

Kingston University London

**FOUNDATION DEGREE
IN
AIRCRAFT ENGINEERING**

STUDENT HANDBOOK

September 2023 to July 2024

exeter college



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INTRODUCTION

Faculty of Science, Engineering and Computing

The Faculty of Science, Engineering and Computing (SEC) is the newest faculty at Kingston University. Set up in August 2011, SEC brings together three existing faculties at Kingston and aims to encourage interdisciplinary research, improve the scope of the student experience, and encourage partnerships between academia and commerce.

SEC is made up from eight schools. Each school offers a wide range of undergraduate and postgraduate courses, research opportunities and excellent facilities. Each of the schools has nationally and internationally leading research activities, provides education informed by the latest development and a commitment to ensuring the learning environment and teaching is of excellent quality.

Aerospace and Aircraft Engineering

Civil Engineering and Construction

Computing and Information Systems

Geography, Geology and Environment

Life Sciences

Mathematics

Mechanical and Automotive Engineering

Pharmacy and Chemistry

The School of Aerospace and Aircraft Engineering based at the Roehampton Vale campus delivers a portfolio of courses, ranging from foundation year to doctoral, to over 1000 students. The broad range of courses and the different entry levels available means the school attracts students from a wide range of backgrounds and with varied abilities.

Dr Peter Barrington is the head of the school and is supported by an academic team of industry knowledge based staff within the fields of aircraft engineering, aerospace, and astronautics.

You can find out more about the university, the faculty and the school of Aerospace and Aircraft Engineering from the university website www.kingston.ac.uk. You can also find out more about our staff on the People pages.

Exeter College

The city of Exeter has been established for many centuries as a centre of scholarship and learning, and continually plays host to visitors and students from all over the world. The city itself is in an extremely attractive location, being set on the River Exe in beautiful Devon countryside, close to the sea. Exeter is unusual in being quite small for a city, with approximately 129,000 inhabitants. However, as the capital of Devon, it has all the facilities of a much larger city.

Exeter College is a large general tertiary college located on two major city centre sites with two vocational centres in Sowton (serving the construction sector) and Marsh Barton (serving the automotive sector). The College also delivers education and training in a variety of locations within the Devon and Exeter region.

The College plays a vital role in the delivery of programmes leading to vocational, academic, and professional qualifications at all levels as well as a number of personal and community development programmes. The College sphere of influence is extensive and extends beyond Devon into Dorset, Somerset and Cornwall and also involves partnerships that extend across the South West.

For 20+ years Exeter College has been working with employers of all size across the region and has a large network of engineering employers (predominantly SMEs) for whom we deliver a variety of vocational qualifications and Apprenticeships. Currently there are over 40 different vocational areas we train in. Having this breadth of provision has meant the College can serve the majority of employers training requirements. The college also has very strong links with the Exeter feeder schools, other secondary schools in the wider community and all HEIs in Devon.

Although Exeter College is located at the heart of Exeter, the Diploma in Engineering Aerospace Course is taught from the Future Skills Centre at Exeter International Airport. This is situated close to the M5 motorway junction 29 which is approximately 5 miles from the city centre.

Message from the Field Leader Aircraft Engineering

As the Field Leader I would like to welcome you to the School of Aerospace and Aircraft Engineering at Kingston University and Exeter College.

There continues to be a world-wide shortage of aircraft maintenance personnel and the demographic profile of the current workforce means the situation is only likely to worsen in the coming years. In the past, employers relied on three principal sources to satisfy their staffing requirements: the armed services, company training schemes and a small group of private and Further Education (FE) colleges. Numbers from the first two sources have dropped substantially over the years and the third source has been under-funded and unable to satisfy demand. The situation has been aggravated by stringent aviation authority requirements regarding the training and qualifying of maintenance engineers and the disjoint between academic qualifications and vocational training.

The introduction of Foundation Degrees in 2001 enabled Kingston University to provide a potential solution to the problem. Until its introduction, the vocational qualifications held by aircraft maintenance personnel and the experience they had accumulated from working in the industry was not recognised for Higher Education (HE) purposes. At the same time, the academic qualifications available did not match the needs of the industry or maintenance personnel and were not recognised by the UK Civil Aviation Authority (UK CAA) when considering licence applications. The Foundation Degree (FD) provided an opportunity to combine both the academic and vocational requirements into a single course of study, thereby, satisfying the needs of the industry and the individual whilst at the same time complying with, HE requirements.

Kingston University FD Aircraft Engineering courses are UK CAA Pt 66 compliant. The term “compliant” is used because the courses cover the knowledge requirements of the UK CAA category B licences and contain modules that satisfy the practical elements required of aviation authority approved training courses. This enables the FD courses to be delivered as a UK CAA part 147 approved courses by suitably approved training organisations.

On successful completion of the course, you will be awarded a Foundation Degree in Aircraft Engineering (FdEng) and will have the opportunity to progress onto the BSc (Hons) Aircraft Engineering top-up course offered by the SEC. The top-up course is available in full-time and part-time modes; the part-time mode requiring minimal attendance enabling you to work whilst studying. Should you wish to take your studies further, Kingston University also offers an MSc Aircraft Engineering. That is some way off, so for the moment I suggest concentrating on the FD and seriously consider the top-up.

The course you are on is also approved by the UK CAA, therefore, you also have the opportunity to gain a UK CAA Training Certificate, a vocational qualification recognised throughout Europe and indeed the world. To achieve this award, you will need to satisfy the requirements of the approved course on which you will be studying. You will be informed of these conditions, quite regularly, by the course team, and they are included in a later section of this handbook. The combination of the academic qualification and the vocational award will set you on track to a UK CAA category B aircraft maintenance engineering licence and a rewarding career in the aircraft maintenance industry.

Of course, to be awarded the FD you need to successfully complete your studies. We will aim to do our part, but please understand that you too must do your part. One of your first responsibilities is to read this handbook and acquaint yourself with its contents. I appreciate that books of rules and regulations do not make easy and enjoyable reading, however, it is essential that you understand how the course you are on operates and the rules and regulations that govern it. It is also helpful to know what to do or who to turn to should you need help or advice. Unfortunately, as you will find out whilst reading this handbook, there are additional university documents that have to be read, understood, and observed. Please make every effort to read all of the documents you are provided with or pointed towards.

Finally, the programme of study on which you are about to embark is designed with your aspirations and needs in mind and is aimed at providing you with a solid foundation on which you may build a successful career in the aircraft maintenance industry. I hope you enjoy the course and your time with us, and I wish you the best of luck with your studies – although luck should not enter it!

Stephen Barnes

Field Leader Aircraft Engineering

Faculty of Science, Engineering and Computing

Kingston University

FOUNDATION DEGREE AIRCRAFT ENGINEERING

Your Chosen Profession

You have chosen to embark on a career in aircraft maintenance engineering where the key activities are the maintenance, testing and repair of large commercial jet aircraft and their associated equipment and systems. To carry out this role you will need to know how aircraft are constructed and have a good understanding of how the systems they contain work and interact. You will also need to be fully conversant with the rules and regulations under which you must work and be able to perform the associated basic and specialist hand skills. The course you have chosen to complete is designed specifically to prepare you for this role. It is worth noting, however, that the skills and knowledge you will gain from the course are equally applicable to light aircraft and helicopter maintenance and will be extremely useful in any field of engineering.

