

# Course Handbook

SVQ2 PEO Mechanical Apprentices



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# Welcome and Overview

As you begin your student experience with us, you are entering a supportive and vibrant learning community built on mutual respect and collaboration.

At UHI Inverness we are committed to providing you with the resources you need to thrive academically and personally. Our Student Support Centre and The Bothy, our drop-in workshop and support venue, are open every weekday to assist you every step of the way. They are both located behind reception at the Inverness Campus.










We also offer cost-of-living support such as our foodbank, The Larder, and our free toiletries cupboard, The Cubby, which can both be found in the atrium. Additionally, we provide three free car parks and bike storage at the Inverness Campus and there are public service bus stops in our grounds.

As part of our commitment to create a healthy and inclusive environment, we are proud to maintain a smoke-free campus. Smoking and vaping are only permitted in the smoking shed by car park one. Please refrain from smoking at entrances, exits, and approaches to our campus buildings to uphold our clean and welcoming atmosphere.

We are excited to welcome you to UHI Inverness and look forward to supporting you throughout your time with us.

Please read the [Welcome Guide](#) and [Key Information Booklet](#). There is a variety of information contained in these guides, some of which will be of greater relevance to you as you work through the course. They are there to dip in and out of when you feel you need a bit more information.

## Key Contacts

Our Student Support phone number is:		01463 273208
Our Student Support email address is:		<a href="mailto:Student.Support.ic@uhi.ac.uk">Student.Support.ic@uhi.ac.uk</a>
Our Learning Support Team email address is:		<a href="mailto:Additionalssupport.ic@uhi.ac.uk">Additionalssupport.ic@uhi.ac.uk</a>
Our Wellbeing Team email address is:		<a href="mailto:Wellbeing.ic@uhi.ac.uk">Wellbeing.ic@uhi.ac.uk</a>
Our Library phone number is:		01463 273248
Our Library Team email address is:		<a href="mailto:Library.ic@uhi.ac.uk">Library.ic@uhi.ac.uk</a>
Campus Reception		01463 273000
The Bothy email address is:		<a href="mailto:Thebothy.ic@uhi.ac.uk">Thebothy.ic@uhi.ac.uk</a>
Highlands and Islands Student Association		<a href="mailto:Hisa.inverness@uhi.ac.uk">Hisa.inverness@uhi.ac.uk</a>

## Aims of your Course

The SVQ Level 2 Performing Engineering Operations (PEO) aims to equip learners with the skills and knowledge necessary for occupation in performing manufacture and maintenance engineering operations.

This course consists of work-based training and provides the dual benefit of students gaining a nationally recognised qualification while being paid as they work

### Key objectives include:

- **Health and Safety:** Understanding health and safety requirements within the engineering context.
- **Maintenance skills:** Understanding the importance of correct and efficient maintenance of various equipment and machinery found in the engineering environment.
- **Problem Identification and Prevention:** The course emphasises identifying and preventing problems related to mechanical operations.

## Structure of your Course

The units you may study are as follows:

Unit Code	Unit Title	Credit Value	Semester
F3GB 11	Communication	1	IN1
F3GD 11	Problem Solving	1	IN2
F3GE 11	Working with Others	1	IN2
F3GF 11	Numeracy - Int 2	1	IN12
IF3HV 11	Mathematics: Craft 1	1	IN12
F5D6 11	Engineering; Using Information Technology	1	IN12
F5DG 11	Health and Safety: Engineering	1	IN12
F5J3 11	Plant Maintenance Practice	1	IN12
F5K2 11	Pneumatics and Hydraulics	1	IN12
F5W6 11	Engineering Assembly Skills	1	IN12
F5W7 11	Engineering Dimensional Control	1	IN12
F5W9 11	Engineering Materials	1	IN12
F5WA 11	Engineering Workshop Skills	1	IN12
F5WB 11	Material Removal Practice: Milling	1	IN12
F5WC 11	Material Removal Practice: Turning	1	IN12
PEO2001A	Complying with Statutory Regulations and Organisational Safety Requirements	1	IN12
PEO2002A	Using and Interpreting Engineering Data and Documentation	1	IN12
PEO2003A	Working Efficiently and Effectively in Engineering	1	IN12
PEO2005	Producing Components Using Hand Fitting Techniques	2	IN12
PEO2006	Producing Mechanical Assemblies	1	IN12

PEO2011	Preparing and Using Lathes for Turning Operations	2	IN12
PEO2012	Preparing and Using Milling Machines	2	IN12
PEO2019	Maintaining Mechanical Devices and Equipment	1	IN12
PEOHFS	PEO: Hand Fitting Skills	2	IN12
PEOTMS	PEO: Turning/Milling Skills	2	IN12
INSTUADV	Studies Advisor	1	IN12

IN1 = Semester 1 IN2 = Semester 2 IN12 = Semester 1 & 2

The units that make up this qualification are a combination of those approved by Awarding Bodies, for example, EAL or Skills register units designed to enhance your learning.

