Task 4 – Complete handover

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

- demonstration of system functionality
- confirmation of work completed
- amended maintenance schedule and how they 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 copies of your completed documentation from Tasks 1, 2 and 3
- you must carry out the handover meeting, with the assessor taking the part of the client
- 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 for this task:

- 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 client, 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), including Figures 1 and 2
- the AC to DC power conversion system maintained in Task 2 and electrical supply to suit the needs of the system.

End of assessment

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