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**ADAM SMITH COLLEGE**  
INSPIRING LEARNING

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# Course Handbook

**HNC Construction**

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## Welcome to Adam Smith College

This is the Course Handbook for the HNC Construction. On behalf of the Course Team I would like to warmly welcome you to Adam Smith College. We feel sure that you will enjoy your time spent here.

To help you make the most of your time at College and to familiarise you with your course we have produced this course handbook. In here you will find information about the structure of your course, the teaching and learning styles used and the ways in which your work will be assessed and graded.

There is a considerable amount of information contained in this handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your studies in the College. However, we recommend that you read this Course Handbook through carefully **now**, then keep it safely - you will need to use it through your course.

We hope you will find the handbook a useful guide to your course and wish you every success in your studies.

Marc Fleming

Curriculum Head: HNC Constriction

## Information about your course

Your course is:

HNC Constriction

Your Curriculum Head is:

Marc Fleming

His/Her office is:

S2.15

His/Her telephone number is:

01592 223063

His/Her email address is:

[marcfleming@adamsmith.ac.uk](mailto:marcfleming@adamsmith.ac.uk)

## **Your Curriculum Head**

Each course in the Adam Smith College is assigned a Curriculum Head, whose role is to provide you with advice and support through your course of study. This falls roughly into two categories – guidance related to your studies and pastoral care to help you deal with any difficulties you might encounter of, for example, a personal, financial or health-related nature.

At the beginning of your course you will agree your learning targets with your Curriculum Head. These will be recorded on your Learner Agreement which both of you will sign. Throughout your course, your Curriculum Head will monitor your progress and meet with you regularly during the year to discuss how you are getting on.

Your Curriculum Head will also be available at a set time each week when you can meet if there's something you need to discuss. However, if something comes up which has to be dealt with urgently, you can ask to speak to your Curriculum Head at any time. He/she might not be able to meet you immediately – Curriculum Heads have classes to teach and other students to look after – but he/she will offer you an appointment as soon as possible or refer you to another appropriate member of staff.

Your Curriculum Head may not always be able to personally provide you with the sort of help or support you need, in which case he/she might recommend that you are referred to a member of the College's Guidance or Learning Support staff.

So, if at any time throughout your course, you experience difficulties which are affecting your progress as a student, your Curriculum Head should be your first contact. Please remember that unresolved problems rarely just go away. On the contrary, they tend to get worse the longer they're not dealt with. So, speak to your Curriculum Head sooner rather than later.

## **Your attendance at college and part-time employment**

Your success as a student depends on full and regular attendance at **all** classes. You should inform your Curriculum Head as soon as possible if you have problems with attendance. Our records show that students who do not attend all their classes have a very high risk of failure.<sup>1</sup>

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<sup>1</sup> For full details of regulations about attendance, see the College Attendance Policy and Procedure.

We recognise that you may need to undertake part-time work, but we strongly advise you not to take employment of more than 15 hours a week if you are a full time student. Should you need to take employment of more than 15 hours per week we recommend you register as a part time student. A full time student is expected to follow their timetable and negotiate work times around it.

If you are unable to attend any of your classes at college please ensure that an absence form is completed stating a valid reason for your non-attendance.

## Your learning

Your College course will provide you with constant opportunities to learn new skills and acquire knowledge in your chosen subject areas. In order to make the most of all the opportunities available, you need to organise and plan your learning and also to manage your time effectively.

You must attend **all** your timetabled classes. You also need to study in your own time and you should plan to spend several hours a week to fulfil your commitment as a full-time student. You need to allocate time for this in your diary.

Prepare for lectures and tutorials by doing any reading or exercises in advance. Always make some notes – there is usually a handout provided. Review these after the class and ask your lecturer if there is anything you do not understand.

Note assignment deadlines and exam dates in your diary and remember to begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure you understand what you need to do and plan how you are going to tackle it. Seek advice from your lecturer or Curriculum Head if there is anything that needs clarification.

For full details of regulations about attendance, see the College Attendance Policy and Procedure.

In summary:

- ❖ plan your learning strategy
- ❖ allocate enough time
- ❖ attend **all** of your classes
- ❖ start assignments well in advance

- ❖ seek advice and help
- ❖ use the learning resources offered
- ❖ enjoy the learning experience!

