

Welcome to Chichester College

Dear Student

Thank you for choosing to study C&G 2850-10 Level 1 Cert Engineering. I am the Study Programme Leader and look forward to working with you over the next year.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

If your course requires the purchase of uniform or kit, you will find attached order forms to complete. Please order as soon as possible to guarantee delivery in time for start date.

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

Please ensure that on your first day you bring the following:

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential**
2. A pen, paper & file
3. If applicable, payment for your course/evidence of benefits
4. Any personal protective equipment in line with current government guidelines for the Education Sector

If there are any trips associated with your course, you will be required to complete any attached consent forms and submit to your course leader during induction week.

English and Maths

NB: All students aged 16-18 years on a full time course are required to update their English and Maths skills if they do not hold a GCSE grade A/9-C/4 in both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE resit (or equivalent qualification) alongside your main programme of study. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.

Please feel free to contact me with any questions you may have regarding the above and I will be happy to help.

Best wishes,

Martin Earl

Study Programme Leader

Course Details:

Course Code: CENG012F1A

Duration: Sept '23 to June '24

Attendance: 3 days per week

Campus: Chichester

Contact your Study Programme Leader:

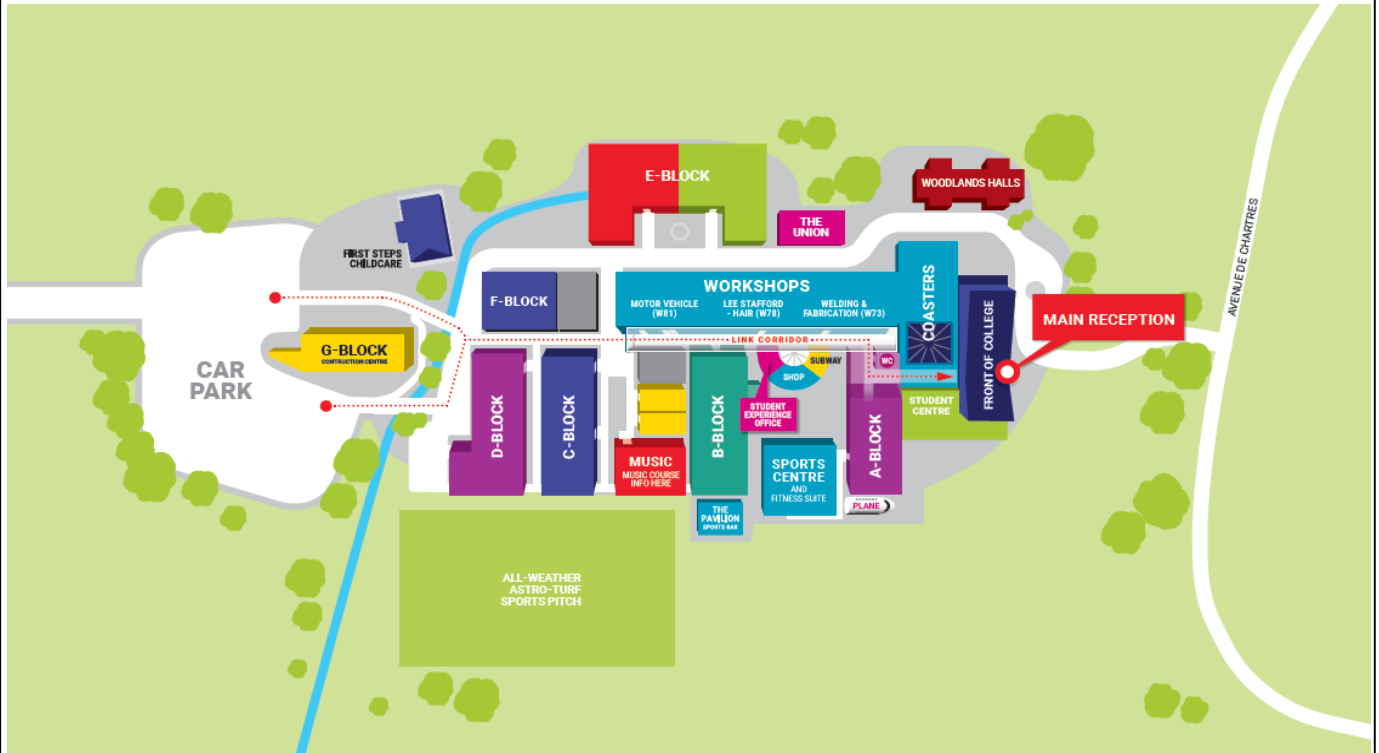
☎ 01243 786321 ext. 2254/2639

✉ Martin.Earl@chichester.ac.uk



Where will I be studying?

The course will take place at the Chichester Campus.



Other Information

Essential equipment you will need for your course

- 2 x Black Pen, Pencil & Ruler.
- A4 Notepad and A4 Folder to place your work in.

Continued on next page.....

Essential equipment you will need for your course

Any fees will have been explained in the starting information you have received.

However, there is a compulsory supplement of £225.00 payable by ALL students for:

- Safety Boots
- Jacket & Trousers
- Welding Mask
- Welding Gloves
- Rigger Gloves
- Electronics Tool Kit
 - Multimeter

You will be measured up for your jacket, trousers and boots during Induction week and given your equipment after you have enrolled.

Remember that you will not be permitted to enter the workshops without the appropriate clothing and footwear. These items cannot be left in the workshop

Any fees will have been explained in the starting information you have received within your Application Tracker.

For more information regarding Pre-Enrolment for your course please contact our Enrolment Team (Student & Records & Funding) on 01243 812 223 or by email at enrolments@chichester.ac.uk for further advice and guidance.

