School of Architecture and Built Environment
HND Construction and The Built Environment
Course Guide

2018-19
September
About this guide

This is your course guide. It provides the basic but fundamental information about your course of study. This guide is yours for the duration of the course, we don't re-issue it annually and if any information contained within were to change then we will write to you to explain so.

In particular, if any important aspects relating to your modules were to change then we will inform you in accordance with the Code of Practice for the Management of Changes to Modules and Courses. The teaching and support teams which you will get to know over time will refer to this guide – it will be useful to you and we advise you to make good use of it throughout your studies.

The Course Guide should be read in conjunction with the more general sources of information which relate to all students at the University. The Student Handbook is a very detailed reference point for all issues relating to your studies which aren't specific to just your particular course. You might also want to refer to the Student Charter; the University's Policies and Regulations and the University Assessment Handbook documents which will provide you with all of the information that we think you will need for your period of study here.

If you need additional information, or you simply want to discuss elements of any of these documents or other aspects of your course, find that there is something you need to know, please contact your Faculty Student Services:

Faculty Student Services

We can help with the administration and organisation of your time at University – from enrolment and module registration, tuition fee enquiries, attendance support, course management and lifecycle queries, extenuating circumstances, leave of absence, transfers and changes, assignment submission, SAMs appointments, assessment and result queries, right through to Graduation.

You can also come and talk to us for impartial advice and support if things are starting to go wrong and you’re not sure who else to talk to. The main thing to remember is that you are not alone. We see large numbers of students over the course of a year on a variety of issues, so please don’t be afraid to approach us.

We are here to ensure that your transition into Higher Education is as smooth as possible. Normal office opening hours are Monday-Friday 08:45-17:00.

You can contact us through the e:vision help desk, by phone or in person or by e-mail:

| Faculty of Science and Engineering (City Campus) | Alan Turing Building MI 024 | (01902) 322129 | fsestudentservices@wlv.ac.uk |
| Faculty of Science and Engineering (Telford Campus) | The Darby Building SC 041 | (01902) 322129 | fsestudentservices@wlv.ac.uk |
| Help and Advice is also available from Student Support & Wellbeing... | Contact us at the Alan Turing Building MI 001 for all enquiries and referrals... Services operate at all campuses by appointment. | (01902) 321074 (01902) 321070 | ssw@wlv.ac.uk money@wlv.ac.uk |

Welcome from the Course Leader

On behalf of the teaching and support teams from HND Construction and The Built Environment course, I would like to extend to you a very warm welcome to the University of Wolverhampton, and in particular your campus.

My name is Anthony Hatfield and I am the course leader for your HND Construction and The Built
Environment course and alongside your personal tutor, will be your main point of contact over the duration of your studies. My contact details are below – please don't hesitate to get in touch if you need any support or guidance.

The successes which you will achieve whilst at the University are based upon a partnership between the expertise and support from the staff here and the effort you put into learning. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market. Make the most of the wide range of opportunities available to you.

Studying at University can be difficult, and for many of you the transition into University life will be challenging. However we will support you throughout your course, particularly whilst you develop into an independent learner over the course of your first year with us.

We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We hope that you might consider acting as a Course Representative during some of your time with us to help the University continue to improve your experience.

I would like to wish you every success with your studies. We look forward to working with you and hope that you enjoy your time with us.

Anthony Hatfield

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### Course Management and Staff Involvement

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Specialism</th>
<th>eMail</th>
<th>Tel. Ext.</th>
<th>Room</th>
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<tbody>
<tr>
<td>Head of Department</td>
<td>Mr Paul Hampton</td>
<td></td>
<td><a href="mailto:P.Hampton@wlv.ac.uk">P.Hampton@wlv.ac.uk</a></td>
<td>2256</td>
<td>MA115g</td>
</tr>
<tr>
<td>Course Leader</td>
<td>Mr Anthony Hatfield</td>
<td></td>
<td><a href="mailto:A.Hatfield@wlv.ac.uk">A.Hatfield@wlv.ac.uk</a></td>
<td>8581</td>
<td>MA115b</td>
</tr>
<tr>
<td>Student Advisor</td>
<td>Miss Kimberley Turner</td>
<td></td>
<td><a href="mailto:Kim.Turner@wlv.ac.uk">Kim.Turner@wlv.ac.uk</a></td>
<td>3577</td>
<td>MI024</td>
</tr>
<tr>
<td>Faculty Enabling Tutor</td>
<td>Mr Anthony Hatfield</td>
<td></td>
<td><a href="mailto:A.Hatfield@wlv.ac.uk">A.Hatfield@wlv.ac.uk</a></td>
<td>8581</td>
<td>MA115b</td>
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### Educational Aims of the Course

The HND Construction and Built Environment course is intended as a vocational qualification within the construction industry. It satisfies the educational base for becoming an Associate Member of the Royal Institution of Chartered Surveyors (AssocRICS) or Associate Membership of the Chartered Institute of Building (CIoB) once requisite employment experience has been gained post HND qualification.

