

Course Handbook

CECA Scotland Academy Civil Engineering Operative (NPA) SCQF Level 5



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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

Your Personal Development Advisor (PDA) is:		Tabitha Rattray
Your PDA's phone number is:		07384 246 345
Your PDA's email address is:		Tabitha.Rattray.ic@uhi.ac.uk
Our Student Support phone number is:		01463 273208
Our Student Support email address is:		Student.Support.ic@uhi.ac.uk
Our Learning Support Team email address is:		Additionalssupport.ic@uhi.ac.uk
Our Wellbeing Team email address is:		Wellbeing.ic@uhi.ac.uk
Our Library phone number is:		01463 273248
Our Library Team email address is:		Library.ic@uhi.ac.uk
Campus Reception		01463 273000
The Bothy email address is:		Thebothy.ic@uhi.ac.uk
Highlands and Islands Student Association		Hisa.inverness@uhi.ac.uk

Aims of your Course

The specific aims of your course are:

This 5-month course, developed in partnership with the Civil Engineering Contracting Association (CECA), aims to address the skills gap within the industry by being a future talent pipeline of Civil Engineering Operatives in Scotland.

This is a highly practical, hands-on course which will include site visits to establish industry links and prepare you for future employment. On successful completion of the programme, you will gain a NPA qualification in civil engineering, and an interview with an employer at the end of the programme, offering a direct route into the industry as a civil engineering operative.

Structure of your Course

The units you may study are as follows:

Unit Code	Unit Title	Credit Value	Semester
CONMESL5	Construction Meta and Essential Skills	1	IN1
H0T5 11	Form Concrete Structures	2	IN1
CONPFEL5	Preparing for Industry Employment	0.5	IN1
H0TA 11	Lay Kerbs and Channels	1	IN1
H0SD 11	Excavate Holes and Trenches	1	IN1
H0T4 11	Conform to Productive Work Practices	1	IN1
H0TC 11	Set Out Secondary Dimensional Work Controls	0.5	IN1
H0TF 11	Reinstate Ground Conditions	2	IN1
H0SK 11	Install Road Drainage	2	IN1
H0T8 11	Lay and Finish Concrete	2	IN1
CONWPL5	Sustainable Construction Work Practices	1	IN1
H0TD 11	Workplace Health, Safety and Welfare	1	IN1
STUADV1	Studies Advisor	0.5	IN1
H0SP 11	Provide Temporary Excavation Support	2	IN1

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, SQA and 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 the MA Civil Engineering Operations, NC Civil Engineering or NC Built Environment courses.

Other options may include:

- Successful candidates may also be eligible to apply for a construction trade apprenticeship.

You will discuss all these options and anything else with your Personal Development Advisor (PDA) during your personal interviews throughout the year and specifically when discussing progression.

Construction Technology & Plumbing

Course	SCQF	Mode of study
CECA Scotland Academy Civil Eng. Operative (NPA)	5	Short Full Time
Construction Technician NPA	5	Semester 2
Construction and Civil Engineering Operations SVQ2	5	Work Based
Sustainable Construction	6	Full Time
Modern Apprenticeship (NC) Civil Engineering	6	Block Release
Domestic Plumbing SVQ3	6	Block Release
Civil Engineering HNC (UCAS code U102H)	7	Full time
Architectural Technology HNC (UCAS code U732K)	7	Full time
Civil Engineering Graduate Apprenticeship	7 8 9 10	Full time
Construction Graduate Apprenticeship	7 8 9 10	Full time
Sustainable Architectural Studies BSc Hons	7 8 9 10	Full time
Civil Engineering BEng	7 8 9 10	Full time