The profession is strictly regulated by international and national aviation authorities around the world. Only approved maintenance organisations can legally maintain commercial transport aircraft and parts intended to be fitted to those aircraft. **All** work, of any nature, carried out on aircraft or aircraft equipment and components must be certified by the issue of some form of Certificate of Release to Service (CRS (Certificate of Release to Service)). All certificates must be signed by engineers qualified in accordance with the requirements of the applicable aviation authority and in possession of the appropriate approvals issued by the maintenance organisation for which they work.

Your chosen course

You have chosen to study a course that enables you to obtain a FD Aircraft Engineering after two years full-time study and, providing you satisfy the applicable aviation authority requirements, a UK CAA Part-66 Category B1.1 Licence after you have gained an additional two years maintenance experience in an appropriate maintenance environment (a UK CAA Part145 approved maintenance organisation).

The FD course satisfies the entry requirements to a BSc (Hons) Aircraft Engineering top-up course. The top-up course is delivered over one year full-time or two years part-time and may be completed immediately after the two year FD, whilst you are gaining work experience towards a licence, or at any time in the future. You will receive more information about the top-up from the Field Leader and your course team whilst on course.

A course diagram showing the routes to a UK CAA category A, B and C licenses can be found at Appendix A.

Your Input

It is important to realise that study on a Higher Education course involves a two-way contract between academic staff and students. The staff aim is to deliver a first class course and to positively support your academic studies. Your part of the contract is to adopt a responsible attitude, particularly in regard to punctual attendance at time-tabled sessions and the meeting of deadlines for the submission of coursework, and to contribute positively and constructively to the course.

There is substantial evidence to show that poor attendance leads to poor academic performance and achievement. If you know you are going to be absent (planned absence) for any reason (i.e., doctor or dentist appointment) you must complete an Absence Proforma and get the lecturer / tutor signature prior to the appointment.

If you take unplanned absence for any reason (i.e., sickness) you must contact the Student Attendance Monitor by phone before 10am.

If you require an extension to the submission date for FD coursework or are going to miss an FD examination, you must submit mitigating circumstances in accordance with university procedures. Please note that submission of mitigating circumstances does not automatically mean the reason is accepted; if the mitigating circumstances are not accepted you will be awarded 0% (F0).

Your attendance and punctuality will be recorded and will be taken into consideration at examination boards. Poor attendance may result in removal from the course, and failure to submit coursework or sit examinations without acceptable mitigating circumstances will prevent you from progressing to further stages.

If you arrive after a register has been taken, please make your arrival known to the lecturer concerned as soon as you arrive. If you do not, you will remain registered as absent until the next register is taken. It is better to be recorded late rather than absent for a full period.

If you arrive late, please be considerate to staff and other students by causing as little disruption as possible when you enter the class and take your place. If possible, use a door at the rear of the class and take a seat or position that does not require others to move. **Please note that university regulations permit staff to exclude you from class if you arrive more than 10 minutes late.**

Course Handbook

This handbook provides very important information about the course, and it is imperative you read it carefully and keep it available throughout the course. Unfortunately, this is not the only document you need to read and be conversant with, you **MUST also READ:**

Undergraduate Modular Scheme (UMS) Regulation

Undergraduate Modular Scheme Guidance Notes

Student Guide to Plagiarism

Student Guide to Mitigating Circumstances

FD Aircraft Engineering Programme Specification

FD Aircraft Engineering Module Descriptions

General rules and regulations pertaining to students.

All of these documents are readily available via StudySpace, and StudySpace is accessible wherever you have internet access.

It is your responsibility to read these documents, to comply with the rules and regulations in them, and to follow the procedures they contain. Ignorance of the documents or their contents cannot be used as an excuse. If there is anything you are unsure of or do not understand please ask to a member of the course team. Please do not leave any issues until the last minute, doing so invariably compounds the problem and may result in unnecessary additional stress.

Course Structure

The restrictions imposed by UK CAA Pt 147 and the knowledge requirements of Pt 66 have had a major influence on the design and structure of the FD Aircraft Engineering course. However, the FD Aircraft Engineering course has been designed in accordance with the university Undergraduate Modular Scheme (UMS).

The course is divided into two stages and each stage is divided into modules. Each module is worth a number of credits: 15 for a single module and 30 for a double module. Students must complete 285 credits in order to be awarded the FD Aircraft Engineering. The modules in each stage, and the module titles, credit ratings and UK CAA relationship can be seen in the course diagram at Appendix A.

Brief descriptions of each module are provided in Appendix D of the handbook. More comprehensive information including: module aims and objectives, the teaching and learning and assessment strategies, an indicative bibliography can be obtained from the formal Module Descriptions available via StudySpace.

Each module is managed by a Module Leader who is responsible for the overall academic content, delivery, and assessment. Other academics and/or technical staff may also be involved in the delivery and assessment of the module, but these will be accountable to the module leader for any issues related to the module. Each module will be delivered through a series of lectures; however, delivery may also include other activities such as: laboratory work, research activities, practical work, and exercises, simulated and real work-based learning, and tutorial sessions.

Throughout the course, the modules will normally be delivered one module at a time (block mode). Practical periods will normally also be blocked and completed after the theory has been delivered. There will normally be 30 contact hours per week, however, the hours per week may be different during practical phases of the course, especially during the hangar training phase where students will be expected to join shifts and work shift hours.

The hours allocated to the course modules and the breakdown between theory and practical are shown in Table 1. The course hours are based on industrial working practices, the requirements of UK CAA Pt 147, and the hours stated in the Exeter college Part 147 Maintenance Training Organisation Exposition (MTOE).

You should anticipate the need to allocate additional time outside of timetabled hours for self-study and the completion of coursework. As I am sure you can appreciate, it is not possible to state exactly how much time you will need to allocate to self study because it depends on you background, experience, and ability. However, we do recommend that all students complete study outside the timetabled hours.

FD Module	UK CAA Module	Theory Hours	Practical hours	Total Hours
AE0311	1	78	12	90
AE0312	2	78	12	90
AE1313	3A	100	50	150
AE1321	3B	75	45	120
AE2336	4	24	6	30
	5	78	42	120
AE1316	6	108	12	120
AE1317 AE2318 AE1301	7	210	360	570
AE1314	8	108	12	120
AE1319	9	48	12	60
	10	48	12	60
AE2338	11	240	132	372
AE2339	15	120	12	132
	17	30	6	36
AE2302	Hangar Training		388	388
			Total Hours	2458

Table 1 – Aircraft Engineering FD course Hours

FD Assessment

University Assessment Process and Terminology

The University operates a common Undergraduate Modular Scheme with the same general rules and regulations applying to the assessment of all degree courses.