You will be given further information regarding text books trips etc. during your Induction when you start College.

Car and Motorcycle Parking

To park in the college car park, you must either:

- Register in advance for a free E-Permit and pay 50p daily through JustPark (you cannot apply for your free E-Permit via the JustPark app) OR
- Purchase a pre-paid E-Season Ticket.
- You need to visit the E-Store on the following link to arrange either of the above options:- <https://estore.chichester.ac.uk/product-catalogue/chichester-college-group/parking>

This applies to all students, including those on evening and weekend courses.

Students who have not yet enrolled should use their student ID - this will have been given to you when you applied for your course, while apprentices should use their birthdate in an eight-digit format (ddmmyyyy eg 01012002).

E-Permit holders can pay daily using JustPark, either through the app, on the website or by calling 07520 63 44 55, quoting the college's JustPark location ID (this can be found on the signage in the college car park). This must be done within 30 minutes of entering the car park. Without an E-Permit, even if you pay the daily charge, you may still receive a Parking Charge Notice.

If you park any extra days than you have purchased on your E-season ticket, you will need to pay for the day through JustPark. If you change vehicles at any time after originally registering, you will need to register the new vehicle. Vehicle updates need to be provided by email tocarparking@chigroup.ac.uk with a minimum of 48 hours notice, to allow sufficient time for the ANPR system to be updated prior to the new vehicle entering the site.

City & Guilds 2850-10 Level 1 Certificate in Engineering at Chichester College



Course Handbook

This course contains 11 units as part of two qualifications.

City & Guilds Level 1 Certificate in Engineering, and EAL Level 1 NVQ Certificate in Performing Engineering Operations.

All units of both Qualifications will need to be completed to progress to a Level 2 Qualification in Engineering.

City & Guilds Level has three units:

101 - Working in Engineering

1. Know safe working practices.
2. Know the engineering environment.
3. Understand the importance of maintaining working relationships.
4. Know the sectors within engineering.
5. Know key engineering materials.
6. Know basic engineering information technology requirements.

106 - Carrying out electrical assembly.

1. Be able to prepare for building electrical circuits.
2. Be able to build electrical circuits.
3. Be able to check completed circuits.

115 - Communicating using CAD systems.

1. Be able to prepare for communication.
2. Be able to use CAD software for engineering purposes.
3. Be able to use communication software for engineering purposes.

