

CPE

 **BTEC**

BTEC STUDENT HANDBOOK

rev@Nov2018

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1. General Information

Office hours

Monday – Friday	10:00 – 19:30 (Lunch Break 13:00 – 14:00)
Saturday	10:00 – 13:00
Sunday & Public Holiday	Closed

Centre Discipline

- Dress code should be clean and neat.
- Eating and drinking are not allowed in the classrooms.
- Students should not make any noise causing a disturbance in the classrooms, or any other places within the Centre.
- Gambling or betting is not allowed.
- Students should keep all parts of the Centre clean.

Student information

Students should notify the Centre when there are any changes in students' information including correspondence address, telephone number, employment etc. Please use the prescribed forms attached to this handbook.

Student Registration

Students must pay Pearson-BTEC programme registration fee(s) before the commencement of the programme(s) concerned ie.

Students' attentions are drawn to the enrolment deadline for each new semester. Notification of the deadline will be given to the students by email/SMS/posting in the notice board of the Centre.

Arrangements for tropical cyclones and heavy persistent rain

Tropical Cyclones

In the event of tropical cyclones affecting Hong Kong, the following arrangement will apply.

Situation	Action to be Taken
Hoisting of No. 1 Signal	Operate as usual
Hoisting of No. 3 Signal	Operate as usual
Hoisting of No. 8 Signal or above at 5:00 pm or after	The class will be closed
Lowering to No. 3 Signal	Classes will resume if No. 8 signal is lowered to No. 3 signal two hours prior to the scheduled lecture.

Heavy Persistent Rain

Rainstorm Warning Signal	Action to be Taken
Amber & Red	Operate as usual
Black (1) Before schools start (2) When classes are in session	The class will be closed. All classes will continue until the end of normal school hours and conditions are safe for students to return home.

Contacts

Students are welcome to contact CPE staff for inquiries about the programme and general assistance.

Email: info@cpegrouphk.com

Phone: +852 25126303

Student Feedback Mechanisms

For each module, students will complete the module evaluation forms, which enable students to provide feedback on the quality of teaching and learning.

Safety Information

- Fire escape routes are clearly posted in the classrooms and lobby areas.
- When hearing a fire alarm, Students must leave the building by nearest exists, do not use the lifts, and assembly at the main entrance of Chi Wo Commercial Building at Saigon Street.
- Beware of the wet floor in classrooms, toilets and lobby areas.
- No smoking within the center and Chi Wo Commercial Building.

2. Programme Information

Qualification Title
Pearson BTEC Level 4 HNC in Construction and the Built Environment (Surveying) (RQF)
Pearson BTEC Level 5 HND Diploma in Construction and the Built Environment (Surveying) (RQF)
Pearson BTEC Level 4 HNC in Construction and the Built Environment (Civil Engineering) (RQF)
Pearson BTEC Level 5 HND Diploma in Construction and the Built Environment (Civil Engineering) (RQF)
Pearson BTEC Level 5 HND Diploma in Building Services Engineering (Electrical) (RQF)

Programme Aims

This programme is designed to equip students with comprehensive knowledge and practical skills in the construction and built environment industry. The programme should also develop students' knowledge, understanding, skills, and awareness necessary to provide them with the potential to progress to a technical, supervisory and managerial position in the construction, building services engineering and civil engineering.

Programme Structure

HND programme comprises of 15 modules and HNC programme comprises 8 modules. Each module will have face-to-face teaching. Modules are assessed by coursework and/or assignments.

Induction

An induction will normally be given at the beginning of each intake/semester. Topics to be covered:

- BTEC programme introduction
- Philosophies of BTEC programme
- Assessment methods and grading of assignments
- Assessment Appeal procedures
- Certificate claim procedures
- Plagiarism and assessment malpractice

**Pearson BTEC Level 5 HND in Construction and the Built Environment
(Surveying):**

	Modules
1	Individual Project
2	Construction Technology
3	Science & materials
4	Construction Practice & Management
5	Legal & Statutory Responsibilities
6	Measurement & Estimating
7	Financial Management & Business Practice in Construction
8	Group Project
9	Contract & Management
10	Advanced Quantities for Complex Project
11	Surveying for Conservation, Renovation and Refurbishment
12	Advanced Materials
13	Maintenance & Operation
14	Alternative Methods of Construction
15a	Tender & Procurement (QS discipline)
15b	Principles of Refurbishment (BS discipline)
15c	Civil Engineering Technology (CM discipline)