Under the normal process, students are given one opportunity to complete each element of assessment during the academic year. The first attempt results are then considered by a Module Assessment Board (MAB) and a Programme Assessment Board (PAB) at the end of the academic year, normally at the end of June. The MAB, comprising: Chair, Dean's representative, External Examiners, Field Leader, Module Leaders, and course team makes recommendations to the PAB regarding all module re-assessment. The PAB makes the award, progression and final reassessment decisions based on each individual student's results and achievement. All decisions made must be in accordance with the UMS Regulation. The basic decisions available to the PAB are:

Pass. The modules have all been passed. For students who have completed all of the modules necessary to receive an award, the PAB will also decide on the classification of the award (i.e., pass with merit, first class etc.). The classification is based on the grades achieved and the grade profile (see the UMS Regulation). A pass in all modules studied in a year means the student may progress to the next year or stage of the course, or if it is the final year, will be eligible for the award.

Retake as if for first time. A student may be given the opportunity to retake assessment (coursework, examination, both) "as if for the first time" if it is the first attempt at the assessment for a module or repeat module and they were unable to take the assessment due to mitigating circumstances. For such a decision to be granted, mitigating circumstances must have been submitted in accordance with university procedures by the deadlines set for the course and they must have been accepted by the mitigating circumstances panel.

Retake. A student may be given the opportunity to retake assessment (CW, Examination, or both) if they have only had one attempt at the assessment for a module or a repeat module. A retake opportunity is not a right, the decision will be made by the PAB and will be based on overall performance. Poor overall performance may result in the PAB deciding a student must repeat a module. The retake assessment is completed in July and August, and the results are considered by a further MAB and PAB held at the start of September. The same rules and decisions apply to the resit boards.

Repeat. Students given a repeat module must enrol on the module through the Faculty Student Office, attend lectures, and attempt all of the module assessment. Repeat modules have to be completed and passed before a student is allowed to progress to the next year/stage or receive an award. Repeat modules have to be paid for. Students allowed to progress trailing repeat modules may not have to pay for them if they are paying a full year's fees. The Faculty Student Office will be able to provide fee status information for repeat modules.

Fail No Repeat (FNR). This board decision means a student is no longer permitted to continue on the programme and will not be able to receive the programme award. If a student's achievement satisfies the requirements for a lesser award, the PAB may offer the student that award.

Making one of these five decisions is not as simple and straight forward as it may appear. It is possible for a board to **compensate** (award a bare pass 40% D-) a module based on overall performance. There are limits to what can be compensated and how many modules can be compensated. There are also restrictions on the type and quantity of reassessment that can be granted, and these restrictions depend on the academic level of the module.

Please read the UMS Regulation, UMS Guidance Notes and the following sections of this handbook for more information on assessment, assessment boards, and what to do in the event of failing a module.

In most cases students are given the opportunity to retake failed examinations and/or coursework, however, please note, students do not have an automatic right to retake assessment. It is an assessment board that decides whether or not to grant reassessment opportunities, and it is the assessment board that decides what form the reassessment will take. The assessment board could decide that a student must repeat a module even if they have only had one attempt at the assessment. It all depends on a student's overall performance.

Aircraft Engineering FD Assessment

A variety of different forms of assessment are used in the Aircraft Engineering FD. Assessment is split into two basic categories: coursework and examination. Examination is self explanatory. Coursework may be: report writing, assignment completion, research, practical exercises/tasks, a presentation of some form, or an oral examination. Assessment of the hanger training module also includes performance reports produced by engineering staff.

Practical assessment may be continuous throughout the duration of the module. This form of assessment provides lots of opportunities to gain a pass because errors can be corrected as you progress, however, you will only get one opportunity at this type of assessment before a main exam board. **If you fail this type of assessment, you can almost certainly expect to have to repeat the module** because it is not normally possible to simply turn up one afternoon to complete the reassessment.

Most modules in the Aircraft Engineering FD have two 'major elements of assessment: coursework (assignments, practical tasks, reports etc.), and an end of module examination. A complete plan of all the assessment associated with your course can be found at Appendix C (see also the associated module descriptions). AE1301 and AE2302 are assessed by practical exercises, and part of the AE2302 assessment is based on performance reports.

TO PASS AN AIRCRAFT ENGINEERING FD MODULE, YOU MUST PASS ALL MAJOR ELEMENTS OF ASSESSMENT. FAILURE IN A SINGLE 'MAJOR ELEMENT' OF ASSESSMENT WILL RESULT IN FAILURE OF THE MODULE.

For example, AE1324 (Aerodynamics) has two major elements of assessment: an assignment worth 30% of the overall mark and an exam worth 70% of the overall mark. You will fail the module if you:

Fail the assignment and pass the exam.

Fail the exam and pass the assignment.

Pass the exam, but fail to submit the assignment by the deadline.

Submit the assignment, but fail to attend the exam.

Late or Non-Submission of Coursework

The following is an extract from the UMS Regulation which we have been asked to include in the student handbook. Please read it carefully and ask staff to clarify anything you are not sure about.

There are strict rules regarding the submission of coursework and there are penalties if the work is submitted late or not at all. Persistent late or non-submission of coursework without the submission of mitigating circumstances can result in suspension, exclusion and even termination of your registration. Please note: that the same applies if you submit mitigating circumstances but they are not accepted.

As stated above, you must read the UMS so that you are aware of the regulations pertaining to your studies. Assessment regulations are in Section 5 of the UMS.

The university operates a period of 7 days from the point of the initial submission deadline within which a student may submit work without the submission of mitigating circumstances. Work submitted in this default period and judged to be of a pass standard will be capped at 40% and graded LP. Work received after the 7 day period will be awarded 0% and graded LL.

To submit work within the 7 day default period without penalty, mitigating circumstances must be agreed with the **person who set the work or the module leader**. Permission must be sought before the submission deadline; not on the day of the deadline or after it. **If the person who set the work and the module leader are not available to discuss mitigating circumstances, then the University or Partner Liaison Officer should be consulted.**

Note: There is no regulation requiring staff to give you a “period for late submission” without penalty.

A student granted permission to submit work in the 7 day period without penalty that subsequently fails to submit the work and does not submit mitigating circumstances in accordance with university policy will be deemed not to have submitted the work. The work will be treated as a non-submission.

To submit work after the 7 day period without penalty you must submit mitigating circumstances in accordance with university policy.

For more information on mitigating circumstances, please read the section in this handbook and the document titled “Mitigating Circumstances and Student

Assessment" (AR5) available via the "Academic Regulations" tab on StudentSpace.

Note: There is no regulation requiring staff to give you a "period for late submission". The decision to allow such a period is made by the person setting the work. If such a period is granted and you choose to use it, your work will be capped at 40%. **The "period for late submission" is restricted to a maximum of 7 days by university regulations, and submission after this period will result in the work being recorded as a non-submission and graded F0.**

DO NOT assume that a period for late submission has automatically been granted; ALWAYS check with the person setting the work.