## **Credit for previous learning**

Some students have previous experience or qualifications for which they may receive credit on their present course of study. If you have any qualification that may exempt you from part of your course, for example from school or another college, you may apply for Accreditation of Prior Learning (APL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge that is equivalent to units you will be studying here, you may apply for Accreditation of Prior Experiential Learning (APEL). Together these are known as AP(E)L and it means you do not have to duplicate study you have done previously. It does not necessarily have to be in your chosen subject, but it must be at the same level as your course of studies here.<sup>2</sup>

If you wish to claim for APL/AP(E)L please speak to your Curriculum Head.

## **The aims of your course**

The aims of your course are:

- to develop your knowledge of the facts, theories, concepts, applications, development and importance of; materials in construction, construction technology, and domestic services
- to enhance your practical skills in; computer aided design and site surveying.
- to provide a sound basis for those of you who may decide go on to a more advanced course of study;
- to give you experience of the equipment, materials, processes and practices currently used in the construction industry;
- to encourage your development of effective learning strategies.

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<sup>2</sup> For full details of the scheme for crediting previous learning, see the College Credit Transfer and APL/APEL Procedure.

## The structure of your course

The course consists of a series of units, which will have a total value of 12 credits.

The units you will study are:

Unit Code	Unit Title
DW3R 34	Architectural Design Sketching and Drawing
DW3X 34	Building Measurement and Cost Studies
DW4H 34	Building Science
DW4P 33	Building Services: An Introduction
DW1E 34	CAD: 2D I
DW41 34	Construction Industry: An Introduction
DW53 34	Construction Materials and Specification
DW5H 34	Construction Site Surveying A
DW4D 34	Construction Technical Communication Skills
DW54 33	Construction Technology: Domestic Construction
DW57 34	Construction Technology: Substructure
DX20 34	Construction: Graded Unit 1

Three additional units will be timetabled in the second semester to provide an equitable division of work for those progressing to HND. These units are:

Unit Code	Unit Title
DW4E34	Health and Safety in Construction
DW4F33	Mathematics for Construction
DW4235	Scottish Law for Construction

## **The content of your course**

Here are brief descriptions of the units which make up your course:

### **DW3R 34 - Architectural Design Sketching and Drawing**

This Unit is designed to enable the candidate to develop a knowledge and understanding of basic architectural design concepts and elements. In addition, the candidate will develop competence in graphical communication techniques in the field of architectural drawing and sketching.

### **DW3X 34 - Building Measurement and Cost Studies**

This Unit is designed to enable candidates to gain knowledge and understanding of the processes involved in the preparation of a tender for building works. The Unit begins with the preparation of quantified item descriptions and proceeds to examine the factors affecting labour and plant outputs and how these and other factors such as material costs impact on the overall estimate for the work and the subsequent tender submitted to the Client.

### **DW4H 34 - Building Science**

This Unit is designed to enable candidates to apply the principles of building science to heat transfer, condensation, sound and noise measurement and the principles of light and light measurement.

### **DW4P 33 - Building Services: An Introduction**

This Unit seeks to provide the candidate with knowledge and understanding of the underlying principles of a range building services. It will enable students to interpret the requirements and propose practical schemes suitable for installations in domestic buildings. The content of the Unit is intended to provide sufficient depth of knowledge and understanding of building services for those following courses in the Built Environment programme. Separate specifications for specialist units are available for those following the Building Services Engineering programme.

### **DW1E 34 - CAD: 2D I**

This Unit is designed to enable candidates to develop the skills and knowledge required for the creation and manipulation of objects within a 2-Dimensional (2D) Computer Aided Draughting (CAD) drawing environment. It is suitable for candidates wishing to pursue a career in any design discipline where CAD is used.

### **DW41 34 - Construction Industry: An Introduction**

This Unit is designed to enable candidates to gain knowledge and understanding of the structure of the construction industry, influences on the development process and career opportunities for professionals.

### **DW53 34 - Construction Materials and Specification**

This Unit seeks to provide the candidate with knowledge and understanding of the properties and the manufacturing process of common construction materials, the laboratory testing of materials and the specification of materials.

### **DW5H 34 - Construction Site Surveying A**

This Unit is designed to develop candidate knowledge and skills in the basic techniques of land surveying — use of plans and maps; instrument work and measurement; areas and volumes; setting out - for construction purposes.

