



St George's Academy

Level 2 Brickwork NVQ/SVQ and CAA Diploma



Student Handbook 2015 - 2016

Name:.....

Group:.....



Sixth Form Personal Profile

Course: _____

KS4 Qualifications suitable for this course:

English

Maths

Science

Others

Target Grade:.....

Why I chose this course?

What do I want from this course?

How I hope this course will help to achieve my future aspirations:

Name: **Signed:**



Course delivery team

Level 2 Brickwork NVQ/SVQ/ CAA Diploma.....

Mr. P Burton.....Tutor support.

Mr. A. Willson.....Tutor.

Level 2 Site Carpentry NVQ/SVQ/CAA Diploma

Mr. J Sidsaph.....Tutor.

Miss E Nut-brown..... Tutor support.

Mrs E Fry..... Tutor support

Miss R Topps.....Tutor support

Useful Contacts

Head of Construction.....Mr.A.Willson

Head of Faculty.....Mrs. S.Roberts

Head of Safeguarding.....Mrs.J. Steward



Health & Safety at St Georges Academy.

All students are required to follow current Health and Safety legislation whenever they are in a workshop environment. All students receive comprehensive instruction on health and safety law and policies as part of their course. It is ongoing and mandatory. This enables all students to demonstrate their understanding of the potential risks and hazards in the workplace as well as their ability to comply and follow safe working practices.

Personal Protective Equipment or PPE.

All PPE is provided for each learner by St Georges Academy. Failure to wear the PPE provided will result in exclusion from the workshop.

Safeguarding Students

St George's Academy fully recognises its responsibilities for safeguarding children and young people. The Academy has a rigorous, detailed and wide reaching policy relating to the Safeguarding Children and Young People Procedures document. The policy applies to all staff, governors and volunteers working in the Academy, who have a duty to ensure all classrooms and workshops are safe places to learn. Details of the full policy are available on request from the main reception.

Student Code of Conduct

All students are required to continue to follow the same good behaviour policy that applied in year's seven to eleven. The full St Georges Academy policy on good behaviour is available on request from the main reception.

Equality and Diversity

St Georges Academy is an equal opportunities employer and facility provider. Through education, we aim to provide all learners with the same high standard of training, teaching and assessment, regardless of age, sex, race, religion, creed or disability. Within the framework of the law, St Georges Academy is committed to the following:-

- To uphold and comply with all equal opportunities legislation.
- To eradicate any form of discrimination in any aspect of employment or training.
- To actively encourage and support all individuals so that they can reach their full potential.
- To celebrate diversity and actively encourage better understanding of cultural and racial differences.
- To regularly monitor our practice to ensure that we meet our commitment to equality and diversity.



Roles and Responsibilities.

The tutor....in some instances there may be more than one member of staff at any given time. All members of staff will conscientiously teach you everything you need to know in order to complete your course.

The Internal Moderator.....will ensure that all tutors are providing a fair and accurate record of the students work and that all students are offered equal access to training and assessment. The moderator is also responsible for maintaining the quality of the training.

The Quality Assurance Manager.....liaises between the tutors and moderators and the awarding body.

The Quality Advisor.....works for the awarding body. It is his/her job to ensure the training centre complies with national standards and that all assessment procedures are followed correctly.

Student Responsibilities

- Attend as agreed.
- Be on time.
- Bring what you need for the entire school day.
- Take good care of any learning materials you are given.
- Produce tidy and presentable work.
- Follow the code of conduct and other Academy rules.
- Show respect for others and be polite.
- Work hard and to the best of your ability to achieve your aims.

Staff responsibilities to you

- Provide high quality training and assessment at all times.
- Keep the training relevant to your respective trade.
- Be at hand to give support as and when it is required.
- Keep all students fully updated on individual progress.



St Georges Academy Complaints Procedure

If you have any general complaint against any member of staff, speak to your tutor in the first instance. If your complaint is against your tutor, speak to your head of department. If the problem is one of possible abuse, contact the Safeguarding Officer. Generally all complaints will try to be resolved quickly and informally. However, if you are still unhappy about your teaching, assessment or any other issue about the course, please follow the steps below.