Aircraft Engineering Examination Sub-Board Process

The extended duration of Aircraft Engineering courses (39 to 43 weeks depending on site) does not allow sufficient time between years/stages for the normal university assessment process to take place. Therefore, permission was sought and has been granted to operate a slightly different system. The following process applies to the Foundation Degree Aircraft Engineering course:

Once you have completed the first attempt at all of the assessment for a module (or more importantly, the deadlines and exam date have passed), a sub-board of the MAB will convene to consider mitigating circumstances and results, and to make decisions regarding re-assessment where necessary.

The sub-board will comprise the Aircraft Engineering Field Leader, Partner Liaison Officer and the Module Leader for the module results being considered.

Once the sub-board has agreed the results and reassessment requirements, the results and decisions will be published. **Resit examinations will be scheduled to take place a minimum of six weeks after results are published (not after the resit date is published).**

The sub-board can only consider the first attempt at assessment for a module, or a repeated module. Once reassessment has taken place, the results must be considered by a main examination board. The sub-board cannot give anybody a repeat module or FNR a student. This can only be done by the main PAB. The retake granted by the sub-board may be retake exam, retake coursework, or retake both. If the coursework it made up of a number of elements of assessment, the Module Leader will decide what work has to be completed to satisfy the reassessment.

Reassessment Following a Sub-Board

Following the convening of the sub-board and the publishing of results/decisions:

It is your responsibility to take a note of the resit examination date, time, and location and to make sure they attend. Non-attendance without the submission of acceptable mitigating circumstances will result in the exam being recorded as a non-attendance and graded F0.

You are expected to start preparing for a resit examination without being told by staff. You should not wait until the resit date is published because this may be some weeks after the results/decisions are published. **The six week period starts from the date results are published, not the date the resit examination is published.**

You must contact the module leader if you have been granted a retake of the coursework. This should be done immediately after the results/decisions have been published so that the work requirement(s) and submission date can be determined. It is not the responsibility of staff to chase students. If a retake coursework opportunity is missed, it will be recorded as a non-submission and graded F0.

Reassessment must be taken at the next available opportunity as determined by the course team. You cannot decide if and when you will take any form of assessment. Failure to complete examinations on the date declared by the course team, or failure to submit coursework by the due date given by the person setting the work will result in the reassessed work being recorded as a non-attendance or non-submission and graded F0.

It is your responsibility to find out when retake exams are scheduled, and what retake coursework has to be done and when it must be submitted by. You should not expect to be notified personally. You must contact the module leader or a member of the course team as soon as possible after the results/decisions have been published.

PLEASE NOTE: REASSESSMENT MAY TAKE PLACE OUTSIDE NORMAL TIMETABLE HOURS AND DURING HOLIDAY PERIODS.

Every effort will be made to hold sub-boards and provide reassessment opportunities for as many modules as possible each year. However, we cannot guarantee that a sub-board and retake opportunity will be provided for every module in the year. There simply is not enough time to achieve this with modules completed in the later part of the year. Being given the opportunity to take reassessment throughout the year is an advantage over other undergraduates because you are being given an opportunity to avoid repeating a year. However, you need to understand that it does not mean a board will not stop you from progressing in order to repeat failed modules. That depends on your overall achievement throughout the year.

End of Year Examination Boards

Once you have had a first attempt and a reassessment opportunity (if necessary and/or possible) for a module, your module results must go to the main MAB and PAB. These take place on the same day at the end of the academic year. The main MAB and PAB are conducted in exactly the same manner as standard university examination boards and the boards comprise the same membership. There are, however, some small points the board takes into consideration:

Students will have had a reassessment opportunity (two attempts) for the majority of modules being considered. This is important because a board cannot grant a second resit, the third attempt at a module must be a repeat module.

Students must pass all major elements of assessment in order to pass the module.

Compensation, although applied in accordance with the UMS Regulations, can only be applied if the individual major elements of assessment satisfy compensation regulations (see compensation for failure below).

A student may progress from year one to year two with a maximum of two (15 credit) failed modules. Please understand that this is not a right, it is a board decision that will be based on your overall achievement throughout the year.

If you fail modules totalling more than 30 credits in year one, you will not be allowed to progress to year two.

If you have any outstanding failures in the foundation degree at the end of year two, you cannot progress to the BSc(Hons) top-up.

Please note: only one person has the authority to change a decision made by a MAB or PAB, the Chair of the board. If you have any issues regarding the decision of a board, please read section 7 of the UMS Regulations and follow the student appeals process; both of which are available via StudySpace.

Mitigating Circumstance

ALL claims for mitigating circumstances will be dealt with in accordance with university procedures. You must acquaint yourself with the contents of the document titled "Mitigating Circumstances and Student Assessment" (AR5) available via the "Academic Regulations" tab on the StudentSpace homepage.

Claims for mitigating circumstances must be submitted to the Student Support Team (SST) at KU. Claims should be reported to the relevant module leader or a member of the teaching team so they are aware however, they will not action a claim but only refer you to the SST.

When a claim is received by the SST, they will check the form has been completed properly and confirm the evidence is appropriate and acceptable. Any issues will be referred back to you via your KU email address. You must respond immediately.

If everything is in order and the claim is for an extension to a coursework submission deadline, the SST will contact the relevant module leader to confirm the extension and the late submission date.

If the claim is for missed assessment (exam or coursework) it will have to be considered by a mitigating circumstances panel or through chairs action before the exam board. Given first attempt assessment on the FD is considered by individual sub-assessment boards for each module, it is likely most first attempt claims will be dealt with by chairs action. However, if a panel is available, it will be used. All claims against second attempt assessment will be considered by a panel convened before the main examination board at the end of the academic year.

The deadline for submission of mitigating circumstances related to first assessment attempt (and the first attempt assessment associated with a repeat module) is seven days after completion of the end of module exam, or seven days after the deadline for submission of the final piece of coursework associated with the module, whichever is later. This period should be sufficient for mitigating circumstances to be submitted and considered before the examination sub-board convenes. The examination sub-board will not convene until the seven day period has elapsed and it has been confirmed that no mitigating circumstances have been submitted.

The deadline for submission of mitigating circumstances for consideration by the end of year mitigating circumstances panel and the main examination boards is 7 days before the date of the main examination boards.

Please note that the submission of mitigating circumstances does not automatically mean they will be accepted. The decision to accept or otherwise depends on the circumstances and evidence presented and is made by the mitigating circumstances panel or through chairs action.

Compensation for Failure

If you fail a module, the PAB may allow your overall performance to compensate for it. If the PAB decides to compensate a module you have failed, no further reassessment is required. The mark for the compensated module is recorded as 40% with a grade of FC. Full details of the compensation rules can be found in the UMS Regulations.