Commercial Courses for Continuing Professional Development

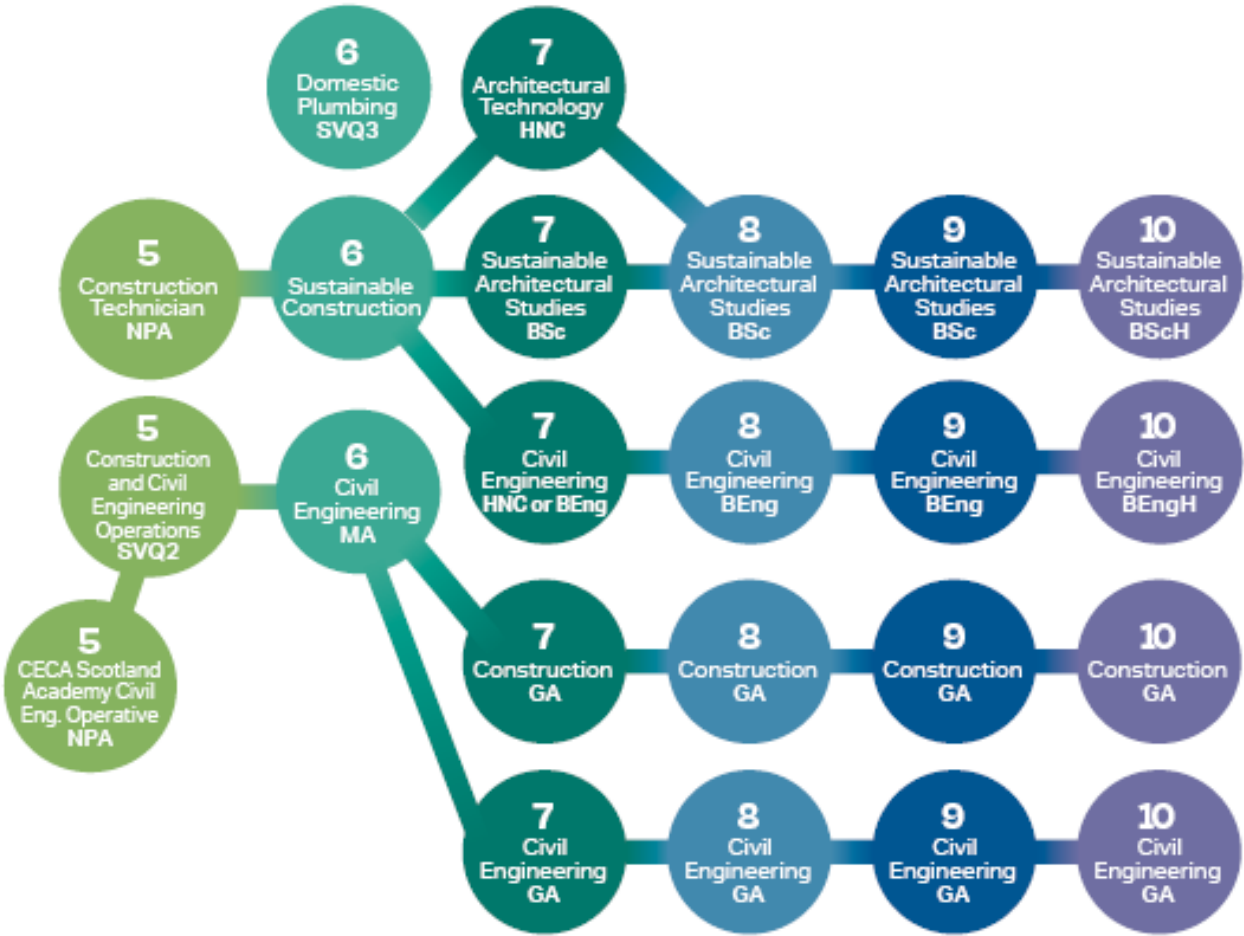
Carpentry & Joinery: Timber Frame Erection (SCQF Level 5)

Construction Contracting Operations: Site Technical Support (SCQF Level 6)

Construction Contracting Operations: General (SCQF Level 6)

Construction and Civil Engineering Operations (SCQF Level 5)

Construction Technology & Plumbing progression routes



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: Mahara, Webex, Outlook, Tasks, Access Portal, Brightspace, Handshake, UHI Print, Dropbox, OneDrive, Referencing, Service Desk, The Red Button, Library Account, 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'.



Personal Support Whilst Learning

Congratulations on taking a brave step onto a new pathway to learning!

We understand that throughout the course of your learning journey you may experience personal difficulties or life events which make studying more challenging. Our aim is to offer the care, support and guidance required to help you achieve your goal of successfully completing your studies.

If you are studying full time at SCQF Level 6 or below (Further Education **FE** level) you will be assigned to a **Personal Development Advisor (PDA)**.

Your **PDA** should be **your first point of contact** for any support needs, queries or concerns you may have.

Your PDA


We have a team of Personal Development Advisors (PDAs) who will be available to provide advice and guidance to support your personal development while you study with us. The PDA cannot provide academic support but is a focal point for pastoral care and will work in partnership with your academic teams to support you whilst you study.


Your PDA is Tabitha Rattray

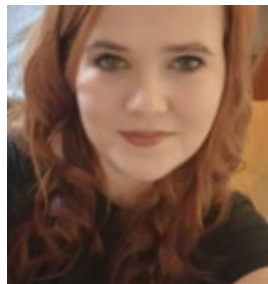
If you need to see your PDA during College hours, you should make an appointment via email or in an emergency on the mobile number provided in this handbook or via the Student Support Centre.

General student support will also be offered through the Student Support Centre, which is open from 0830 to 1630, Monday to Friday, at Inverness Campus.

Your PDA can be contacted on:

 01463 272308 or 07384 246345

 Tabitha.rattray.ic@uhi.ac.uk



If your PDA is not available, you can contact our Student Support team
Student.Support.ic@uhi.ac.uk

PDA Time

You will be scheduled to have specific time with your PDA throughout the course of the year. It is very important that you attend these sessions as they are designed to help you manage your wellbeing and ability to study effectively.

Sessions could include:

- Induction and orientation information
- Team building activities
- Wellbeing and resilience tools
- Coping with stress strategies
- Employability, careers advice and preparation
- Finance and budgeting information, support, and guidance

Your PDA can also help you with a wide range of other concerns you may have such as:

- Attendance and attainment concerns
- Course information and choices
- Finance – funding support, applying for hardship funds, if required
- Help filling in forms – course and funding applications
- Accommodation – help and advice on where to look
- Childcare information – local nurseries
- Progression after your course – What to do next and where to look for help and support

Your PDA can also refer you to more specialist services for wellbeing, counselling, general and additional support for learning, funding, welfare needs and additional help and guidance for managing your transition into student life.

This list is by no means exhaustive. Your individual needs are important to us, whatever the situation, we will listen and try to help.

If your PDA is not available, you can drop into the Student Support Centre behind reception at the Inverness campus and the team will aim to provide the answers you need or find someone who can.

The Student Support Centre is open from 0830 to 1630, Monday to Friday.

Alternatively, you can contact us –



01463 273208



Student.Support.ic@uhi.ac.uk

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 \(uhi.ac.uk\)](#)

References

Useful information about UHI Inverness

Includes strategies, publications and Student Code of Conduct

[About us - Publications \(uhi.ac.uk\)](#)