Task 4 – Complete handover

You must now hold a meeting with the supervisor to return to service and complete handover procedures, including:

- demonstration of system functionality
- confirmation of work completed
- amended maintenance schedule and how you addressed peer review feedback, including any suggested changes that were not made and why
- appropriate handover documentation.

Conditions of assessment:

- the time allocated for this task is **1 hour**:
  - 30 minutes to prepare for the handover meeting and 30 minutes to carry out the handover meeting
- you must carry out the task on your own, under **controlled conditions** while being observed
- you will be given access to your completed documentation from Tasks 1, 2 and 3
- you must carry out the handover meeting with the assessor taking the part of the supervisor
- there will be no interaction required or permitted with 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
- all practical work areas and any evidenced 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:

- handover documentation.

Additional evidence that must be captured for marking:

- assessor observations of the handover meeting.

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 with the supervisor, maximum 30 minutes.

Resources:

- copies of completed documentation from Tasks 1, 2 and 3, including the two completed peer review forms
- access to relevant information sources (digital or hard copy)
- the milling machine maintained in Task 2 and electrical supply to suit the needs of the system.

End of assessment

The T Level is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

Copyright in this document belongs to, and is used under licence from, the Institute for Apprenticeships and Technical Education, © 2021. 'T-LEVELS' is a registered trademark of the Department for Education. 'T Level' is a registered trademark of the Institute for Apprenticeships and Technical Education. 'Institute for Apprenticeships & Technical Education' and logo are registered trademarks of the Institute for Apprenticeships and Technical Education.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

City & Guilds Limited (Reg No 16513878). All rights reserved. City & Guilds is a trademark of City & Guilds Limited. City and Guilds Group Giltspur House, 5–6 Giltspur Street London EC1A 9DE