### **DW4D 34 - Construction Technical Communication Skills**

This Unit is designed to enable candidates to effectively communicate in a construction environment using a variety of media. Graphical, Written and Verbal forms of communication are covered ensuring the candidates ability to identify, communicate and record information in the most suitable medium.

### **DW54 33 - Construction Technology: Domestic Construction**

This Unit is designed to enable candidates to gain knowledge and understanding of low-rise, domestic building construction. The Unit concentrates on the construction of walls, floors and roofs, and builds on the knowledge gained in the unit Construction Technology: Substructure.

### **DW57 34 - Construction Technology: Substructure**

This Unit is designed to enable candidates to gain knowledge and understanding of substructure construction beginning with site investigation and continuing with the control of ground water, ground improvement techniques and finally the selection and construction of appropriate foundation forms.

### **DX20 34 - Construction: Graded Unit 1**

This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC in the Built Environment:

#### **General aims - to develop:**

- skills of study, research and analysis
- ability to define and solve problems
- transferable skills
- ability to be flexible and work cooperatively with others

- responsibility for own learning
- planning, organisational and review/evaluation skills
- technical skills- broadening and deepening communication skills
- oral, written and pictorial communication skills
- numerical and ICT skills
- resource management ability
- flexibility, knowledge, skills and motivation as a basis for progression to graduate and postgraduate studies

**Specific aims are to:**

- Prepare candidates for employment as technician in the construction industry with a range of employers range including Architects, Contractors and Building Control, Housing Associations and other Property functions.
- Provide candidates with a range of contemporary vocational skills utilising modern equipment and techniques available for surveying, setting out and construction drawing, enabling candidates to make an immediate contribution in employment in the built environment sector
- Provide a choice of optional Units that will allow candidates to develop in other areas relevant to future employment or progression via an HND in one of the Built Environment disciplines or Higher Education.
- Enable candidates to achieve appropriate professional body recognition, particularly, but not exclusively, the Chartered Institute of Building.

**Additional Units**

**DW4E 34 - Health and Safety in Construction**

This Unit is designed to provide the candidate with a fundamental understanding of current health and safety legislative and regulatory requirements for construction together with approved codes of practice. Further, on the basis of knowledge provided about the cost implications of accidents, it is intended that the candidate will be enabled to prepare risk analyses and appropriate method statements for works.

**DW4E 34 - Mathematics for Construction**

The Unit is designed to enable candidates to know, understand and apply algebraic techniques to manipulate expressions and solve equations commonly found in construction. It provides candidates with an opportunity to develop the knowledge and skills to carry out operations using algebra, trigonometry and circular measure formula. The Unit also enables the candidate the opportunity to develop the skills necessary to analyse numerical data using simple statistical techniques.

## **DW42 35 - Scottish Law for Construction**

This Unit is designed to enable candidates to gain knowledge and understanding of the law applicable to the Construction Industry in Scotland.

### **Assessment of your work**

Throughout your course, your work will be assessed in a number of different ways, depending on the different criteria in individual units.<sup>3</sup>

The majority of courses delivered in the College are assessed partly or wholly on a continuous basis – in other words, you will be assessed on parts of your work as you go along rather than all of it at the end of the unit. This assessment is carried out by the lecturer teaching the unit.

So that assessments can be fair to all students, and whoever teaches them, internal assessments are checked by other lecturers teaching the same, or similar, units. This is a process called 'internal moderation'.

Over and above the internal moderation of assessments of student work, awarding bodies check that colleges are assessing work appropriately by a process called 'external verification'. This process involves the awarding body carrying out checks on College staff's assessments of student work. This is done by sending 'external moderators' to the College, where they check assessments against national standards.

Only after these three stages have been completed can you be sure of your results, the certificates for which will be sent to you directly by the awarding body, not the College.

Internal assessment is not just about judging whether you have passed or failed. It also provides both you and your lecturers with important information about what you're doing well and where you have shortcomings in your knowledge, understanding or skills. Assessment is closely linked to the learning process in the sense that the feedback you will receive from your lecturers will help you improve your work in the future.

Finally, a range of courses delivered in the College are assessed by means of an externally-set and externally-assessed examination. The

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<sup>3</sup> For full details of the College's regulations about assessment, see the College's Assessment Procedure.

examining body will inform you directly whether or not you have completed your course successfully. College lecturers are not in a position to tell you whether you have passed or failed, until they have been informed by the examining body (usually at the same time as you will know directly from the examining body). If in doubt, please ask your lecturer about the procedures used.