- Streams: (CM) Construction Management / (BS) Building Surveying / (QS) Quantity Surveying
- Different streams are available for students selection and students are required to complete the required number of modules for the award by Pearson BTEC
- Modules above are for indication only. The Centre reserves the right to change/update existing and/or new modules from time to time. Students are advised to confirm the modules to be delivered before the commencement of a new semester

**Pearson BTEC Level 5 HND in Construction and the Built Environment
(Civil Engineering):**

	Modules
1	Individual Project
2	Construction Technology
3	Science & Materials
4	Construction Practice & Management
5	Construction Information (Drawing, Detailing Specification)
6	Maths for Construction
7	Principles of Structural Design
8	Civil Engineering Technology
9	Group Project
10	Further Maths for Construction
11	Geology & Soil Mechanics
12	Advanced Structural Design
13	Advanced Surveying & Measurement
14	Alternative Methods of Construction
15	Hydraulic

Modules above are for indication only. The Centre reserves the right to change/update existing and/or new modules from time to time. Students are advised to confirm the modules to be delivered before the commencement of a new semester.

**Pearson BTEC Level 4 HNC in Construction and the Built Environment
(Civil Engineering):**

	Modules
1	Individual Project
2	Construction Technology
3	Science & Materials
4	Construction Practice & Management
5	Construction Information (Drawing, Detailing Specification)
6	Maths for Construction
7	Principles of Structural Design
8	Civil Engineering Technology

Pearson BTEC Level 4 HNC in Construction and the Built Environment:

	Modules
1	Individual Project
2	Construction Technology
3	Science & materials
4	Construction Practice & Management
5	Legal & Statutory Responsibilities
6	Measurement & Estimating
7	Financial Management & Business Practice in Construction
8a	Tender & Procurement (QS discipline)
8b	Principles of Refurbishment (BS discipline)
8c	Civil Engineering Technology (CM discipline)

Annual registration of learners fee

An annual fee – HK\$200 for each year a learner remains on a Pearson BTEC HN programme. This will enable Pearson to track learners annually and follow their achievements and progression onto the HND.

The annual fee will not apply in the first year of enrolment but will come in for the second year and, where applicable, the third. This fee will be charged for each year beyond the first year that students take to complete their HNC/D programme. This means students who complete the HND in two years, will have the HK\$200 fee to pay once in their second year, whilst students who complete the HND in three years will have the HK\$200* annual fee to pay twice (in their second and third years) until the award of the certificate.

English Language Requirement

Non-native English speakers and those students who have not had their final two years of schooling in English will need to demonstrate one of the following upon exit (for conferment HNC and / or HND):

- Common European Framework of Reference (CEFR) B2
- IELTS 5.5 (including 5.5 for reading and writing)
- PTE 51

3. Teaching

- Classes will normally be conducted in weekday evenings from 7:00 pm to 10:00 pm. Classes are often held in CPE campus at Chi Wo Commercial Building or may be held in other nearby school venues.
- Some lectures may be arranged on Sat/Sun evening from 7:00-10:00 pm. Prior notice of change (venue & time) will be given to students by email and SMS.
- All teaching, tutorial materials and assignment questions are written in English.
- BTECs are work-related qualifications. It is strongly recommended that students should be engaged in relevant employment.

4. Assessment

- For each module, tutors provide “Submission Schedule” to students together with the assignments question. The schedule shows clearly the submission deadline dates. All submission must be made on or before 7:30 pm of the said deadline dates;
- Students have to submit their assignments to CPE reception counter in hardcopy printout, and students are advised to keep a softcopy.
- For each assignment submission, it should come with a cover sheet and assignment marking sheet (provided by CPE). In case of resubmission assignments, students are required to submit with past assignment history to tutors for further marking. This will make easier for tutors to trace student's feedback and record.
- Assignment must be in the form of written report.
- Submission by fax or any electronic submission is not accepted.
- All assignments submitted will be kept by CPE for BTEC's standard verifier inspection, and CPE will dispose of the assignment upon completion of the inspection.

Grading

The final decision on assignment grading is determined by Pearson's Standard Verifier.

Student assessment will not be given marks, but grade in PASS, MERIT AND DISTINCTION.

Claiming Certification

When students complete all modules with a pass or above grade, and after Pearson Standard Verifier's approves to release the result, the Centre will upload the result to Edexcel online and claim certification upon written application by students.

Duration of Study

Students must complete the HND & HNC programmes within 5 years of registration valid period.

5. Plagiarism and Malpractice Policy

Plagiarism & Malpractice by students

There are many definitions of what constitutes plagiarism. Plagiarism is a form of academic misconduct or a form of cheating.

