
ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Handbook

NQ Built Environment

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Welcome to Adam Smith College

This is the Course Handbook for the NQ Built Environment. 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: NQ Built Environment

Information about your course

Your course is:

NQ Built Environment

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; modern methods of construction, materials in construction, technology and measurement and costing;
- to enhance your practical skills in computer aided drawing 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 within 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 18 credits.

The units you will study are taken from the following framework, which includes both core and optional subjects. The optional subjects delivered will depend on which specialism of the NQ Built Environment you have chosen to undertake:

Unit Code	Unit Title
F3JF12	Building Construction Project
F3JE12	Building Design and Technology
F3JG11	Building Services in Domestic Low Rise Buildings
F3GB11/12	Communication
F3J812	Computer Aided Drawing in Construction
F3JJ12	Construction Administration
F3JL11	Construction Calculations
F3JB11	Construction Materials: An Introduction
F3JK12	Construction Measurement and Costing
F3JM12	Construction Site Surveying: An Introduction
D95Y11	Contributing to Energy Efficiency in the Workplace
F3JN11	Drawing for Construction
F3FS11	Energy Domestic Solar Hot Water Systems
F3FR11	Energy Domestic Wind Turbines Systems
F3JA12	Health and Safety in the Construction Industry
F3HV11	Mathematics: Craft 1

Unit Code	Unit Title
F3JC12	Mechanics for Construction: An Introduction
F3JR12	Modern Methods of Construction
F2Y934	Small Scale Rural Electrical Energy Systems
F3JS12	Sustainability in the Construction Industry
ZS4644	Sustainable Living/PDP
F3JV12	Technical Recording and Reporting in the Construction Industry
ZS	Joinery in Modern Construction
ZS	Brickwork in Modern Construction
ZS	Painting & Decorating in Modern Construction

The content of your course

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

F3JE 12 - Building Design and Technology

This Unit is suitable for candidates who have limited knowledge of the various factors which affect the design of a house. On completion of this Unit the candidate will be able to demonstrate a sound understanding of the prime factors which influence the way in which a design evolves. Allied to this will be an awareness of the technical constraints on house construction. It should be emphasised that through the undertaking of this Unit the candidate should be equipped with an embedded understanding of the fundamentals of house design and house construction. This will allow meaningful progression to a more advanced level and skills to undertake integrated assignments such as the Architectural Project.

F3JG 11 - Building Services in Domestic Low Rise Buildings

This Unit is suitable for candidates who are interested in a career within the Building industry; the purpose of this Unit is to introduce candidates to the building services provided in Domestic low-rise buildings up to two storeys in height. The services considered will be the provision of drainage, hot and cold water, electricity and space heating. Candidates will be required to complete graphical layouts and specification notes for building services provision in domestic low-rise

buildings. Candidates will be introduced to building services drawings and the means to interpret them.

F3J8 12 - Computer Aided Drawing for Construction

This Unit is suitable for candidates who have limited or no experience of Civil Engineering and the Built Environment, or of Computer Aided Drawing for Construction. This Unit aims to introduce the candidate to the use of Computer Aided Drawing software to produce 2D construction drawings. The Unit is intended to develop candidate ability and confidence in the production and editing of simple construction drawings, and to develop their graphical presentation skills to be able to communicate effectively with other members of the construction team.

F3JJ 12 - Construction Administration

This Unit is suitable for candidates who have limited or no experience of the Construction Industry and Construction Administration. This Unit aims to introduce the candidate to the important aspects of construction administration by increasing knowledge and understanding in the communication links and the working relationships between members of the construction team. The Unit also develops understanding in administrative operation such as site meetings, contract programming and project cost control which are essential elements of a well run project.

F3JL 11 - Construction Calculations

This Unit is suitable for candidates who aspire to a career in the Construction Industry or related fields as a technician or technologist. The aim of this Unit is to provide the candidate with a range of underpinning mathematical skills. Although mathematical skills are being assessed it should be emphasised that they are being used in practical construction applications and contexts. Mathematics is the tool; construction is the concept. The candidate will learn how to use mathematical concepts previously learned and apply them to the topics within the area of the Built Environment such as structural mechanics, land surveying and materials testing and Civil Engineering. Key skills developed by the candidate in this Unit will also include the extraction of data from standard tables and the transposition of construction formulae.

F3JB 11 - Construction Materials: An Introduction

This Unit is designed to provide candidates with an introduction to construction materials commonly used in the construction industry. This Unit is suitable for candidates with no prior experience of construction materials. It gives candidates an introduction to the production processes for construction materials, together with an introduction to the properties of materials and their identification by physical

inspection. The Unit will provide a good basis for further study in Civil Engineering and the Built Environment.