In addition, it provides a progression route onto professionally accredited courses within the Department including the BSc (Hons) degrees of Building Surveying, Construction Management, Commercial Management & Quantity Surveying and Quantity Surveying.

The construction and built environment industry is the UK’s largest industry, employing circa 2.35 million people and accounting for typically 8% of UK GDP. The construction industry is responsible for the design, management and construction of spanning the following areas;

- Infrastructure – roads, rail, airports, power stations
- Residential - public and private housing, including repair and maintenance
- Non-domestic buildings - schools, colleges, hospitals, offices, retail, factories, warehouses.

The aim of this course is to develop students with a technical understanding of the civil engineering industry including the application of proven techniques and theories for the solution of real life problems. Thus the course will;
• address industry's demand for technicians who can integrate the principles and applications of construction, and apply them to construction projects, in a technical context.

• enable students to advance their existing careers in construction to a higher level which requires the exercise of technical professional judgement, and the ability to make decisions that reflect an accountable and ethical outlook.

• equip students with a technical understanding of the fundamentals of construction technology, construction law, construction procurement and contracts, environmental and sustainable issues, modern methods of construction and construction project management.

• provide a broadly based education in construction and built environment, allowing scope for continued development into a wide range of disciplines within construction related areas including areas of design (building surveying, architecture), costs and finance (quantity surveying) and project delivery (construction management).

What makes this programme distinctive?

The HND Construction and Built Environment has been designed to cater for a range of students from school leavers who wish to pursue a career in construction to existing construction practitioners and trainees who want to further their professional development and career skills within the industry.

The Built Environment Team, at the University of Wolverhampton, engage closely with the students and have extensive industry experience and links to local and regional employers. This enables the staff and students to get to know each other well and to develop personal relationships which help with both study success and working with students to enhance their employability prospects. The Built Environment Team have a proven record in placing students on completion of their studies and ensuring that progression to a higher qualification is seen by students as a seamless process.

Lecturers on this course are a blend of respected academics and experienced professionals. Students are therefore exposed to a sound theoretical base coupled with numerous practical examples and exercises.

The Built Environment Team has excellent links with recognised professional bodies, namely the Royal Institution of Chartered Surveyors, Chartered Institute of Building and Quantity Surveyors International (QSi) who all regularly hold events at the University to which students can attend to network with construction professionals.

Students are actively encouraged to become student members of these professional bodies at the start of their studies and utilise the professional resources available as a result. Upon completion of the course students can apply to become associate members of the RICS, CIOB or QSi when appropriate employment experience has been gained and the specific application process of the institution has been met.

Course Structure

September (Full-Time)

Year 1
<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Credits</th>
<th>Period</th>
<th>Type</th>
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<tbody>
<tr>
<td>4CN002</td>
<td>Sustainable Construction Technology (Residential Buildings)</td>
<td>20</td>
<td>YEAR</td>
<td>Core</td>
</tr>
<tr>
<td>4CN016</td>
<td>Built Environment Business and Economics Project</td>
<td>20</td>
<td>YEAR</td>
<td>Core</td>
</tr>
<tr>
<td>4CN006</td>
<td>Built Environment Academic and Employment Skills</td>
<td>20</td>
<td>SEM1</td>
<td>Core</td>
</tr>
<tr>
<td>4CN030</td>
<td>BIM and Data Management</td>
<td>20</td>
<td>SEM1</td>
<td>Core</td>
</tr>
<tr>
<td>4CN001</td>
<td>Introduction to Law and Construction Procurement</td>
<td>20</td>
<td>SEM2</td>
<td>Core</td>
</tr>
<tr>
<td>4CN027</td>
<td>Built Environment Professional Development</td>
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<td>SEM2</td>
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**September (Full-Time)**