Step 1

If you disagree with either an assessment decision or the way in which an assessment has been conducted, you should discuss this with your tutor. The tutor will then consider your complaint and will give you an immediate response. He/she will give you clear reasons for the original decision or he/she will let you know if they have reached a new assessment decision from their discussions with you. In any event, the tutor will record the complaint in writing.

If you are still unhappy, move to step 2

Step 2

The tutor will contact their head of department or Internal Moderator within 24 hours, who may either arrange for another assessment to be carried out using a different tutor, or overturn the assessment decision. Alternatively, the Internal Moderator may still uphold the original assessment decision.

Still unhappy? Move to Step 3

Step 3

Both the Internal Moderator and the student will need to write to the Academy's Quality Assurance Manager outlining the details of the grievance. The quality assurance managers will hopefully bring the matter to a satisfactory conclusion. If this is not the case, they will contact the Awarding Bodies Service Manager within 7 days to lodge the appeal with them. Their decision will be final.



Expectations of the course

Independent learning:

Students are encouraged to become more independent learners on the course; they are expected to use their time reading outside the subject matter.

Additional support

Various revision sessions are offered coming up to exams outside of the usual teaching day. Pupils on the CAA Diploma have access to the Construction Academy at lunch times and after school Monday to Friday if they wish and can contact teachers via e-mail.

Organisation – notes, time, meeting deadlines, catching up when absent etc.

Pupils receive a folder and a place to store them within the Construction Academy. Pupils are expected to keep their notes neat and tidy. Controlled assessments are completed at School. If deadlines are not met or pupils are not achieving their potential then letters home will be sent to parents and tutors will be informed. Pupils are expected to catch up any work they may have missed.

Setting of work to be done independently

Pupils will be set independent learning tasks each week.

Frequency of work taken in, marked and feedback given

At the end of each assignment, pupils work will be marked and feedback given every time.



Student Induction Checklist					
Name:		Student No:		Induction Date:	
Please confirm the following items have been explained and conducted at the start of the course programme.			Yes	No	Additional notes:
Details of the awarding body					
Diversity and equality policy					
Complaints policy					
Health and safety policy					
Has the student undergone initial assessment (this must include basic literacy and numeracy test)					
Does the student require any traditional support to assist them in completing the course?					
Recognition of prior learning explained; is it applicable to this qualification? (certificates and evidence required)					
Does the student require any additional support?					Give details:
Any Candidate comments.....					
.....					
.....					
.....					
Any follow up action.....					
.....					
.....					
.....					
Student signature:					Date:
Tutor signature:					Date:



NVQ/SVQ CAA Diploma Level 2 Brickwork

What do Diplomas include?

This course consists of seven compulsory units, three of which are theory and four are practical but contain theory elements.

The units are as follows;

CSA L1Core01..... Safe working practices in construction

CSA L2Core04Knowledge of information, quantities and communicating with others.

CSA L2Core05... Knowledge of building methods and construction technology.

CSA L2Occ69.....How to interpret working drawings to set out masonry structures.

CSA L2Occ70..... How to carry out masonry cladding.

CSA L2Occ72 How to build solid walling isolated and attached piers.

CSA L2Occ73How to build cavity walling to masonry structures.



Principal Learning

Principal Learning focuses on developing knowledge, understanding and skills that are relevant to the chosen sector, and applying these to work-based situations. It emphasizes learning through the practical application of knowledge, understanding and skills. This can be continued into relevant work experience applied to different tasks, problems and scenarios.

Generic Learning

Generic Learning consists of:

- English and mathematics are widely used and developed throughout the course.

How is the course assessed?

Assessment is ongoing by means of mandatory end of unit tests for both knowledge and skills units.

Activity sheets used in the classroom offer practical ideas for teaching the theory, practicing skills and collecting any portfolio evidence, allowing for discussion and development of ideas and theories concerning key topics within the qualification.