### **Re-assessment of your work**

If you are unsuccessful in an internal assessment, you will be offered the opportunity to be re-assessed. Depending on the arrangements for re-assessment laid down for a particular unit, this may involve retaking either the whole assessment or just part of it.

You will normally only be allowed one (or, in exceptional circumstances, two) re-assessment opportunities.

### **Submission of your coursework**

You should hand all coursework in to your individual lecturer.

All coursework for assessment will have a specified deadline for submission. It is essential that you meet the submission deadline to ensure fairness amongst all students and to enable staff to mark efficiently.

Your subject lecturer may allow you an extension to a submission date if there are valid circumstances affecting your ability to meet the deadline.

Any coursework (for which there is no mitigating circumstances or an agreed extension) handed in after the submission deadline will normally receive a mark of 0.

If you are unwell when completing assessed coursework or sitting examinations, or have any other specific difficulties that may affect your performance in assessed coursework or examinations, you should notify your Curriculum Head in writing of the circumstances as soon as possible, and make immediate arrangements for medical certificates or other letters of support to be submitted.

## **Cheating and plagiarism**

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own.

Plagiarism as a form of cheating takes place when the student 'borrows' or copies information, data or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

Any student found to have used unfair means in any examination or assessment procedure will be penalised.<sup>4</sup>

## **Support for your learning**

The College has a positive policy of supporting students with learning difficulties or disabilities and their interests are represented by the Diversity Committee which reports directly to the Principals Group. The College has a Learning Support team, which can provide help and advice on all aspects of learning support and coping with learning difficulties.

The College offers support in making alternative arrangements for exams and assessment, support with study skills and advice with applications for the Disabled Students Allowance. Support and advice

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<sup>4</sup> For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

can also be provided in the specification and purchase of specialist equipment and the use of Information Technology.

In order to ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Manager, or with your Curriculum Head, as early as possible.

## **Your representation**

Each course in the College is required to have a Course Team. This meets at least twice a year to review the course and consists of the Curriculum Head, all member of staff who teach units on the course and two representatives from the students on the course.

Prior to each meeting, your course representatives will be given a copy of the agenda and will be asked to consult their fellow students about the items listed and be prepared to report to the meeting on any issues raised.

Following the meeting, the class representatives will receive a copy of the Course Review report to share with their fellow students on the course.

The existence of the formal system of student representation doesn't mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer or your Curriculum Head. Individual problems are often likely to be more easily and quickly resolved in this way.

## **Your comments, complaints or compliments**

Naturally, we hope that your experience at the Adam Smith College will be an enjoyable and rewarding one. However, we do recognise that sometimes things can go wrong and encourage you to make your comments or complaints known to us so that we have the opportunity to resolve the problem and improve our services to you.

Problems are often most quickly and easily sorted by being dealt with informally. So we would ask that, in the first instance, you raise the matter with the appropriate member of staff. If you're not satisfied

with the outcome, you can discuss the matter with your Curriculum Head.

Comments or complaints can also be put forward through your course representatives.

Where informal methods have failed to resolve the problem, you can make a formal complaint through the College's Complaint Form, which is available at Reception on all College campuses and in outreach centres or through the Students' Association.

It's always good to hear about what you think we do well and we encourage you to use the Compliments Form available at Reception. Every compliment received will be passed on to the person or department it's about.

### ***What to expect on your first day***

When you first arrive at the college to start your course you will be introduced to each of the lecturing staff. In addition, you will be required to complete various administrative forms in order to ensure you get your course fees paid and that SQA are properly advised of which subjects you are taking for which Group Award. (E.g. HNC Construction)

You will be required to have your photograph taken in order that we can issue you with a student ID card. This is essential as you cannot access the IT facilities at college unless you have been issued with a current ID.

CAD is a compulsory part of all construction courses and therefore it is vital that you get your ID issued as soon as possible

You will also be required to complete and sign a student agreement explaining the ground rules for a successful student / college relationship which if adhered to will ensure you derive the greatest benefit from your time at college.

