

Task 3C – Handover

You must:

- a) hold a meeting with your supervisor to complete handover procedures, including:
 - confirmation of work completed
 - overview of finding in quality inspection report
 - suggested improvements to design or process
 - handover of finished drill jig assembly, sample part and quality inspection report.

Conditions of assessment:

- the time allocated for this task is **15 minutes**
- you must work on your own, under **controlled conditions** while being observed
- you must carry out the handover meeting, with the assessor (or another staff member) taking the part of the supervisor
- there will be no interaction required or permitted from your assessor as part of the handover.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed by candidates
- all practical work areas and any evidence produced must be kept secure and only accessible by the assessor
- you must not share or discuss your work with other candidates
- you are not permitted to bring any materials into the assessment session.

What must be produced for marking:

- assessor observation:
 - handover meeting.

Additional evidence for this task:

- handover materials consisting of:
 - completed drill jig assembly (from Task 2)
 - sample drilled part (from Task 3a)
 - quality inspection report (from Task 3b).

To support the comments made within the Practical Observation the assessor must capture the following video that must be submitted as supporting evidence for each candidate.

Video evidence which shows:

- handover meeting.

Resources:

- quality inspection report
- completed drill assembly from Task 2
- sample drilled part from Part 3A.

End of assessment

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