Assessments

You will be assessed by an online exam (GOLA) for **unit 101**.
Practical assessments and written short answer question papers for the
other two units.

These are all graded at **Pass, Merit or Distinction**.

EAL Level 1 has eight units:

Unit QPE02/001 Working Safely in an Engineering Environment.

1. A series of Knowledge Questions (K Questions) to ascertain your knowledge of Health and Safety etc.

Unit QPE01/002N Carrying out Engineering Activities Efficiently and Effectively:

1. A series of K Questions to ascertain your knowledge of the progression between education and employment.

Unit QPE01/003N Using and Communicating Technical Information.

Unit QPE01/004N Making components using hand tools and fitting techniques.

1. Be able to prepare for fitting activities.
2. Be able to use simple fitting techniques to produce components.
3. Be able to check components for correct size.
4. State the need for good housekeeping in the workplace.
5. Use equipment safely.
6. Restore the work area using the correct procedures for the disposal of waste.

Unit QPE01/012N Carrying out sheet metal cutting, forming and assembly activities.

1. Use simple methods of fabrication assembly.
2. Assemble simple non self-secured joints.
3. Assemble simple self-secured joints.
4. Use mechanical joining methods.
5. Use the resistance spot welding process.
6. Produce sheet metalwork assembly.
7. State the need for good housekeeping in the workplace.
8. Use equipment safely.
9. Restore the work area using the correct procedures for the disposal of waste.

Unit QPE01/017N Using semi-automatic Mig welding equipment.

1. Know how to prepare MIG welding equipment and tools for safe use.
2. Know how to use equipment safely for MIG welding low carbon Steel.
3. Be able to produce welded joints safely using MIG welding.
4. State the need for good housekeeping in the workplace.
5. Use equipment safely.
6. Restore the work area using the correct procedures for the disposal of waste.

Unit QPE01/023N Carrying out Electronic Assembly.

1. Be able to prepare for building electrical circuits.
2. Be able to build electrical circuits.
3. Be able to check completed circuits.
4. State the need for good housekeeping in the workplace.
5. Use equipment safely.
6. Restore the work area using the correct procedures for the disposal of waste.

Unit QPE01/027N Carrying out Composite Moulding Activities.

1. Be able to prepare for composite moulding activities.
2. Be able to use a variety of methods to produce a composite product.
3. Be able to check components for correct size.
4. State the need for good housekeeping in the workplace.
5. Use equipment safely.
6. Restore the work area using the correct procedures for the disposal of waste.

Assessments

You will be assessed by completing three practical tasks for each practical unit, along with a series of K Questions to ascertain your knowledge of each practical subject. the need to extract data from a variety of sources.

As part of your study programme you will be required to carry out at least 15 hours of work experience at an industrial placement. This is to be organized by the student, but some leads are available. This will have to be authorised by the College for you to attend to ensure that safety and legal requirements have been met.



This will not only give the student an insight to the working world but could possibly lead to future employment opportunities.

Enrichment

During your time at college you will be given the opportunity to attend Industrial trips to local business that will give you some career guidance. As well as an end of year experience, currently Go-Karting.



Progression

On successful completion of **all** the units of the course you would be able to move on to:-

- City & Guilds 2850-24 Level 2 Diploma in Engineering (Manufacturing Technology).
- Level 3 BTEC Diploma or T Level L3 – Academic.
- An Apprenticeship
- Full time employment.

Course Supplement


There is a supplement added to the course –

Currently £225.00. This covers the cost of the equipment you will be given.

- Protective clothing.
- Safety boots.
- Welding mask and gloves.
- Rigger gloves.
- Electronics tool kit.