Interactive knowledge checks, in the form of electronic quizzes, consisting of 10 questions are included for every unit. The questions are designed to be similar to GOLA tests, allowing learners to check their knowledge and understanding of a unit and to help them prepare for assessment. There are also some questions that use matching exercises, labeling diagrams and drag and drops.

Each knowledge check provides simple feedback which can help learners identify areas for improvement or highlight exceptional performance.

In terms of practical assessment, students are given a maximum of 19 practice walls and tasks to build. These contain all aspects of the course in terms of practical applications, concerning skills, tasks and knowledge.

By applying basic theories to different settings within a specific area of a structure, students can demonstrate knowledge gained throughout the course.



Two year Overview.

Over the two years pupils have 12 directed teaching hours a week and they are expected to come in to school to work on their practical elements of the course outside their directed teaching time.

YEAR 12

STAFF	UNIT	FROM --- TO	HOURS PER WEEK
Mr A. Willson	CSA L1Core01	SEPT 2014 -JAN 2015	12
Mr P Burton	CSA L2Core04		
	CSA L2Core05	JAN 2015 - APRIL 2015	12
	CSA L2Occ69		
	CSA L2Occ70	MAY 2015 - JULY 2015	12
	CSA L2Occ72		
	CSA L2Occ73		
	Synoptic Tests		



Expectations of the course

Independent learning:

The practical assessments within the CAA diploma are completed independently and research prior to this is also independent. Assignments set throughout the two years are to help guide pupils in developing these skills.

Additional support

Pupils on the CAA Diploma have access to the Construction Academy at lunch times and after school Monday to Friday if they wish and can contact teachers via e-mail.

Organisation – notes, time, meeting deadlines, catching up when absent etc.

Pupils receive a folder and a place to store them within the Construction Academy. Pupils are expected to keep their notes neat and tidy. Practical assessments are completed at School. If deadlines are not met or pupils are not achieving their potential then letters home will be sent to parents and tutors will be informed. Pupils are expected to catch up any work they may have missed.

Setting of work to be done independently

Pupils will be set independent learning tasks each week.

Frequency of work taken in, marked and feedback given

At the end of each assignment, pupils work will be marked and feedback given every time.

Frequency of work graded against CAA criteria

Every assignment set is graded against the CAA Diploma criteria allowing pupils to see their progression within the subject.



STUDY SKILLS

Your timetable sets out the days and times when you are expected to be in the classroom, but if you are to be successful you will need to devote additional time to your studies.

You will be expected to:

- Engage in private study in the library etc
- Complete coursework and hand in on time
- Undertake some research and background reading on subjects

Helpful tips:

- Keep your class notes in a folder or file – a separate one for each unit would be ideal. If work is kept in one main file, make sure each unit is clearly marked with dividers.
- Always have paper, pens and pencils with you as well as suitable storage method for working on computers, e.g. floppy disc, pen/flash drive.
- Spread your workload – do not leave things until deadlines are near or you are likely to create a backlog of work.
- Note any books, journals or web-sites used or referred to in lessons.
- Allow lots of time for research as it is a time-consuming activity and cannot be rushed.
- Plan your assignments carefully – do not rush in to them.
- Draft your work carefully and structure your assignment before producing the final piece.
- Always read through your finished piece of work to check for spelling, punctuation and grammatical errors. It is best if you have a break before you do this and look at it later as you are more likely to see any errors made then.
- DO make sure you understand all the information you have included – there is no point in copying out large sections of a book or copy and pasting work from the Internet if you do not understand it! Also see notes on plagiarism.
- Do not waste valuable time in designing colourful front covers for your assignment – they DO NOT gain you any marks and uses time that could have been better spent on the content of your assignment.
- Include any supplementary materials in an Appendices section at the back of the assignment.
- You must include a bibliography referenced correctly.



Student Interview

Name:

On your induction, did the tutor cover?

Yes

No

What the course covers and how it works

Health & Safety

Equality and Diversity

Safeguarding

Complaints procedure

Were you kept aware of your progress? (E.g. units completed)

Do you feel you have had adequate support

Have you been told about further training or career opportunities

Any other comments

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.....
.....