**Year 2**

<table>
<thead>
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<th>Credits</th>
<th>Period</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>5CN001</td>
<td>Brownfield Regeneration and Construction Technology (Commercial Buildings)</td>
<td>20</td>
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<tr>
<td>5CN022</td>
<td>Construction Law</td>
<td>20</td>
<td>YEAR</td>
<td>Core</td>
</tr>
<tr>
<td>5CN038</td>
<td>Professional Practice</td>
<td>20</td>
<td>SEM1</td>
<td>Core</td>
</tr>
<tr>
<td>5CN029</td>
<td>Property Procurement and Development</td>
<td>20</td>
<td>SEM1</td>
<td>Core</td>
</tr>
<tr>
<td>5CN007</td>
<td>Design Principles and Practice</td>
<td>20</td>
<td>SEM2</td>
<td>Core</td>
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<tr>
<td>5CN010</td>
<td>Academic, Leadership and Employment Skills</td>
<td>20</td>
<td>SEM2</td>
<td>Core</td>
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**Course Learning Outcomes**
<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Contributing Modules</th>
</tr>
</thead>
</table>
| **HNC Course Learning Outcome 1 (HNCCLO1)** | 4CN001 Introduction to Law and Construction Procurement  
4CN002 Sustainable Construction Technology (Residential Buildings) |
| Demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study, and an ability to evaluate and interpret these within the context of that area of study. |  |
| **HNC Course Learning Outcome 2 (HNCCLO2)** | 4CN006 Built Environment Academic and Employment Skills  
4CN008 Pre Contract Studies |
| Demonstrate an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of your subject(s) of study. |  |
| **HNC Course Learning Outcome 3 (HNCCLO3)** | 4CN016 Built Environment Business and Economics Project  
4CN027 Built Environment Professional Development |
| Evaluate the appropriateness of different approaches to solving problems related to your area(s) of study and/or work. |  |
| **HNC Course Learning Outcome 4 (HNCCLO4)** | 4CN006 Built Environment Academic and Employment Skills  
4CN027 Built Environment Professional Development |
| Communicate the results of your study/work accurately and reliably, and with structured and coherent arguments. |  |
| **HND Course Learning Outcome 1 (HNDCLO1)** | 5CN001 Brownfield Regeneration and Construction Technology (Commercial Buildings)  
5CN012 Building Surveying Practice  
5CN013 Production Management Practice  
5CN022 Construction Law  
5CN033 Built Environment Professional Skills 2  
5CN036 Quantity Surveying Practice (Building and Civil Engineering) |
| Demonstrate knowledge and critical understanding of the well-established principles of your area(s) of study, and of the way in which those principles have developed with an understanding of the limits of your knowledge, and how this influences analyses and interpretations based on that knowledge. |  |
| **HND Course Learning Outcome 2 (HNDCLO2)** | 5CN001 Brownfield Regeneration and Construction Technology (Commercial Buildings)  
5CN012 Building Surveying Practice  
5CN013 Production Management Practice  
5CN033 Built Environment Professional Skills 2  
5CN036 Quantity Surveying Practice (Building and Civil Engineering) |
| Demonstrate the ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context. |  |
| **HND Course Learning Outcome 3 (HNDCLO3)** | 5CN002 Resource Management  
5CN007 Design Principles and Practice  
5CN018 Conservation and Preservation of Buildings  
5CN029 Property Procurement and Development  
5CN034 Construction Project Administration  
5CN035 Construction Costing and Procurement |
| Demonstrate knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study. |  |
| **HND Course Learning Outcome 4 (HNDCLO4)** | 5CN002 Resource Management  
5CN007 Design Principles and Practice  
5CN018 Conservation and Preservation of Buildings  
5CN022 Construction Law  
5CN029 Property Procurement and Development  
5CN034 Construction Project Administration  
5CN035 Construction Costing and Procurement |
| Use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis. |  |

PSRB
Employability in the Curriculum

Construction industry technicians are employed by contractors and their supply chain partners as well as commissioning client organisations such as commercial clients, local authorities, public bodies and government departments concerned with the Built Environment provision. Additional opportunities exist within related companies such as cost consultants and project management organisations. Students may also have the exciting opportunity to work on national and international infrastructure projects.

Successful completion of the HND in Construction and Built Environment provides the opportunity for progression with advanced entry onto the BSc (Hons) awards including Building Surveying, Construction Management, Commercial Management & Quantity Surveying and Quantity Surveying, subject to accrediting body guidelines.

These could then lead to initially associated member status of the RICS or CIOB and later in your career to Chartered Surveyor or Chartered Builder status.

Teaching, Learning and Assessment

- Attending, taking notes and asking questions in lectures,
- Using audio-visual learning materials
- Carrying out supervised practical work
- Reading articles, chapters and books
- Accessing appropriate sites on the internet
- Field trips to towns or cities, visiting buildings, construction sites and observing work in progress
- Interact with industry and industry professionals
- Interaction with professional bodies
- Preparing appropriate documentation, to industry standards, including plans, specifications, cost information - based on realistic construction projects
- Performing group exercises and projects
- Making oral presentations
- Preparation of professional standard reports
- Supervised practical work such as surveying and laboratory tests
- Engaging in discussion with academic staff and fellow students in seminars, workshops and tutorials
- Preparing for examinations
- Using computer packages e.g. Causeway, BCIS
- Problem solving exercises, closed and open ended problems
Reference Points

- Framework for Higher Education Qualifications (FHEQ) Qualification Descriptors and levels.
- CIOB Educational Framework.
- RICS Assessment of Professional Competencies.