For you to pass a module on the FD Aircraft Engineering, you must pass all of the major elements of assessment associated with the module. For the PAB to be able to compensate a failed module, all of the major elements of assessment for the module must satisfy the compensation regulations. For example:

AE1313 is a level 4 module with two major elements of assessment: coursework worth 30% of the overall mark and an examination worth 70% of the overall mark. Compensation can only be awarded if you have:

Not failed more than two modules

Achieved at least an F4 grade overall.

Achieved at least an F4 grade in the coursework.

Achieved at least an F4 grade in the examination.

Please note: The coursework for AE1313 comprises a number of individual elements. The marks for these are aggregated to produce the coursework mark. It is the overall coursework mark (the aggregated mark) that forms a major element of assessment, not the marks for the individual elements.

Reassessment Following the Main Assessment Boards

The basic decisions available to the main Aircraft Engineering PAB are the same those available to any university PAB: pass, retake as if for first time, retake, repeat, or fail no repeat. These were explained above in the section titled: University Assessment Process and Terminology. **Unlike assessment**

sub-boards, main assessment boards can make a student repeat a module and can also FNR a student.

If you have had two attempts at a module (first attempt followed by retake assessment granted by a sub-board), the main board has no choice but to ask you to repeat the module. However, you must understand that the main board can also ask you to repeat a module even if you have only had one attempt. The decision is based on your overall achievement throughout the year and whether or not the board considers you will be able to cope with the additional work load if allowed to progress trailing failed modules.

The PAB has no choice but to FNR you if you fail a module four times and have not submitted acceptable mitigating circumstances in accordance with university procedures by the deadlines given in this handbook. Four attempts are the maximum permitted number of attempts for any module.

The main PAB may prevent a student from progressing or FNR them if they have not attempted module assessment not submitted coursework, or not turned up for examinations. The main PAB may also FNR a student who repeatedly fails to attend lectures or other timetabled sessions.

Students at the end of year/stage 1

If you have failed more than 30 credits worth of modules (two single modules), the board has no choice but to stop you progressing until the failed modules have been passed. Two failed modules are the maximum that you are permitted to carry forward into year two; the normal university limit is one. If you have failed 4 modules, all four must be passed before you will be allowed to progress to year two.

If you have been allowed to progress to year two trailing retake examination(s), retake coursework, or retake both, you must contact the Partner Liaison Officer to find out when the next assessment opportunity is for the assessment you must retake and who you must speak to regarding coursework. **You must** then contact the module leader(s) to determine what coursework you have to do and when the submission deadlines are. You will be expected to complete reassessment at the next available opportunity, failure to do so will result in you receiving a grade of F0. **Note:** if you fail the retake assessment, you will have to wait for a decision from the main PAB at the end of the academic year before you can have another attempt (3rd Attempt). The third attempt will be a repeat module.

If you have been allowed to progress to year two trailing repeat modules, the first thing **you must** do is contact the faculty student office to enrol on the modules. You are expected to enrol on and complete the modules in the second year. If necessary, you will be given two attempts at a repeat module (repeat and a repeat resit). Once you have enrolled **you must** contact the Partner Liaison Officer to find out when the modules are being delivered, the examination dates and who you must speak to regarding coursework. **It is your responsibility** to: contact the lecturer/instructor regarding coursework and its submission deadline, ensure you complete and submit coursework by the deadlines set, and to turn up for the examinations. Failure to submit coursework by the deadlines, or to sit examinations, will result in the assessment being graded F0.

If you have not been allowed to progress and have to retake assessment and/or repeat modules, the first thing **you must** do is contact the Faculty Student Office (FSO) to enrol on and pay for the repeat modules. You will have to pay for the repeat modules, but not the retakes. Before you can attend any lectures or take any assessment you must have paid for repeat modules. **Once you have enrolled and paid for the repeat modules, you must** contact the Partner Liaison Officer to find out when the next delivery of the module(s) takes place, when the examinations will take place, and who to speak to regarding coursework. **It is your responsibility** to: contact the lecturer/instructor regarding coursework and its submission deadlines, attend lectures, complete, and submit coursework by the deadlines set, and to turn up for the examinations. Failure to submit coursework by the deadlines, or to turn-up for examinations, will result in the assessment being graded F0.

Students at the end of year/stage 2

If you have completed the two year course but have outstanding retake assessment and/or repeat modules, the first thing **you must** do is contact the Faculty Student Office (FSO) to enrol on and pay for the repeat modules. You will have to pay for the repeat modules, but not the retakes. Before you can attend any lectures or take any assessment you must have paid for repeat modules. **Once you have enrolled and paid for the repeat modules, you must** contact the University or Partner Liaison Officer to find out when the next delivery of the module(s) is taking place, when the examinations will take place, and who to speak to regarding coursework. **It is your responsibility** to: contact the lecturer/instructor regarding coursework and its submission deadlines, attend lectures, complete, and submit coursework by the deadlines set, and to turn up for the examinations. Failure to submit coursework by the deadlines, or to turn-up for examinations, will result in the assessment being graded F0.

Important Notes:

The University and Partner Liaison Officers will be able to tell you when the next available assessment opportunities are taking place at their respective sites. However, if you have been given a repeat module, you must contact the Faculty Student Office (FSO) and enrol on that module before you do anything else. The FSO will tell you if you have to pay for the repeat module. If you have to pay, then you must pay for the module before you can attend any lectures or take any assessment.

If you fail to complete repeat assessment (coursework or examination) it will be graded F0. If you subsequently fail to complete "repeat resit" assessment, it too will be graded F0. This will be all four assessment opportunities used up and the next board will have no choice but to FNR you.

Progression and Award

Progression from year 1 to year 2 of the FD is determined by your achievement in the FD assessment, not the assessment associated with any form of vocational award. Even you pass all of the vocational assessment you will not be allowed to progress from year 1 to year 2 if you have not passed the required FD assessment.

The general rules regarding progression can be found in the latest version of the UMS Regulations. However, because of the restrictions imposed by UK CAA Part 147 on which the course is based and the extended academic year there some variances:

Aircraft engineering FD students may be allowed to progress from year one to year two trailing up to two failed FD modules (max. 30 credits) providing it is possible for the re-assessment to be completed whilst studying the second year modules. This is not a right; the decision is made by the main PAB and is based on a student's overall performance.

Students that fail more than two modules in year one will have to pass all of the failed modules before they will be permitted to progress to year 2.

Where institutions/organisations have more than one intake in a year, students do not have to wait until the next academic year to complete repeat modules. Providing places and modules are available they may continue on the next available course after the board decisions have been made.

Students can only complete reassessment at the next available opportunity. Reassessment will not be provided on an individual as-and-when basis because the resources to do this are not available.

If the examination boards decide that you cannot progress, you must satisfy the board's conditions before you will be allowed to progress. If for example the board states that you have to repeat four failed modules, you will not be allowed to progress once you have reduced the number of repeats to two by reassessment. You must pass ALL four repeat modules before you can progress.

You will not normally be allowed to progress to the honours top-up course with outstanding failures in FD modules.