Plagiarism includes, but not limited to any actions taken by students below:

- Collusion: working collaboratively with other students, beyond what is permitted;
- Copying work(s) of another student(s);
- Allowing work(s) to be copied by another student(s);
- Deliberate destruction of another student's work;
- Making a false declaration of authenticity in relation to the authorship of coursework;
- Allowing others to assist in the production of coursework or assisting others in the production of coursework;
- The inclusion of inappropriate, offensive or obscene material in coursework;
- Plagiarism; unacknowledged copying from published sources or incomplete referencing;
- Theft of another student's work.

To avoid malpractice in plagiarism, students are advised to indicate the source of reference information and materials from books, journals, website etc. When submitting assignments, students are required to sign a statement of authenticity included in assignment cover sheet & certify that all works are done by their own words.

6. Appeal Policy

Aim:

- To enable the student to enquire, question or appeal against an assessment decision.
- To standardize and record any appeal to ensure openness and fairness.
- To facilitate a student's ultimate right of appeal to the awarding body, where appropriate.

Procedure:

If students consider the assessment decision disadvantage to them, they can question or appeal against assessment decision.

This appeal policy will be reviewed regularly by the Centre.

7. Interruption or Withdrawal of Studies

Withdrawal is the cessation of study.

Interruption of Studies

An interruption of studies is a leave or an absence from all study for a defined period and may be taken for a number of reasons e.g. health, financial, academic or personal reasons.

Process for Withdrawal and Interruption of Study

Students, who want to withdraw from the programme or interrupt the study, have to write and sign the completed forms in appendix 2 and notify the Centre as early as possible.

Students who withdraw the programme shall not receive a refund of programme fees paid.

Students must write officially to apply with CPE, mentioning the period of absence and reasons. When necessary, students have to submit an employer letter or medical certificate.

8. Refund policy

It covers

- All fees paid less application fee will be refunded if the programme is withdrawn or not offered, and
- On premature cessation of the programme, all fee and charges that have collected in respect of any part of the course failing to be conducted on or after the date of cessation will be refunded within 1 month of the premature cessation.
- For (i) hardship (e.g. sickness of the student during the programme period which leads to withdrawal) or (ii) deferral,

If written notice of withdrawal/disconnection from the programme is received by the operator by a date.

- a) up to more than one week before the official start date of the semester, eighty-five percent (85%) of the semester's tuition fee plus one hundred percent (100%) of any fees paid for the subsequent semester will be refunded;
- b) less than one week before the official commencement date of the semester and up to including two weeks after the official commencement date of the semester, sixty-five percent (65%) of the semester's tuition fee plus one hundred percent (100%) of any fees paid for the subsequent semester will be refunded;
- c) more than two weeks after the commencement of the semester, no refund will be given, but a full refund will be made if any subsequent semester's fee has been paid.

A full refund will be given (a) if a student withdraws from a subject/unit and enrolls in a replacement subject/unit of equal value in the same semester (subject to approval by programme leader of the Centre) or (b) a student withdraws from a subject/unit on the advice of the Centre programme leader before the commencement of a semester but no enrolment in a replacement of subject/unit.

9. Useful forms

1. Request to withdraw or take an interruption of study
2. Forms to change personal details

(HONG KONG) CONTINUOUS PROFESSIONAL EDUCATION CENTRE
(香港) 持續專業教育中心

Appendix 1

BTEC - To withdraw or take an interruption of study

Student Number

Given Name

Family Name

Address for Correspondence:

Programme Name:

I wish to: a) Withdraw from program

b) Interrupt the study (please box)

For interruption of study, I will resume my studies on _____

Reasons why requesting this action:

Program Unsuitable

Medical Reasons support for medical or doctor certificate

Financial Reasons

Work Employment support with employer letter

(please box)

Others (please explain) _____

Signature : _____

Date : _____

INTERNAL USE ONLY

Programme Director's Signature: _____

Date: _____

**This forms will be returned to (Hong Kong) Continuous Professional Education Centre, 10/Floor,
Chi Wo Commercial Building, No. 20, Saigon Street, Jordon, Kowloon, Hong Kong.**

(HONG KONG) CONTINUOUS PROFESSIONAL EDUCATION CENTRE
(香港) 持續專業教育中心

Change of Personal Details

STUDENT NUMBER: _____ **NAME:** _____

JUST TICK () ITEMS TO BE CHANGED AND PROVIDE NEW DETAILS

TITLE _____

SURNAME _____

GIVEN NAME(S) _____

HOME ADDRESS _____

MAILING ADDRESS _____

TELEPHONE (DAY) _____

(NIGHT) _____

FACSIMILE _____

MOBILE _____

E-MAIL ADDRESS _____

SIGNATURE: _____ DATE: _____