**BTEC Assignment Brief**

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| **Qualification** |

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| Pearson BTEC Level 3 National Diploma in Engineering  |

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| **Unit number and title** |

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| **Unit 2: Delivery of Engineering Processes Safely as a Team**  |

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| **Learning aim(s)** (For NQF only) |

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| **C:** Carry out engineering processes safely to manufacture a product or to deliver a service effectively as a team.  |

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| **Assignment title** |

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| Using engineering processes and working in teams  |

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| **Assessor** |  |
| **Issue date** |  |
| **Hand in deadline**  |  |
| **Vocational Scenario or Context** |

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| You are working as a final year apprentice in a medium-sized engineering company. Your manager is pleased with your work and has decided that you should be given some more responsibility. He wants you to become part of a small team that will manufacture a batch of an engineered product using a different approach to that normally employed by the company. Your manager wants you to work with colleagues to organise the team and set targets. He is also expecting you and your colleagues to interpret technical documentation and to safely and effectively manufacture a batch of a product, by setting up engineering processes correctly and reviewing progress against team targets. All members of the team will be expected to take on the role of team leader at certain points, and your manager will be observing how well you can manage your own contributions, as the company are considering using a similar approach for other products and are mindful of possible training needs. |

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| **Task 1** |

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| **You are going to carry out engineering processes safely to manufacture a batch of a product effectively as part of a team.** **To do this:** Your tutor will provide you and your team with a range of technical documentation (such as engineering drawings, production plans and specifications) that will detail the product to be manufactured and the batch size.

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| **You then need to:** • Take an active role when meeting with other team members prior to the manufacture of a batch of an engineered product.To plan effectively and set team targets, and to record who is responsible and accountable for each aspect of the work required; • Take an active role when meeting with other team members during the manufacture of a batch engineered productTo review team roles and responsibilities, targets and timings; • Take on the role of team leader when requested to do so by your assessor; • Complete independently a risk assessment for one of the engineering processes you will be using; • Interpret the given technical documentation to effectively and independently set up at least one engineering process and to carry out engineering activities safely in order to manufacture a batch of a product as part of a team; • Independently carry out quality checks and keep quality records that can be used to inform team progress; • Make effective progress towards team targets and provide and respond to peer feedback as a team member and a team leader; and • Demonstrate one or more of the following: forward thinking, adaptability or initiative throughout all of the above.  |

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| **Checklist of evidence required**  |

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| A portfolio of assessment evidence as a leader and a member of a team. The evidence will include records of team meetings (minutes), activity logs, a risk assessment, set up planning notes, quality control charts/annotated drawings, modified production plans, annotated photographs of set-ups/processes being carried out and observation records/witness statements to supplement the assessment evidence you generate. Note: You must produce your own distinct portfolio, as evidence cannot be shared.  |

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| **Criteria covered by this task:** |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: |
| 2/C.D3 |

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| Consistently manage own contributions effectively using feedback from peers, as a team member and a team leader, to setup, organise and manufacture a product or to deliver a service safely, demonstrating forward thinking, adaptability or initiative.  |

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| 2/C.M3 |

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| Manage own contributions safely and effectively using feedback from peers, as a team member and a team leader, to manufacture a product or to deliver a service.  |

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| 2/C.P5 |

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| Manage own contributions to setup and organise the team to manufacture a product or to deliver a service.  |

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| 2/C.P6 |

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| Produce, as an individual team member, a risk assessment of at least one engineering process.  |

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| 2/C.P7 |

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| Setup, as an individual team member, at least one process safely by interpreting technical documentation.  |

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| 2/C.P8 |

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| Manage own contributions safely, as a team member and a team leader, to manufacture a batch of an engineered product or to deliver a batch of an engineering service.  |

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| **Sources of information to support you with this Assignment** |

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| Textbooks Pearson textbook specific to new BTEC Nationals in Engineering West, M. (2012) *Effective Teamwork: Practical Lessons from Organizational Research,* 3rd Edition, Wiley-Blackwell, 0470974974 Websites http://www.effectivemeetings.com/meetingbasics/minutes.asp http://www.kent.ac.uk/careers/sk/teamwork.htm http://www.hse.gov.uk/risk/controlling-risks.htm http://www.possible.com/culture/five-keys-to-lead  |

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| **Other assessment materials attached to this Assignment Brief** | *eg, work sheets, risk assessments, case study* |