Moderator Comments.

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.....
.....

Student signature:

Date:

Internal Moderator. Signature:

Date:

ACKNOWLEDGING SOURCES OF INFORMATION.



A Bibliography..... is a list of books, which have been read or quoted from in the main document. There is a prescribed format for setting out a bibliography list:

Author surname /.../Initial(s)/... / (Year)/.../Title of book/.../Publisher/.../Place of Publication

Sources of information should be listed as follows:

Title of Article	Title of Publication	Date of Publication
Topic of interview	Name and Organisation of person interviewed	Date of Interview
Letter	Name of person and organisation from whom letter received	Date of Letter

PLAGIARISM

Definition of plagiarism... “To take and use another person’s thoughts, writings or inventions as one’s own.”

Plagiarism of Published Works –:

Your teachers are not interested in your ability to copy long passages from books and magazines as though they were your original thoughts and ideas, neither are they interested in your ability to copy and paste huge chunks of text from a web-site and hand it in as though it were all your own work. Staff who are marking your work detect plagiarism immediately because the context of the text is too complicated for you to have understood and written using language which you would not normally use. They are also very familiar with textbooks published on the subject and will have widely read background information so will recognise work that has been directly copied.

If the teacher suspect’s plagiarism has taken place, they will return the work to you in order for you to express what you have read in your own words. You may also forfeit the opportunity to earn more than a Pass grade for that assignment.

Plagiarism of Another Student’s Work:

The copying of other people’s work is treated very seriously. Your teachers are interested in original work presented by you **NOT** copied work, presented by you but created by a colleague.

If you allow someone to copy your work *you are as guilty as the person who copies!*

NEVER LEND YOUR COMPUTER DISC / PEN DRIVE TO A FRIEND because you may inadvertently give them the opportunity to take your work and present it as their own.



CAA Diploma–Construction Project. Year 1 2 Induction pack

Topic: Stages in Designing and Planning

In your induction pack for Construction you are to produce a report of your findings for the project below. This NEEDS to be presented to Mr Wilson on the first lesson back after the summer break. You will be marked on your findings and how well you have researched and presented your work. **Good luck!**

Brief Outline

By completing this project, you will gain a far greater understanding of general domestic construction techniques.

The aim is for you to research the stages of a complete build from Day 1 through to completion. This is based on a traditionally built 3 bedroom house.

This is split into the four sections that follow:

1. Describe in detail the career path, in terms of training and education, a student would have to take to become a qualified a) Bricklayer and b) Joiner.
2. Describe in detail the tasks each respective trade would undertake in the construction of a house, from start to finish.
3. Construction of a three bedroom house.
In order to construct any building a set of drawings are required. These are provided by an architect. A basic set would normally consist of five drawings. These are as follows:
 - i) Site Plan or Ordinance Plan
 - ii) Working Plan
 - iii) Elevations
 - iv) Foundation
 - v) Roof
4. Describe which aspect of the proposed project would be shown on each drawing and what information it may contain.



5) This is the order of work that is generally throughout the construction of a modern 3 bedroom house. Take each heading in turn. Research information and by using text and picture evidence give a thorough account of the building process, explaining the work carried out by which trade and using which materials.

This will demonstrate how different trades work together in producing the finished item; why individual tasks are carried out at a particular stage of the build; and how they follow on from the previous, and prepare for the next.

- Site Strip.
- Foundations to D.P.C (Damp Proof Course.)
- Drainage.
- Essential service connections.
- Superstructure – External cavity walls.
Internal walls – Ground and 1st floor.
- Scaffolding.
- Roof – Structure and Covering.
- Rainwater – Guttering.
- Take down scaffold.
- Internal First Fix – Plumbing Installations.
Electrical Installations.
Carpentry and Joinery Installations.
- General wall and floor finishes.
- Internal Second Fix Plumbing Installations.
Electrical Installations.
Carpentry and Joinery Installations.
- External Works.
- Testing of Plumbing and Electrics.
- Roof Space Insulation.
- Decoration.
- Cleaning for handover.