ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Handbook

HND Architectural Technology

Contents

Welcome to Adam Smith College

This is the Course Handbook for the HND Architectural Technology. 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.

Susan Fleming

Curriculum Head: HND Architectural Technology

Information about your course

Your course is:	HND Architectural Technology
Your Curriculum Head is:	Susan Fleming
His/Her office is:	S2.15
His/Her telephone number is:	01592 223063
His/Her email address is:	susanfleming@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.[1]

[1] 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.[2]

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; architectural procedures, services in large buildings, construction technology and fire safety

- to enhance your practical skills in; computer aided design 3-D modelling, sketching 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 architectural sector of the construction industry;

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

- to encourage your development of effective learning strategies.

The structure of your course

The course consists of a series of units, which will have a total value of 30 credits.

The units you will study are taken from the following framework, which includes both core and optional subjects:

Unit Code	Unit Title
DW3R34	Architectural Design Sketching and Drawing
DW3P34	Architectural Procedures and Design
DW5234	Building Maintenance Technology
DW3X34	Building Measurement and Cost Studies
DW4H34	Building Science
DW4P33	Building Services: An Introduction
DW4R35	Building Services in Large Buildings
DW4M35	Building Services: Heating, Lighting and Acoustics
DW1E34	CAD: 2D I
DW1334	CAD: 3D Modelling
DW1D34	CAD: Architecture 1
DW4134	Construction Industry: An Introduction
DW5334	Construction Materials and Specification
DW4J35	Construction Planning
DW5H34	Construction Site Surveying A
DW4D34	Construction Technical Communication Skills
DW5433	Construction Technology: Domestic Construction
DW5534	Construction Technology: Industrial/Commercial Superstructure

Unit Code	Unit Title
DW5635	Construction Technology: Specialist Systems
DW5734	Construction Technology: Substructure
DW3T35	Conversion and Adaptation of Buildings
DW3V34	Design of Building Structures
DW4X35	Fire Safety in Buildings
DW4E34	Health and Safety in Construction
DX1X34	HNC Architectural Technology: Graded Unit 1
DX2535	HND Architectural Technology: Graded Unit 2
DW4F33	Mathematics for Construction
DE3R34	Personal Development Planning
DW4G34	Quality in Construction
DW4235	Scottish Law for Construction
DW3N35	Standard Forms of Construction Contracts
DW4534	Structural Mechanics

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.

DW3P 34 - Architectural Procedures and Design
The Unit is designed to develop the candidate's knowledge of the structure and operation of architectural design organisations; the procedure and practice used in design and procurement processes.

DW52 34 - Building Maintenance Technology
This Unit is designed to enable candidates to gain knowledge and understanding of the process of investigating and diagnosing the cause of building defects and providing possible solutions to these defects. The unit covers the common defects in buildings and includes the survey of an appropriate building for defects and a repair strategy.

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.

DW4M 35 - Building Services: Heating, Lighting and Acoustics
This Unit seeks to provide the candidate with a broad understanding of the design process and the selection and specification of heating and lighting systems for various types of buildings. The candidate will also develop a knowledge and understanding of the principles of room acoustics and the mechanics of sound and vibration insulation techniques. The Unit is intended for candidates participating in courses predominately in construction.

DW4R 35 - Building Services in Large Buildings
This Unit is designed to provide the candidate with an understanding of common building services and their operation in commercial and industrial buildings.

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.

DW13 34 - CAD: 3D Modelling
This Unit is designed to introduce candidates to computerised 3D modelling and enable them to understand how modelling techniques can be applied in an industrial concept. The Unit allows candidates to develop the necessary knowledge and skills to allow them to understand the advantages and disadvantages of modelling types. The Unit also provides candidates with the opportunity to develop the practical skills to enable them to create different types of 3D models.

DW1D 34 - CAD: Architectural 1
This Unit is designed to develop the skills and knowledge involved in 3D CAD modelling using an Architectural CAD package.

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.

DW4J 35 - Construction Planning
This Unit is designed to provide the candidate with basic construction planning and programming skills.

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, communication 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.

DW55 34 - Construction Technology: Industrial/Commercial Superstructure
This Unit is designed to enable candidates to gain knowledge and understanding of superstructure construction of multi-storey and large area commercial and industrial buildings. The unit commences with structural frames and continues with external walls, cladding and the construction of ground floors, upper floors, stairs and roofs.

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.

DW56 35 - Construction Technology: Specialist Systems
This Unit seeks to provide the candidate with knowledge and understanding of common refurbishment technologies. This Unit covers the methods of underpinning buildings, façade retention and shoring, methods and materials for over cladding and over roofing buildings and offsite construction systems.

DW3T 35 - Conversion and Adaptation of Buildings
This Unit should allow the candidate to provide appropriate technical support to the feasibility outline design, detailed design and production information stages of a conversion, adaptation and/or restoration project.

DW3V 34 - Design of Building Structures
This Unit is designed to enable the candidate to develop a knowledge and understanding of basic structural design concepts and elements. In addition, the candidate will develop competence in recognising structural elements and structural behaviour.

DW4X 35 - Fire Safety in Buildings
This Unit seeks to provide the candidate with knowledge of the principles of combustion and the key stages in ignition, fire growth, development and decay of fire in buildings. It will also provide the candidate with the knowledge of the measures taken to contain fire and the provision made to allow building occupants to escape the

effects of a fire. Skills will also be developed to allow candidates to be able to assess a building for compliance with fire safety legislation.

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.

DW4F 33 - 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.