### **Location of important rooms**

In addition to form filling you will be given a tour of the college facilities including:

- Reception
- Staff room

- Toilets
- Canteen
- Classes
- CAD suite
- Library

To help you remember the geography of the college in your first few days a plan will be provided with Construction classes identified.

## **Our expectations**

The Department is committed to providing a positive learning environment for all students to ensure all achieve to their full potential. Your help with this is greatly appreciated and the lecturing team would respectfully remind you of the following expectations which can also be found within the Student Code of Conduct:

- 1 All mobile phones should be set to silent or turned off and kept in your pocket or bag. They should not be used at any time within the classroom environment.
- 2 Both staff and students should expect to be treated with courtesy and respect at all times and anyone using inappropriate language will be asked to leave the class.
- 3 Punctuality and regularity of attendance are vital for success and you will be expected to arrive for your class:
  - On time
  - Prepared to engage with the class activities
  - Equipped with the necessary resources (e.g. pencil, calculator etc.)
- 4 You may not be permitted to join the class if you arrive late as your entry would be considered disruptive to others in the class.
- 5 Please respect our classrooms and workshops and refrain from eating and drinking whilst in these rooms. Only water from suitable plastic containers are permitted in class

## The Team

### **Alice Kinnaird - Department Manager**

Alice is a Chartered Quantity Surveyor who worked both in Private Practice and for Central Government before joining the College. She has been the QS on projects as varied as the upgrading of RAF Machrihanish Airbase to the refurbishment of the Procurator Fiscal's Office in Kirkcaldy. Alice has been primarily responsible for the delivery of the Measurement, Estimating and Construction Contracts classes.

Alice spends most of her free time in football stadiums throughout Scotland watching her two sons as they pursue their dream of becoming the next Cristiano Ronaldo.

### **Marc Fleming – Curriculum Head**

Marc is qualified to degree level in Architectural Technology and has worked for several Architectural practices in and around the Dundee, Angus and Fife area. Marc has worked on a wide range of projects ranging from nightclub refurbishments / shop-fits to large scale domestic and industrial developments. Marc has also worked as a secondary school teacher where he taught Graphic Communication, Craft and Design and Product Design.

Marc plays football at Junior Level for Downfield FC in Dundee and enjoys keeping fit as well as travelling.

### **Susan Fleming – Curriculum Head**

Susan has a degree in Architectural Technology after initially pursuing a career in Hairdressing. Susan has also worked caring for horses, and first came to the college to do a course in Horse Management. Susan then retrained to work with SEPA and specialised in ground works and drainage systems. Susan undertakes secondments with Thomas Mitchell Homes and has a specialism in Construction Management.

Susan's hobbies include motor biking and horses.

### **Alan Tait - Lecturer**

Alan is qualified with a BSc in Construction along with HND's in Architectural Technology and Facilities Management. He has worked as a copy draughtsman before joining the college as a technician in the construction department. Alan has also worked with the Estates Department at the college prior to moving to the Lecturing team in Construction, specialisms include Computer Aided design, 3D modelling, Materials Technology and Health and Safety.

Hobbies include cycling, reading and model shipbuilding

**Iain MacLellan – Lecturer**

Having left school at the age of 16, Iain took on many jobs including a bus driver. Following a change of career Iain gained degree in Civil Engineering and has worked in both private practice and for Fife Council's Engineering Department. Iain's career progressed to Project Manager for the East of Scotland with Scottish Water and more latterly as a Business and Community Liaison Manager with the same company.

Iain has a keen interest in motor bikes as well as playing the guitar.

**Jack Meldrum – Lecturer**

Jack left school at the age of 16 and Joined the Forces - Royal Engineers. After serving for 6 years he worked in various field within the Construction Industry.

Jack has worked for the college for 13 years as a Commercial Trainer specialising in Autodesk products (CAD).