## Progression Routes to Further Study and Employment

The curriculum area map clearly shows where this programme sits within this wider curriculum area, and the future progression routes which may be open to you after successful completion of this course.

You may wish to continue your studies and apply for a place on Engineering Maintenance (Mechanical) SVQ3.

# Engineering Craft

Motor Vehicle Courses	SCQF	Mode of study
Access to Motor Vehicle (Jan Start)	3	Full time
IMI Level 1 Vehicle Maintenance & Repair	4	Full time
IMI Level 2 Vehicle Maintenance & Repair	5	Full time

Fabrication & Welding Courses	SCQF	Mode of study
Fabrication and Welding SVQ2	5	Full time
Fabrication and Welding SVQ2 & NC	5	Block release
Fabrication and Welding SVQ3	6	Work Based

Mechanical Engineering Courses	SCQF	Mode of study
Engineering Practice NC	5	Full time
Performing Engineering Operations (Mechanical) SVQ 2 Apprenticeship	5	Block release
Performing Engineering Operations (Mechanical/ Electrical) SVQ 2 Apprenticeship	6	Block release
Engineering Maintenance (Mechanical) SVQ 3	6/7	Work Based
Engineering Maintenance (Electrical) SVQ 3	6/7	Work Based
Engineering Maintenance (Multi-skilled) SVQ 3	6/7	Work Based