Example of Assessment Calendar

		Level 1 Diploma In Engineering					Course Code; MNT173CF1A				Units 102,108,110		
27-Aug-18	Bank Holiday	15-Oct-18	PREPARE FOR ALL UNITS	03-Dec-18	PREPARE FOR ALL UNITS	21-Jan-19	PREPARE FOR ALL UNITS	11-Mar-19	PREPARE FOR ALL UNITS	29-Apr-19	Hand Tools Assessment week	17-Jun-19	Catch up week
28-Aug-18	Admin Week	16-Oct-18	PREPARE FOR ALL UNITS	04-Dec-18	PREPARE FOR ALL UNITS	22-Jan-19	PREPARE FOR ALL UNITS	12-Mar-19	PREPARE FOR ALL UNITS	30-Apr-19	Hand Tools Assessment week	18-Jun-19	
29-Aug-18		17-Oct-18		05-Dec-18		23-Jan-19		13-Mar-19		01-May-19		19-Jun-19	
30-Aug-18		18-Oct-18		06-Dec-18		24-Jan-19		14-Mar-19		02-May-19		20-Jun-19	
31-Aug-18		19-Oct-18		07-Dec-18		25-Jan-19		15-Mar-19		03-May-19		21-Jun-19	
01-Sep-18		20-Oct-18		08-Dec-18		26-Jan-19		16-Mar-19		04-May-19		22-Jun-19	
02-Sep-18		21-Oct-18		09-Dec-18		27-Jan-19		17-Mar-19		05-May-19		23-Jun-19	
03-Sep-18	Induction Week	22-Oct-18	Half Term	10-Dec-18	PREPARE FOR ALL UNITS	28-Jan-19	Welding Assessment week	18-Mar-19	Welding Assessment week	06-May-19	Bank Holiday	24-Jun-19	Admin Week
04-Sep-18		23-Oct-18		11-Dec-18		29-Jan-19		19-Mar-19		07-May-19	25-Jun-19		
05-Sep-18		24-Oct-18		12-Dec-18		30-Jan-19		20-Mar-19		08-May-19	Hand Tools Assessment week	26-Jun-19	
06-Sep-18		25-Oct-18		13-Dec-18		31-Jan-19		21-Mar-19		09-May-19	Hand Tools Assessment week	27-Jun-19	
07-Sep-18		26-Oct-18		14-Dec-18		01-Feb-19		22-Mar-19		10-May-19		28-Jun-19	
08-Sep-18		27-Oct-18		15-Dec-18		02-Feb-19		23-Mar-19		11-May-19		29-Jun-19	
09-Sep-18		28-Oct-18		16-Dec-18		03-Feb-19		24-Mar-19		12-May-19		30-Jun-19	
10-Sep-18		29-Oct-18		17-Dec-18		04-Feb-19		25-Mar-19		13-May-19		01-Jul-19	
11-Sep-18	Welding/Hand Tools/Sheet Metal Thery	30-Oct-18	PREPARE FOR ALL UNITS	18-Dec-18	Christmas Break	05-Feb-19	PREPARE FOR ALL UNITS	26-Mar-19	PREPARE FOR ALL UNITS	14-May-19	Hand Tools Assessment week	02-Jul-19	Taster Week
12-Sep-18		31-Oct-18		19-Dec-18		06-Feb-19		27-Mar-19		15-May-19		03-Jul-19	
13-Sep-18		01-Nov-18		20-Dec-18		07-Feb-19		28-Mar-19		16-May-19		04-Jul-19	
14-Sep-18		02-Nov-18		21-Dec-18		08-Feb-19		29-Mar-19		17-May-19		05-Jul-19	
15-Sep-18		03-Nov-18		22-Dec-18		09-Feb-19		30-Mar-19		18-May-19		06-Jul-19	
16-Sep-18		04-Nov-18		23-Dec-18		10-Feb-19		31-Mar-19		19-May-19		07-Jul-19	
17-Sep-18	Welding/Hand Tools/Sheet Metal UPK	05-Nov-18	PREPARE FOR ALL UNITS	24-Dec-18	Christmas Break	11-Feb-19	PREPARE FOR ALL UNITS	01-Apr-19	Sheet Metal Assessment week	20-May-19	GCSE Maths	08-Jul-19	Summer Break