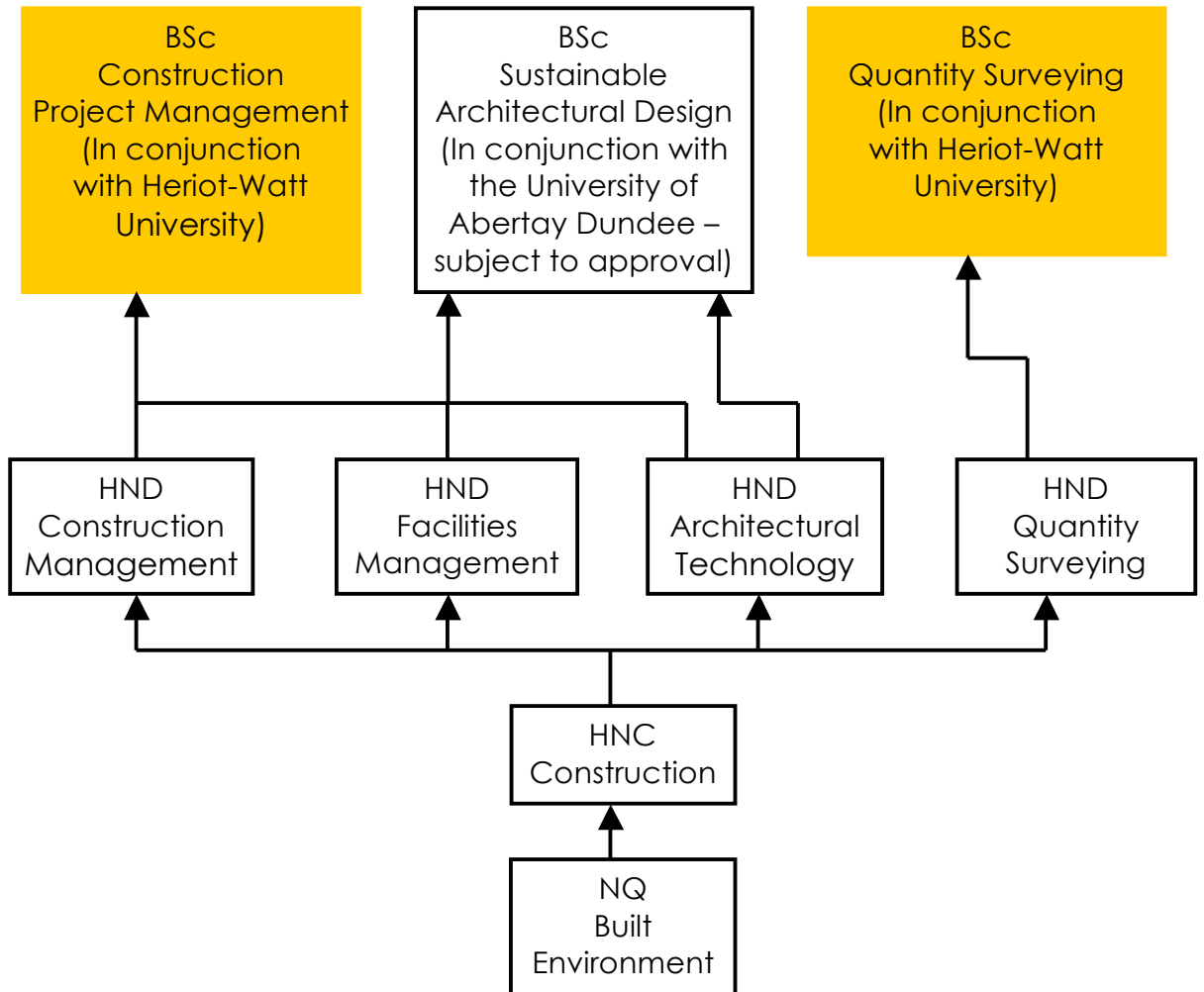
Jack's hobbies include cycling, diving and reading.

**Martina Brady – Lecturer**

Martina is qualified with a BSc Quantity Surveying degree from Herriot Watt University. Prior to joining Adam Smith College, Martina worked for private practices. She has worked on projects ranging from Hotel & Casino developments in Galway, Ireland; Nursing home developments in Sydney, Australia & various Apartments and Housing Developments throughout Scotland.

Martina is a keen Tennis player and would have pursued tennis professionally only for the emergence of Martina Hingis.....after all the game only has room for one Martina!!!

## Progression Chart



## ***General dates for your information***

### **Teaching Blocks**

- Block 1 – 5th September 2011 to 27th January 2012
- Block 2 – 6th February 2012 to 15th June 2012

### **Non-Teaching Periods**

- 30th January – 3rd February

### **Holidays**

- 17th October – 21st October
- 26th December – 6th January
- 2nd April – 13th April
- 7th May

Finally, you will be issued with a timetable for block 1.

Please do not lose this.