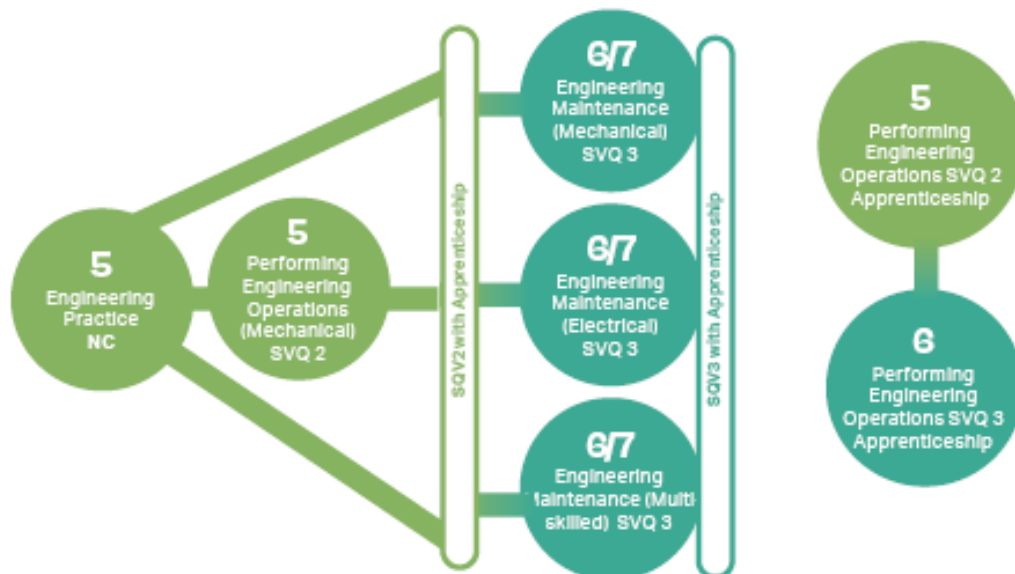
## Motor Vehicle progression route



## Fabrication & Welding progression route



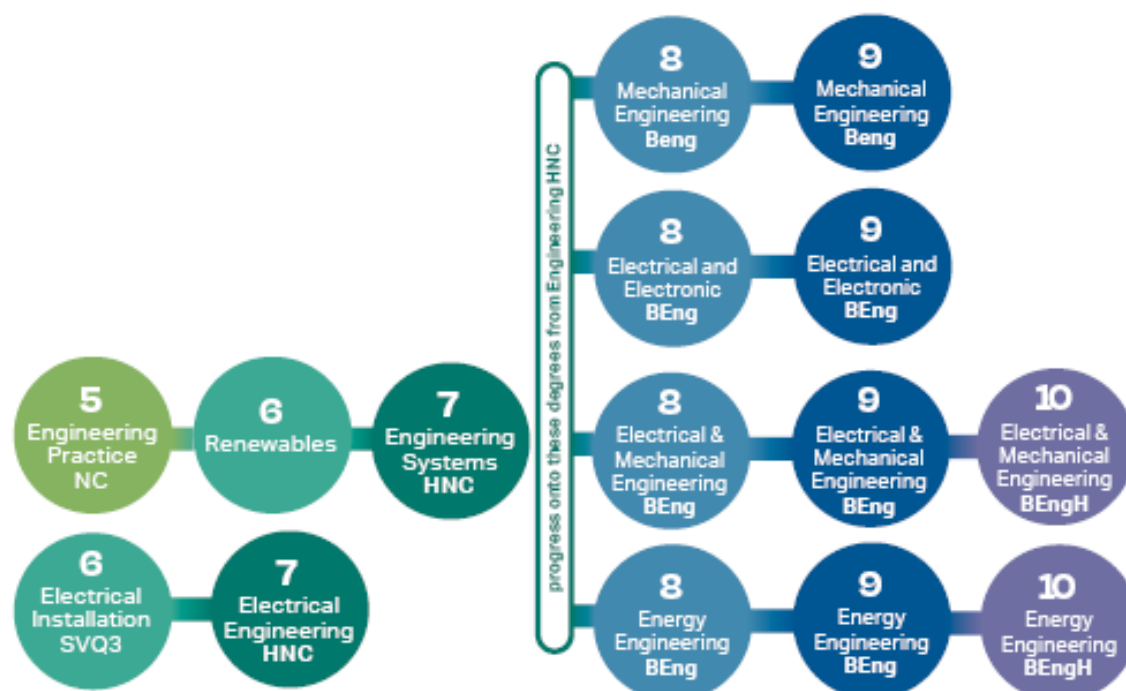
## Mechanical Engineering progression route



# Engineering Technology

Courses	SCQF	Mode of study
Renewables	6	Full time
Electrical Installation SVQ3	6	Block Release
Engineering Systems HNC (UCAS code U356H)	7	Full time, Day release
Electrical Engineering HNC (UCAS code U026H)	7	Block Release
Mechanical Engineering BEng (UCAS code UH301)	8 9	Full time, Part time
Electrical and Mechanical Engineering BEng (UCAS code UH361)	8 9 10	Full time, Part time
Electrical and Electronic BEng (UCAS code UH601)	8 9	Full time, Part time
Energy Engineering BEng (Honors) (UCAS code UH801)	8 9 10	Full time, Part time

## Engineering Technology progression route





# Get Tech Ready

You will be using lots of different digital tools and systems as a student with us.

The following information will help you prepare for starting your studies.

We have also listed some of the main services you will be using when you start with us:

MyDay, our student portal – Some of the key tiles include:

- Brightspace, our virtual learning environment
- Mail
- UHI Print
- Absences & Timetables

The screenshot shows the MyDay student portal dashboard. The top navigation bar includes 'Student Home' and 'PERSONALISE'. The main content area features a large banner with the text '81% Student satisfaction Sàsachadh oileanach'. Below the banner is a 'Research' section with various service tiles. The tiles include: Brightspace, Mail, UHI Print, Absences & Timetables, Mahara, Webex, Outlook, Tasks, Access Portal, Handshake, UHI Records, Chat to Servicedesk, My Student ID, and Essential Skills. The left sidebar contains navigation options such as 'Send feedback', 'DASHBOARDS', 'NAVIGATION', 'MyDay FAQ's', 'Academic Calendar', 'Student Information', 'Library Resources', 'Support for students', 'Staff Information', 'UHI Inverness Staff', 'Inverness Local Jobs', 'Inverness Student Tiles', 'APPS', 'Mail', and 'Tasks'.



## Recommended Texts / Reading List

There are no set recommended texts for this course, but your tutors may advise further reading pertaining to individual subjects.

You can take out 15 books at a time from the Library and there is a drop-box and in the Ground Floor Atrium where you can leave books if the Library is closed.

## Lost Property

Lost property can be handed in to the reception desk at the Inverness campus or Balloch campus. Items such as clothing, bags shoes will be held for **one month** only. After such time these will be sent to local charities. Items such as earphones and water bottles will be destroyed after **one month**. Valuables items (passports, driving licences, mobiles, purses, wallets, bags and jewellery) will be taken to the Police on a **monthly** basis.

**Bank cards** are **not** considered valuable and will be kept for **one** week before being destroyed by the Estates Team or our Data Protection Officer, who will shred on our behalf.

Items containing food or drink will be disposed of immediately.

## Opening Times

Opening times can be viewed on our webpage. Please select the relevant campus:

[Study - Our campuses \(uhi.ac.uk\)](http://uhi.ac.uk)

## References

### **Useful information about UHI Inverness**

Includes strategies, publications and Student Code of Conduct

[About us - Publications \(uhi.ac.uk\)](http://uhi.ac.uk)