F3JK 12 - Construction Measurement and Costing

This Unit is suitable for candidates who have limited or no experience of Construction Measurement and Costing. This Unit not only aims to introduce the candidate to the importance of using a Standard Method of Measurement when preparing quantities, but also the skills required in undertaking basic measurement tasks when quantifying items for simple building or civil engineering works. The Unit develops understanding in the pricing of items for such works which incorporates material wastage allowances. The purpose therefore of this Unit is to enable candidates to gain an awareness of construction measurement and costing for simple straightforward projects.

F3JM 12 - Construction Site Surveying: An Introduction

This Unit is suitable for candidates who aspire to a career in the construction industry or related fields of endeavour as technicians, technologists or other related professions. The Unit introduces the basic principles of land surveying and the techniques adopted in the preparation of construction site plans. It includes the interpretation of data from site plans developed for individual construction projects and from Ordnance Survey (OS) maps and plans. Candidates will carry out a practical survey using basic equipment to gather data that will allow the production of a site plan, contour plan and section.

D95Y 11 - Contributing to Energy Efficiency in the Workplace

This unit will allow the candidate to develop the knowledge and awareness necessary to contribute to energy efficiency in the workplace.

F3JN 11 - Drawing for Construction

This Unit is suitable for candidates who have limited or no experience of construction or of technical drawing. This Unit aims to introduce candidates to a range of construction drawings. The Unit is intended to give candidates confidence in the production of sketches for construction features, implementation of basic manual drawing techniques and the interpretation of construction drawings.

F3FS 11 - Energy: Domestic Solar Hot Water Systems

The Unit will introduce a microgeneration heating system which generates heat from solar energy and transfers this heat energy to other appliances through a heat exchanger. The solar panel will be suitable for use in domestic or small scale industrial installations. The learning will take place through a strong focus on practical tasks which will give candidates the opportunity to develop manufacturing, assembly, and testing skills required to build a small domestic solar hot water system.

The development of generic employability skills valued by employers will be an important part of this Unit.

F3FR 11 - Energy: Domestic Wind Turbines Systems

This Unit introduces domestic or microgeneration wind turbine systems which generate electricity. This Unit will provide an opportunity to develop practical skills which will give candidates the ability to wire up an electrical circuit, manufacture parts, assemble, and test a small scale domestic wind turbine. The candidates will use existing components, e.g. generator and blade, and manufacture others to complete the wind turbine system. The development of generic employability skills valued by employers will be an important part of this Unit.

F3JA 12 - Health and Safety in the Construction Industry

This Unit is suitable for candidates who have limited or no experience of health and safety and welfare requirements within the construction industry context. This Unit aims to introduce the candidate to the importance of safety awareness by increasing knowledge and understanding in not only hazard identification but the correct procedures associated with risk assessment and the introduction of safe working practices for given site operations. This Unit will also provide the candidate with the basic understanding of procedures to be followed in the event of fire or accident in the workplace.

F3HV 11 - Mathematics: Craft 1

This Unit is intended primarily for those candidates who wish to develop their knowledge and understanding of Mathematics at SCQF level 5 with a view to supporting and underpinning their studies in an engineering discipline. In such cases, delivery of the Unit should be set within the context of the award to which it contributes. The Unit is designed to develop aspects of the candidate's skills in numeracy, geometry, graphical communication, trigonometry and algebra, and to apply these skills in the appropriate engineering context. It is envisaged that the content of each Outcome is delivered and assessed with specific reference to the candidate's engineering specialism, where appropriate.

F3JC 12 - Mechanics for Construction: An Introduction

This Unit is suitable for candidates who aspire to a career in the construction industry or related fields of endeavour as technicians, technologists or other related professions. The Unit introduces the basic principles of mechanics relating to construction and develops skills in completing calculations in relation to these principles. It includes the understanding of units and quantities in mechanics and their application to basic problem solving. Candidates will be introduced to forces, stress and strain, and their application in elements of structural analysis.

F3JR 12 - Modern Methods of Construction

This Unit is suitable for candidates who have limited experience of the construction industry and wish to gain knowledge in the field of technician, contracting or design. The Unit is designed to provide candidates with knowledge of modern methods of construction, and the materials, technologies and methodologies involved. Successful candidates will recognise the benefits of efficiency, quality, safety and sustainability arising from the use of modern methods of construction.

F2Y9 34 - Small Scale Rural Electrical Energy Systems

The purpose of this Unit is to allow candidates to develop basic knowledge and understanding of rural electrical systems. The Unit is intended for candidates who wish to be involved in the field of energy efficiency and/or in the marketing and project planning of small-scale electrical energy systems which may use renewable energy sources.

F3JS 12 - Sustainability in the Construction Industry

This Unit is suitable for candidates who have limited or no experience of Civil Engineering and the Built Environment, or of sustainability and building performance. This Unit aims to introduce candidates to the basic principles of sustainability in relation to the construction, occupation and demolition of buildings. The Unit is intended to give candidates confidence in the qualitative assessment of sustainability in relation to construction, and to develop his or her technical skills to be able to communicate effectively with other members of the construction team.