Academic Regulations Exemptions

None

Support with your studies

University Learning Centres are the key source of academic information for students providing access to:

- Physical library resources (books, journal, DVDs etc.)
- Study areas to allow students to study in the environment that suits them best: Social areas, quiet and silent areas.
- A wide range of online information sources, including eBooks, e-journals and subject databases
- Academic skills support via the Skills for Learning programme
- Students on campus can attend workshops or ask for one-to-one help on a range of skills such as academic writing and referencing.
- Dedicated Subject Pages to enable you to explore key online information sources that are recommended for their studies.
- Physical access to local libraries both in UK and overseas via SCONUL and WorldCat agreements

We also strongly advise you to download to “MyWLV” student app. MyWLV is a single point of personalised access to the variety of systems the University offers. This includes pulling through relevant information (e.g. deadlines, timetables) and linking to underlying systems.

Leave of Absence:

The University allows breaks in learning of up to two years and there is a process for applying for a leave of absence, which can be accessed through your eVision account. Initially you will need to apply for the leave of absence, which could be for medical, parental or personal reasons. A short-term absence, such as annual leave, must not be recorded as a break. The course leader will consider, and where appropriate agree, the leave of absence application. A return date will be identified and agreed for a suitable point in the programme. Additional course fees may be incurred as a result of a leave of absence and you are advised to discuss this with the Faculty Student Services team prior to application.

Course Specific Support

Relevant course material will be delivered principally through lectures, classroom discussion, group work, e-media (e.g. e-portfolios, VLE) and practical sessions - including class, laboratory and (where appropriate) field-based. Depending on the module studied there will be different emphases on different methods, however there will be a strong emphasis on applying knowledge through practical and/or fieldwork and problem-solving approaches across all modules and levels of study.

Fundamental principles will be reinforced and given applied relevance by case studies within tutorials and
seminars. Group working will be encouraged both within formal sessions and on-line. Practical skills will be undertaken and practiced to increasing levels of independence from the use of elementary equipment, and to more advanced skills development.

Vocational experience and relevance will be promoted by the Group Construction Project module and the use within modules of presentations by guest speakers with vocational specialisms to emphasise the applied relevance of module content. Students are required to use work experience to enhance employability and to develop personal course specialisms.

*Digital literacy:* Use of generic and subject-specific IT is essential to all aspects of the course. Students will routinely access e-information and engage with e-learning via the VLE. Additionally they will develop familiarity with subject-specific IT, such as geographical information systems, digital media, Global Positioning Systems and Building Information Modelling.

*Knowledgeable and Enterprising:* Applying skills and knowledge to real-world scenarios is again a central tenet of the course and is evidenced throughout all levels. Such skills develop critical thinking and prepare students for the challenges posed by professional work environments.

*Global citizens:* The course has both by design and default a global perspective. Examples and case studies take an international viewpoint to reflect the student's wider interests.

## Contact Hours

In higher education, the term ‘contact hours’ is used very broadly, to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course.

This time provides you with the support in developing your subject knowledge and skills, and opportunities to develop and reflect on your own, independent learning. Contact time can take a wide variety of forms depending on your subject, as well as where and how you are studying. Some of the most common examples are:

- lectures
- seminars
- tutorials
- project supervisions
- demonstrations
- practical classes and workshops
- supervised time in a studio/workshop
- fieldwork
- external visits
- work-based learning (including placements)
- scheduled virtual interaction with tutor such as on line, skype, telephone

In UK higher education, you as the student take primary responsibility for your own learning. In this context, contact time with teaching and associated staff is there to help shape and guide your studies. It may be used to introduce new ideas and equip you with certain knowledge or skills, demonstrate practical skills for you to practise independently, offer guidance on project work, or to provide personalised feedback.

Alongside contact time, private or independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. It might include background reading, preparation for seminars or tutorials, follow-up work, wider practice, the completion of assignments, revision, and so on.

### 50 Day Engagement:

You will be withdrawn from the University if you fail to engage with the academic requirements of your course of study, within 50 days of the course start date, following repeated and reasonable attempts by the University to contact you.
Course Specific Health and Safety Issues

No specific health and safety issues have been recorded for this provision, but should this change your Course Leader will make you aware of this and provide relevant guidance as appropriate.

Course Fact File

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<thead>
<tr>
<th>Hierarchy of Awards:</th>
<th>Higher National Diploma Construction and the Built Environment awarded by the University of Wolverhampton</th>
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<tr>
<td></td>
<td>Certificate of Higher Education Construction and the Built Environment awarded by the University of Wolverhampton</td>
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<td>83K9</td>
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<td>School of Architecture and Built Environment</td>
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<td>Teaching Institution:</td>
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