DE3R 34 - Personal Development Planning
This unit helps candidates to take responsibility for their own learning and development. In particular it provides a framework for the development of the personal and general skills and qualities which employers seek in the workplace and which are increasingly recognised as underpinning success in personal life, in citizenship and in lifelong learning. The contexts of progression to employment, or from college to university, or developing Core Skills, can be used. Through a process of Personal Development Planning1 candidates will identify their skills, abilities and development needs and review these in the context of their own personal, educational and career aims. They will devise a personal action plan, then undertake and evaluate that plan. They will gather, organise and present evidence of each stage of the plan - including personal reviews - in their personal development portfolio.

DW4G 34 - Quality in Construction
This Unit is designed to provide an understanding of the terms and definitions commonly used in respect of quality, and to develop quality improvement techniques in construction processes.

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.

DW3N 35 - Standard Forms of Construction Contracts
This Unit is designed to enable candidates to gain skills in recommended procurement strategy and interpretation of construction contracts.

DW45 34 - Structural Mechanics
This Unit is designed to provide candidates with a basic knowledge and understanding of structural mechanics, in order to solve problems relating to statically determinate beams and frames.

DX25 35 - Architectural Technology: Graded Unit 2
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 Architectural Technicians in private practice working with Architects, Surveyors, Interior Designers and Architectural Technologists in specialist design/build contractors, local authorities and larger organisations with in-house design/drafting services.
- Provide candidates with a range of contemporary vocational skills including the preparation, co-ordination and communication of technical information including drawings, graphical information, reports and schedules, contributing to meeting relevant statutory regulations and controlling projects by monitoring agreed quality standards and obtaining, recording and organising information.
- 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 Architectural Technology, as 'TCIAT'.

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.[3]

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 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.

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[3] For full details of the College's regulations about assessment, see the College's Assessment Procedure.

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.[4]

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 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.

[4] For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

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.

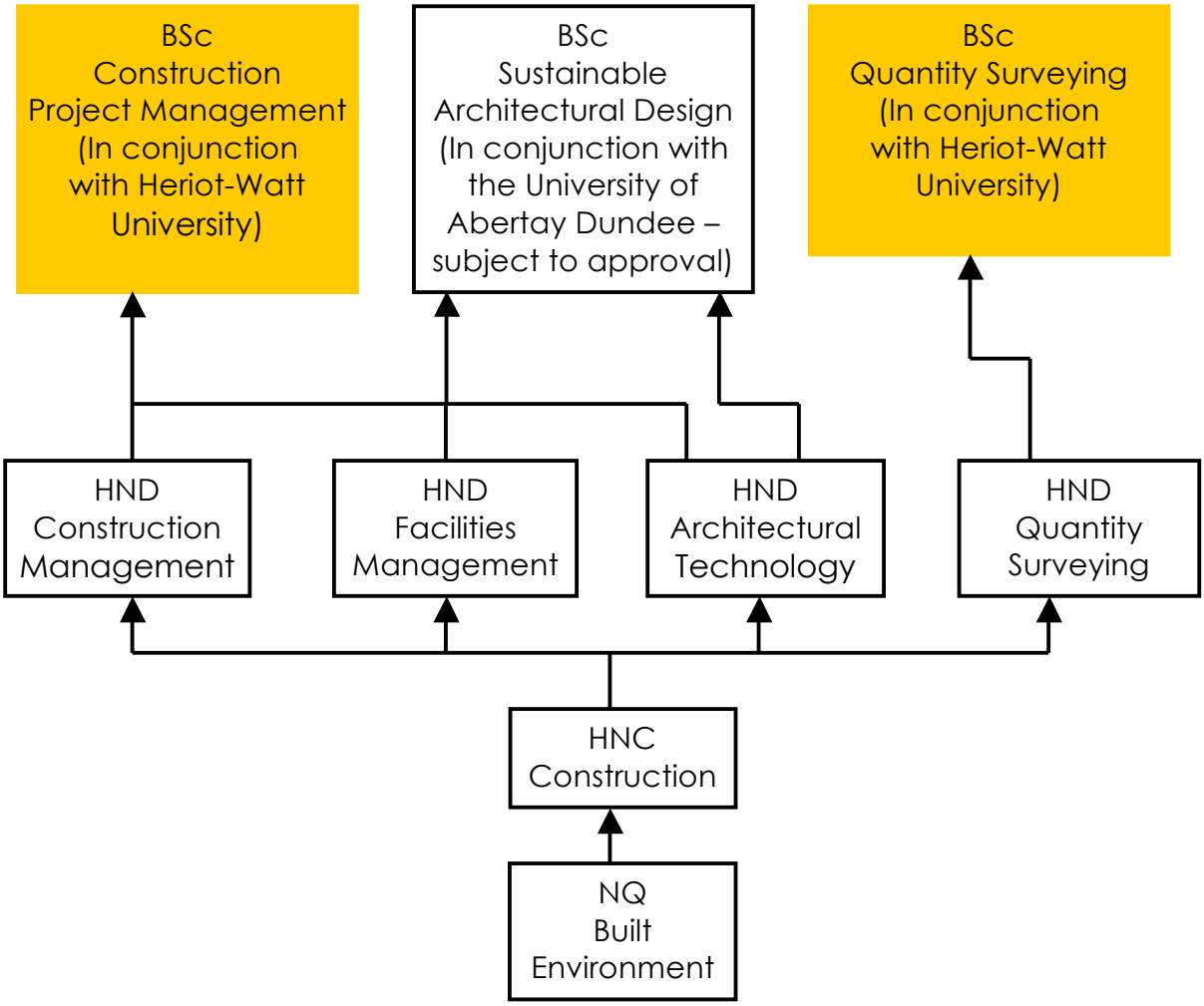
Jack has worked for the college for 13 years as a Commercial Trainer specialising in Autodesk products (CAD).

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.