F3JV 12 - Technical Recording and Reporting in the Construction Industry

This Unit is suitable for candidates who have limited or no experience in civil engineering and the built environment and seek skills in sketching explanatory construction details, in techniques for taking and recording simple measurements and in reviewing progress of construction activities. Successful candidates will recognise the benefits of effective technical communication.

F3JF 12 - Building Construction Project

This Unit is suitable for candidates who have experience of building construction and the many factors impacting upon this process. Candidates will complete a project which will allow them to demonstrate their knowledge and understanding of domestic building construction through the production of drawings and associated technical material. The candidate will research and investigate traditional forms of house construction through a study of different forms of building, develop an understanding of the application of different materials, technologies and methodologies and gain an appreciation of functional and statutory requirements. Candidates will

investigate a range of building regulations and standards in relation to this project.

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

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

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.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).

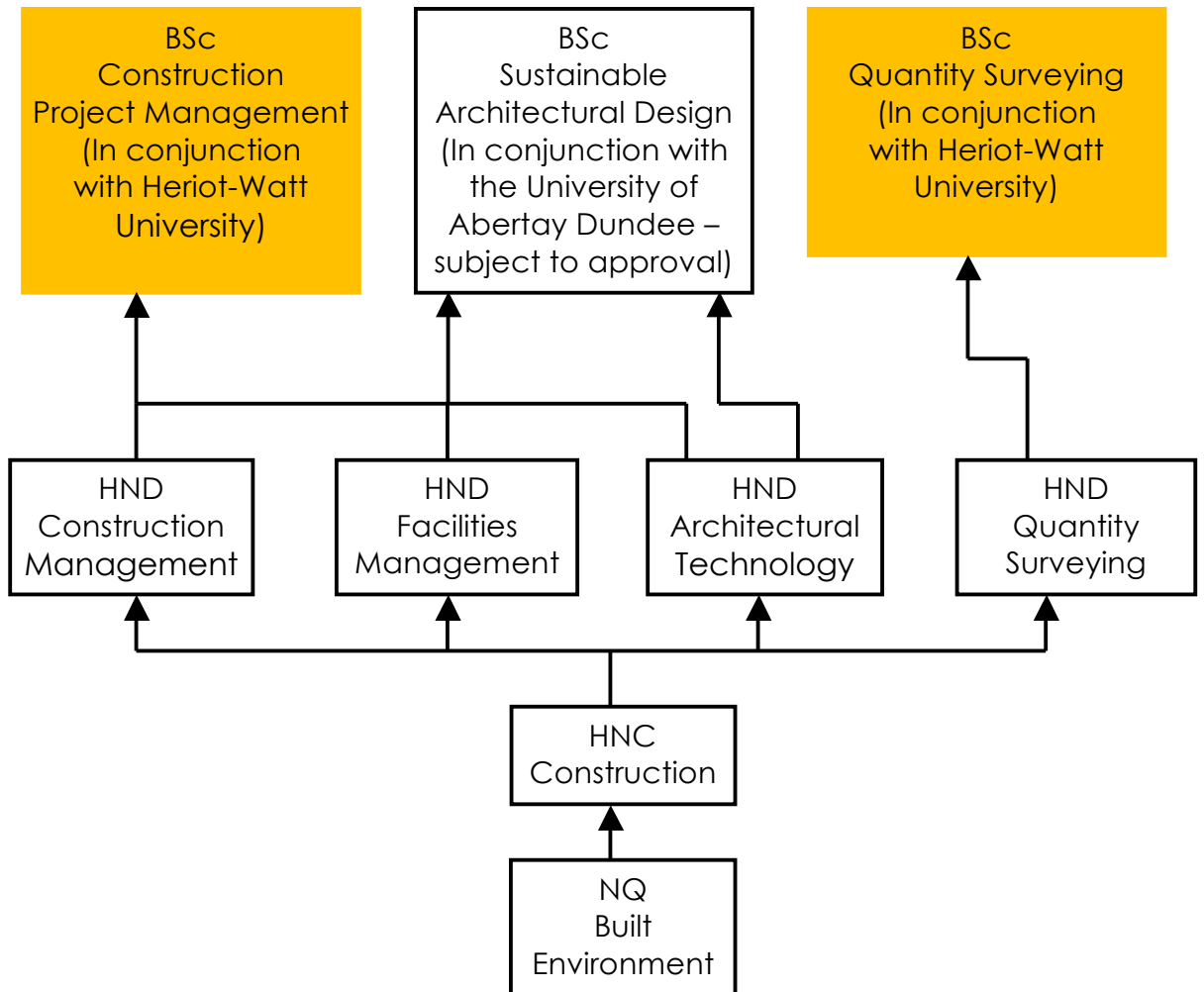
Jack's hobbies include cycling, diving and reading.

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.