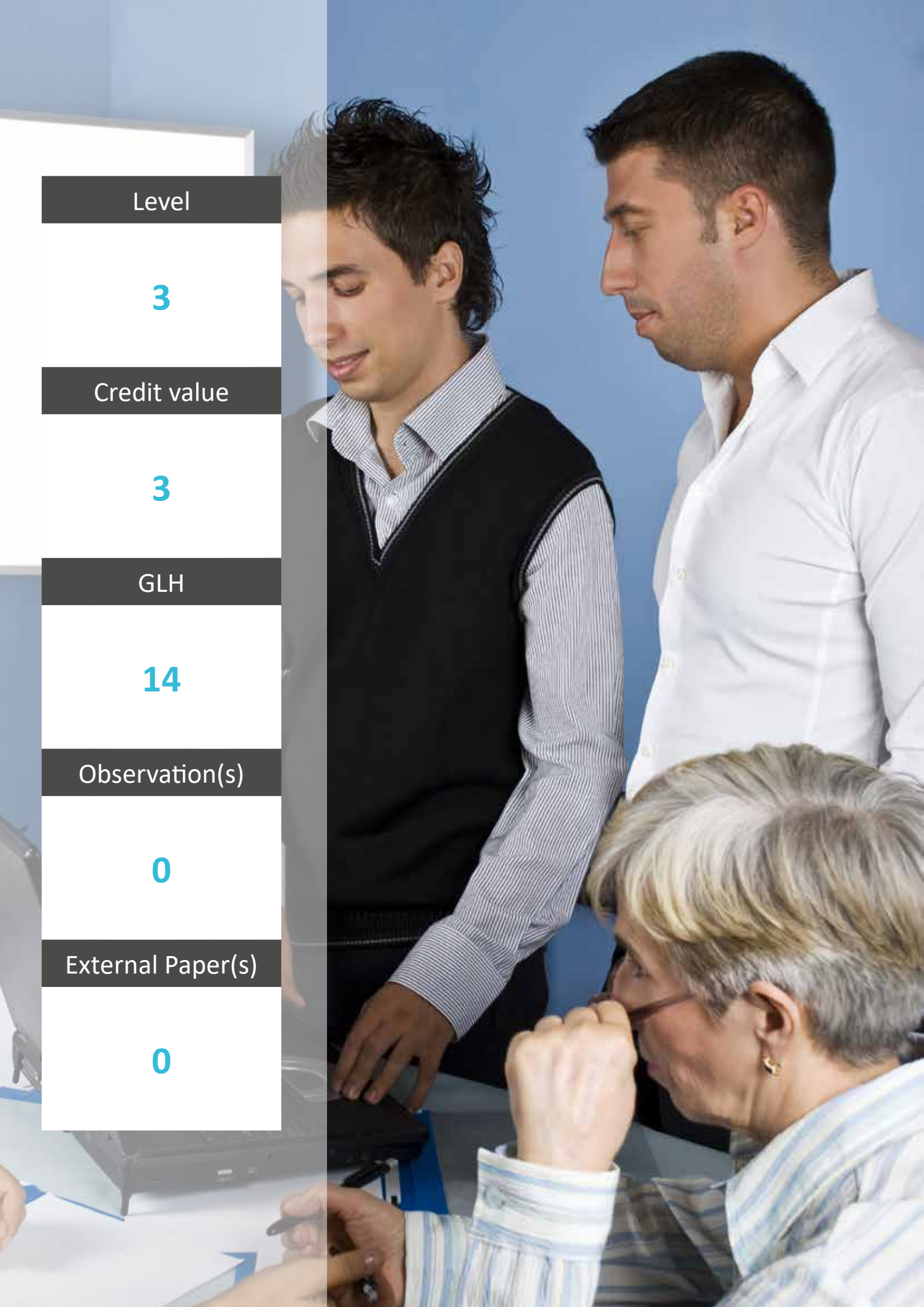
14

Observation(s)

0

External Paper(s)

0



Learning outcomes

On completion of this unit you will:

1. Understand how to collaborate with other departments
2. Be able to identify opportunities for collaboration with other departments
3. Be able to collaborate with other departments

Evidence requirements

1. Knowledge outcomes

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

2. Tutor/Assessor guidance

Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.

3. External paper

There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Relationship to National Occupational Standards

Management and Leadership (2012) National Occupational Standards:

- CFAM&LDD3 Develop and sustain collaborative relationships with other departments

*This is not an exhaustive list.

Learning outcome 1

Understand how to collaborate with other departments

You can:	Portfolio reference
a. Explain the need for collaborating with other departments	
b. Explain the nature of the interaction between own team and other departments	
c. Explain the features of effective collaboration	
d. Explain the potential implications of ineffective collaboration with other departments	
e. Explain the factors relating to knowledge management that should be considered when collaborating with other departments	

Learning outcome 2

Be able to identify opportunities for collaboration with other departments

You can:	Portfolio reference
a. Analyse the advantages and disadvantages of collaborating with other departments	
b. Identify with which departments collaborative relationships should be built	
c. Identify the scope for and limitations of possible collaboration	

Learning outcome 3

Be able to collaborate with other departments

You can:	Portfolio reference
a. Agree Service Level Agreements (SLAs), objectives and priorities of collaborative arrangements	
b. Work with other departments in a way that contributes to the achievement of organisational objectives	

Notes

Use this area for notes and diagrams



Notes

Use this area for notes and diagrams





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