Progression and awards are also governed by rules and regulations in the UMS Regulations which the boards must adhere to.

Course Study Material

Course Notes

The main source of study material for the Aircraft Engineering course is the course notes. The course notes form the basis of the lecture sessions. Practical and tutorial sessions are used to reinforce the theory and develop engineering skills.

The course notes, whilst identifying the major difference between types of systems and ways of achieving the required result, are designed to be general and generic. Aircraft, however, are like cars. There are lots of different models and variants, and each of these comes with a range of standard and customer options. Modifications are made to the original aircraft to add extra functionality, update equipment, or correct faults. It is therefore essential that you make the most of all the resources made available to you; even those that you are simply made aware of.

Maintenance Manuals

As you read through aircraft manuals you will notice that the sections are generally identified using the same type of numbering system. The most commonly used system is called the ATA100 manual structure. It is important that you try to get-to-know this system so that when you enter the work environment you are familiar with it. When you have completed the course and enter the industry, they will expect you to know your way around aircraft manuals: maintenance, structural repair, parts catalogue to name a few. You will only achieve this if you start using the manuals whilst on course. It is suggested you should be using the manuals quite frequently whilst you are studying AE2338 (UK CAA module 11) and AE2339 (UK CAA Modules 15 and 17).

StudySpace

StudySpace, formerly known as BlackBoard, is the universities' chosen virtual learning environment. It is a very useful tool for courses:

- Where attendance on each module is minimal (5-6 hours per week).
- Involving a lot of private study away from the university.
- Involving a number of different staff delivering different elements of each module and each produces their own study material.
- With large group sizes (80-200+).
- Where contact between staff and students is difficult for whatever reason.

None of this applies to Aircraft Engineering courses: attendance is generally 30 hours per week, group sizes are small (max normally 28), staff are almost always available, and comprehensive notes are issued to students. Use of Blackboard is therefore limited and depends on individual staff members. Course notes and PowerPoint presentations will not generally be put on Blackboard because you will have paper copies of the notes and the presentations will be based on the notes. There are also commercial issues regarding the intellectual property rights of the course material.

Over the coming year course teams are expected to start making more use of StudySpace. You can also expect the Field Leader to start using StudySpace to pass you general information about the course and the university; using StudySpace will ensure students on all sites get the same information. For information, the partners currently delivering Kingston University Aircraft Engineering courses are:

KLM UK Engineering, Norwich

Newcastle College through the Newcastle Aviation Academy

Asian Aviation Centre, Sri Lanka

Air Transport Training College, Singapore

Exeter College, Exeter International Airport

Additional Material

Throughout the course comprehensive course notes will be provided for use by students. You will also have access to Embraer 195 and Q 400 Aircraft Maintenance manuals on a regular basis to aid your studies.

Student Support

Kingston University

The Kingston University website, StudentSpace, StudySpace and this handbook are key sources of information related to your course of study.

Your KU student ID number and password, issued at the start of the course, provide access to StudySpace and other university on-line resources. Please change your password to something you will remember at the first opportunity and if necessary, make a note of it somewhere safe and secure. If you forget your password speak to your Partner Liaison Officer, he will be able to get your password reset via email.

The university web-based resources are too complex and contain too much information to cover in this handbook. Your course induction will include an introduction to these resources and various tutorials are available on-line to help. The Learning Resource Centre Staff are also there to help and can be contacted via email. If you are having problems with the KU on-line resources, please speak to you Partner Liaison Officer. If they are unable to resolve the issue, they will know who to contact at Kingston.

The following address provides links to all of the university support departments. This page can be accessed via the visitor's tab at the top left of the university home page:

<http://www.kingston.ac.uk/aboutkingstonuniversity/supportdepartments/>

It is strongly recommended that you explore the university on-line resources as you would any web-based resource, this is the only way you will become familiar with it.

Local support

See Appendix D

AVIATION AUTHORITY APPROVAL

Your FD course is also an UK CAA Pt 147 approved training course. This means that you will be completing one course of study for two independent awards: the Fd Eng and an UK CAA Training Certificate. Failure in one award will not necessarily prevent you from success in the other. However, please note that **progression from year one to year two of the FD is determined by your achievement in the FD assessment NOT the UK CAA assessment.** To progress from the FD to the top-up, you must have passed and been awarded the FdEng.

The relationship between the Pt 66 and FD modules can be seen in the course diagrams at Appendix A and the overall assessment plan in Appendix C.

Successfully completing an UK CAA Pt 147 approved training course and obtaining a full Training Certificate at the end of it reduces the amount of

maintenance experience required for a licence application. More importantly it demonstrates to the aircraft maintenance industry that you have the ability to become a licensed engineer, indeed you are almost there, and greatly increases your chances of obtaining employment.

This section of the handbook explains how the approval impacts your FD course and explains the requirements you must satisfy in order to successfully complete the approved course and obtain the Training Certificate. It is important that you understand and comply with the requirements of the approved training course if you wish to obtain the UK CAA Training Certificate.

UK CAA Training Certificate

The Training Certificate gives the holder the maximum permitted alleviation (three years) from the five year period of maintenance experience required to apply for an UK CAA aircraft maintenance engineering licence.

In order to be awarded a full Training Certificate at the end of the course you must:

1. Meet the attendance requirements.
2. Pass all of the UK CAA MCQ examinations associated with the licence you are training for.
3. Pass the four UK CAA essay questions.
4. Be declared competent in Basic Practical Skills and Basic Maintenance Skills.

Attendance Requirement

Students must complete a minimum of 2400 hours of managed training in order to successfully complete an UK CAA approved course and be awarded a full Training Certificate. To achieve this, you must attend all of the timetabled sessions. **Any significant absence in a single module may preclude recognition of that module(s) under UK CAA ruling and this may prevent you from being allowed to take the associated UK CAA assessment.**

To ensure compliance with the UK CAA Pt 147 approval, registers will be kept to record your attendance on the approved course.

Please note that if you arrive after the register has been taken, and you manage to “sneak” into a class without bringing this to the attendance of staff, you may remain registered as absent until the next register is taken. Please make your arrival known to the member of staff (this will be obvious in lecture sessions). When you join the class, please do so in a manner that causes minimal disruption to staff and colleagues.

University regulations permit staff to exclude you from class if you arrive more than 10 minutes late.

You are required to complete a KLM UK Engineering planned/unplanned absence report for any and all periods of absence, lateness or early departure exceeding 30 minutes. Submission of a form does not mean the reason for absence has been accepted. However, the forms will be considered when a student's record shows excessive absence.

Knowledge Examinations

There are separate examinations for the FD and the UK CAA Training Certificate. It is not possible to count a pass in an FD examination against an UK CAA examination or vice versa. Progression on the FD is determined by achievement in the FD assessment NOT the UK CAA assessment. The Overall Course Assessment Plan is at Appendix C.

The examinations associated with the UK CAA approval are regulated by UK CAA and the UK CAA and are outside the control of the course team. To ensure you have the opportunity to benefit fully from the course, the UK CAA examinations you will be given whilst on course will be based on the UK CAA regulations in force at the time.