18-Sep-18		06-Nov-18		25-Dec-18		12-Feb-19		02-Apr-19		21-May-19		09-Jul-19	
19-Sep-18		07-Nov-18		26-Dec-18		13-Feb-19		03-Apr-19		22-May-19	Catch up week	10-Jul-19	
20-Sep-18		08-Nov-18		27-Dec-18		14-Feb-19		04-Apr-19		23-May-19	Catch up week	11-Jul-19	
21-Sep-18		09-Nov-18		28-Dec-18		15-Feb-19		05-Apr-19		24-May-19		12-Jul-19	
22-Sep-18		10-Nov-18		29-Dec-18		16-Feb-19		06-Apr-19		25-May-19		13-Jul-19	
23-Sep-18		11-Nov-18		30-Dec-18		17-Feb-19		07-Apr-19		26-May-19		14-Jul-19	
24-Sep-18	PREPARE FOR ALL UNITS	12-Nov-18	PREPARE FOR ALL UNITS	31-Dec-18	Christmas Break	18-Feb-19	Half Term	08-Apr-19	Easter Break	27-May-19	Bank Holiday		
25-Sep-18		13-Nov-18		01-Jan-19		19-Feb-19		09-Apr-19		28-May-19			
26-Sep-18		14-Nov-18		02-Jan-19		20-Feb-19		10-Apr-19		29-May-19	Half Term		
27-Sep-18		15-Nov-18	Staff Development	03-Jan-19	Staff Development	21-Feb-19		11-Apr-19		30-May-19			
28-Sep-18		16-Nov-18		04-Jan-19	Review Day	22-Feb-19		12-Apr-19		31-May-19			
29-Sep-18		17-Nov-18		05-Jan-19		23-Feb-19		13-Apr-19		01-Jun-19			
30-Sep-18		18-Nov-18		06-Jan-19		24-Feb-19		14-Apr-19		02-Jun-19			
01-Oct-18	PREPARE	19-Nov-18		07-Jan-19		25-Feb-19		15-Apr-19		03-Jun-19			
02-Oct-18	Staff Development	20-Nov-18	Welding Assessment week	08-Jan-19	PREPARE FOR ALL UNITS	26-Feb-19	PREPARE FOR ALL UNITS	16-Apr-19	Easter Break	04-Jun-19	GCSE English	 <p>Chichester College</p> <p>Course Calendar 2020-2021</p>	
03-Oct-18	FOR ALL UNITS	21-Nov-18		09-Jan-19		27-Feb-19		17-Apr-19		05-Jun-19			
04-Oct-18		22-Nov-18		10-Jan-19		28-Feb-19		18-Apr-19		06-Jun-19	GCSE Maths		
05-Oct-18		23-Nov-18		11-Jan-19		01-Mar-19		19-Apr-19		07-Jun-19	GCSE English		
06-Oct-18		24-Nov-18		12-Jan-19		02-Mar-19		20-Apr-19		08-Jun-19			
07-Oct-18		25-Nov-18		13-Jan-19		03-Mar-19		21-Apr-19		09-Jun-19			
08-Oct-18	PREPARE FOR ALL UNITS	26-Nov-18	PREPARE FOR ALL UNITS	14-Jan-19	PREPARE FOR ALL UNITS	04-Mar-19	PREPARE FOR ALL UNITS	22-Apr-19	Bank Holiday	10-Jun-19			
09-Oct-18		27-Nov-18		15-Jan-19		05-Mar-19		23-Apr-19		11-Jun-19			
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11-Oct-18		29-Nov-18		17-Jan-19		07-Mar-19		25-Apr-19		13-Jun-19	Catch up week		
12-Oct-18		30-Nov-18		18-Jan-19		08-Mar-19		26-Apr-19		14-Jun-19			
13-Oct-18		01-Dec-18		19-Jan-19		09-Mar-19		27-Apr-19		15-Jun-19			
14-Oct-18		02-Dec-18		20-Jan-19		10-Mar-19		28-Apr-19		16-Jun-19			