Part-66 knowledge examinations currently comprise a multi-choice examination with a 75% pass mark for each Pt 66 module and four 20 minute essay questions. Two essay questions are based on UK CAA module 7, one on module 9, and one on module 10. A detailed breakdown of the UK CAA assessment is provided at Appendix B.

All four of the Pt 66 essay questions must be passed with a minimum mark of 75%. For module 7, this means you must pass both questions with at least 75%: the two results will not be aggregated. If you fail one of the module 7 essay questions, you have failed the exam, and must retake both essay questions. For Pt 147 certification purposes, the four essay question results will be aggregated to produce a final, overall, essay score.

The UK CAA examination(s) associated with a particular FD module are normally programmed to take place on the same day as the FD examination. The FD examination normally takes place between 1000 and 1200 and the UK CAA exam starts at 1300. Both examinations are programmed on the same day so that you do not have to prepare twice. Both examinations cover the same material, and the combined time is normally less than the duration of a typical exam on other university programmes (3 hours). There are a couple of occasions when the combined time exceeds this, however, given that other undergraduates can expect to take two, three hours, papers in one day, the assessment duration is not considered excessive.

You will be offered two opportunities (first attempt and a resit) to sit for each UK CAA examination as part of the course. Further attempts can be taken, however, there is a small charge and UK CAA reassessment requirements which must be observed. The course team will ensure UK CAA requirements are observed; in the main these are limits on the period of time that must elapse between resit attempts.

Resit examinations are programmed in the same way, again, to prevent you having to prepare twice if you have failed both. Of course, if you have only failed the UK CAA examination you do not need to retake the FD examination and vice versa.

The following UK CAA Pt 147 rules apply to UK CAA knowledge examinations:

- Any mock examinations will be conducted under the same rules as a final examination.
- You will not be allowed to keep any examination papers and you will not be given any mock examination papers for self study.

- During examinations you will not be able to use any materials outside those which you are given, and these must all be returned at the end of the examination.
- No calculators are permitted. (Now is a good time to start practising work without them)

All Pt 66 examinations required for an initial licence application must be completed in the 5 year period immediately prior to a licence application. The practical maintenance experience required must be completed in the 7 year period prior to a licence application. There are moves to change this period to 10 years for both. You will be informed if and when this takes place.

Please note that under the current UK CAA regulations, if you fail to complete the approved course due to poor attendance you will have to gain 5 years practical work experience (instead of two). This will result in your examination passes 'timing-out' because they are only valid five years. This means you will have to retake ALL of the examinations again before you can apply to the CAA for a licence.

If you are found to have unauthorised or unapproved material in your possession in an UK CAA examination room, or if it is proven that you have used such material or any other improper means to aid you in an examination, you may be excluded from all UK CAA examinations for a period of 12 months. This is an UK CAA regulation, but it could have further consequences with regard your FD assessment.

Skills Assessment

UK CAA Part 66 skills assessment comprises two elements: Basic Practical Skills which will be assessed during the workshop phases of the course and Basic Maintenance Skills which will be assessed during the simulated and live aircraft hangar phases of the course. The quantity and style of practical assessment is determined primarily by the Pt 147 approved organisation.

Not all of the tasks you complete during the course will be assessed, however, you will be expected to complete all of the tasks you are set. The additional tasks are to provide you with an opportunity to learn, practice or develop a skill. You will be told which tasks are to be formally assessed before you start them. For UK CAA purposes, assessed practical tasks are graded pass or fail (competent or not competent).

The CAA does not have the resources to conduct any form of practical assessment associated with the Pt 66 modules. The format of all practical assessment is particular to an approved organisation, related to the organisation's resources and forms part of the training organisations Pt 147 Approval. It is therefore essential that you pass all practical assessment while you are on the course. If you are not declared competent in Basic Practical Skills and Basic Maintenance Skills whilst on course (including any additional training provided) you will not have passed the approved course and you will not be eligible for a full Training Certificate. You will receive a Training Certificate to cover the UK CAA MCQ and essay examinations you have passed.

Examination Failures on Completion of the Course

Provided you complete the course with the required attendance and are judged competent in the practical skills, it is possible to complete failed UK CAA examinations at a later date without loss of alleviation from the work experience requirements (i.e., you will still only have to obtain two years' work experience as opposed to five). To do this, you must retake and pass the outstanding examinations whilst you are completing the two years' work experience. It is recommended that you take the examinations at Exeter college Academy. However, you are free to take them at any approved UK CAA examination centre.

In order to obtain your full Training Certificate once you have passed all of the outstanding examinations, you must present KLM UK Engineering with the certificate you obtained when you finished the course and pass certificates for all of the failed modules on that original certificate. KLM UK Engineering will check the authenticity of the certificates not issued by them and will issue you with a full Training Certificate if everything is in order.

UK CAA examinations and the issue of Training Certificates are subject to the requirements of Pt 147, Pt 66, and KLM UK Engineering's MTOE. The Training Certificates will be required when applying to the CAA for a Pt 66 Maintenance Licence.

Further information

Additional information is available on the UK CAA and UK CAA websites and at www.kingston.ac.uk/undergraduate-course/aircraft-engineering-2012/. Also, the CAA has produced a booklet called "The Engineer's Licensing Guidance Document" which is available in PDF format on the CAA website. This document should answer any questions you may have about licenses and the licensing system,

If there is anything you do not understand or would like more information on, please speak to your course team.

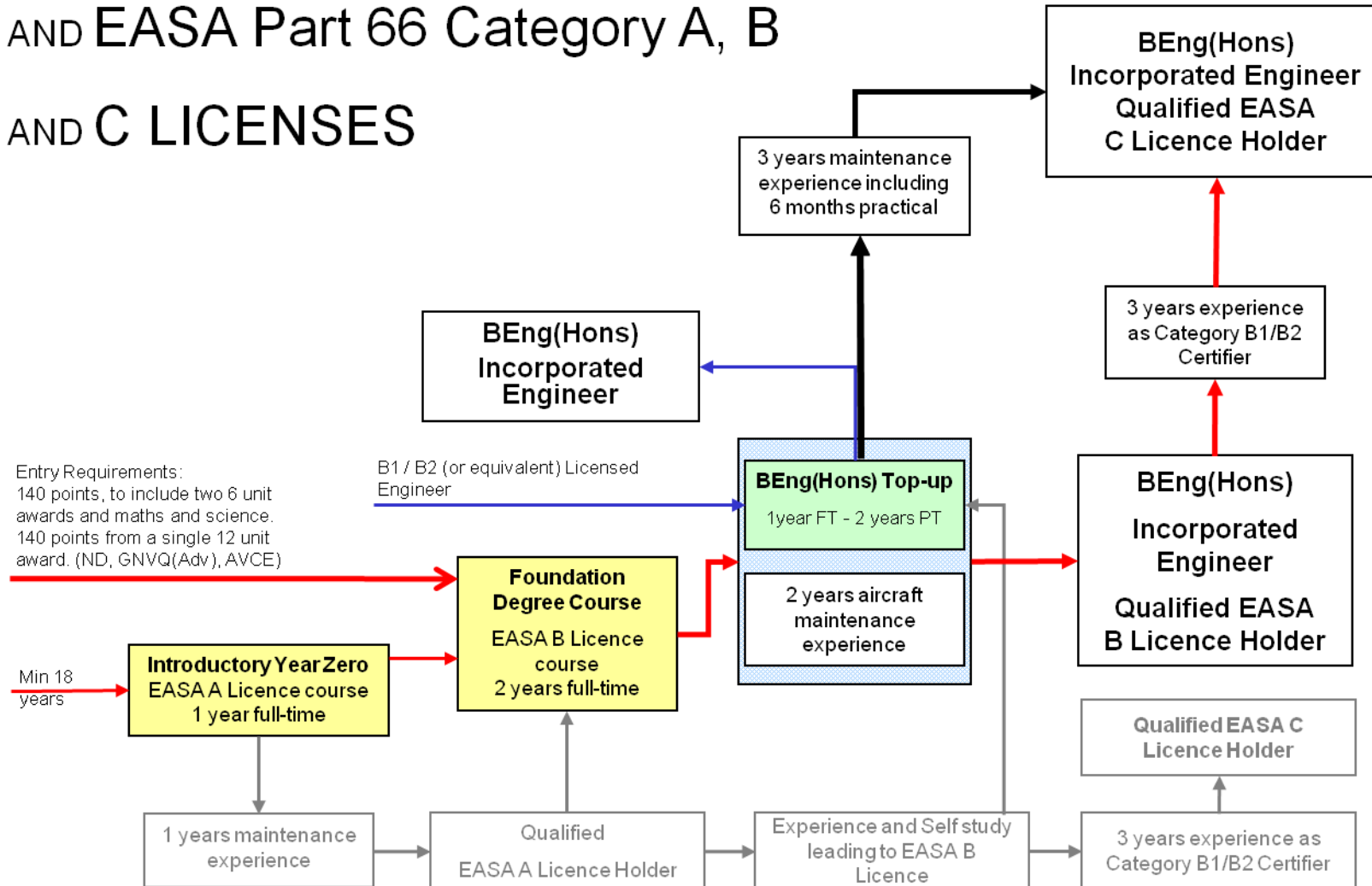
Appendix A - Course Diagrams

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ROUTES to a BEng(Hons) Aircraft Engineering

AND EASA Part 66 Category A, B

AND C LICENSES



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Year 1- Exeter College	Year 2 – Flybe Training Academy	Year 3 – Flybe Training Academy	Year 4 – Flybe Training Academy
<p><u>BTEC Level 3 Diploma Units:</u></p> <p>1: Health & Safety 2: Communications for Technicians 3: Engineering Project (2 units) 4: Mathematics for Technicians 5: Electrical and Electronic Principles 6: Mechanical Principles and Applications 10: Properties and Applications of Engineering Materials 11: Further Mechanical Principles and Applications 12: Applications of Mechanical Systems and Technology 16: Engineering Drawing. 28: Further Mathematics for Engineers</p>	<p><u>BTEC National Certificate Units</u></p> <p>12: Applications of Mechanical Systems and Technology 16: Engineering Drawing. 28: Further Mathematics for Engineers</p> <p><i>NB: Above if not complete in year 1.</i></p> <p><u>UK CAA Modules</u></p> <p>1: Maths 2: Physics 3: Electrics 6: Materials and Hardware 7: Aircraft Maintenance Practices</p>	<p>FD and UK CAA Modules</p> <p><u>FD CONSOLIDATION</u></p> <p>1: Maths (AE0301) 2: Physics (AE0302) 3: Electrics (AE1313 & AE2321) 6: Materials and Hardware (AE1316) 7: Aircraft Maintenance Practices (AE1317 & AE 2318)</p> <p><u>New Modules:</u></p> <p>4: Electronics (AE 2336) 5: Digital Techniques (AE2336) 8: Basic Aerodynamics (AE1324) 11: Aeroplane Aerodynamics, Structures and Systems (AE2338)</p>	<p>FD and UK CAA Modules</p> <p>9: Human Factors (AE1319) 10: Aviation Legislation (AE1319) 15: Gas Turbine Engines (AE2339) 17: Propellers (AE2339)</p> <p>FD Practical Modules</p> <p>AE2302 – Hangar Training AE1301 – Workshop & Hangar Practices</p>
<p>NVQ2 Performing Engineering Operations – Year 1 of 2</p>	<p>NVQ2 Performing Engineering Operations – Year 2 of 2</p>	<p>Attendance: Classroom - 5 days per week for 31 weeks. OJT in Academy workshops for 10 weeks</p>	<p>Attendance: Classroom - 5 days per week for 15 weeks. OJT in Academy workshops and hangar, 5 days a week for 21 weeks</p>
<p>Attendance: Exeter College - 4 days per week for the full academic year</p>	<p>Attendance: Classroom - 4 days for the first 13 weeks thereafter 5 days per week OJT in Academy workshops for 8 weeks</p>		

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Appendix B - Approved Course Assessment Schedule

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At the time of going to print, the number and type of questions for each module and the time permitted for each examination were as shown below. If UK CAA or the UK CAA makes any changes to this schedule, the changes will be adopted with immediate effect so as not to jeopardise the approval of the course and your opportunity of obtaining a training certificate. Naturally, you will be notified of any changes made and given reasonable time to adjust to the changes if necessary. An increase in the number of questions in a multi-choice examination is not deemed to warrant extra preparation time; all examinations cover the whole of a module, and you should be prepared to answer any questions on the module, therefore the number of questions you are asked should not matter.

UK CAA Module 1 Mathematics

30 multi-choice and 0 essay questions. Time allowed 40 minutes.

UK CAA Module 2 Physics

50 multi-choice and 0 essay questions. Time allowed 65 minutes.

UK CAA Module 3 Electrical Fundamentals

50 multi-choice and 0 essay questions. Time allowed 65 minutes. This Module will be assessed by 2 papers of 35 questions, one taken in year 1 the other in year 2.

UK CAA Module 4 Electronic Fundamentals

20 multi-choice and 0 essay questions. Time allowed 25 minutes.

UK CAA Module 5 Digital Techniques /Electronic Instrument Systems

40 multi-choice and 0 essay questions. Time allowed 50 minutes.

UK CAA Module 6 Materials and Hardware

70 multi-choice and 0 essay questions. Time allowed 90 minutes.

UK CAA Module 7 Maintenance Practices

80 multi-choice and 2 essay questions. Time allowed 100 minutes plus 40 minutes.

UK CAA Module 8 Basic Aerodynamics

20 multi-choice and 0 essay questions. Time allowed 25 minutes.

UK CAA Module 9 Human factors

20 multi-choice and 1 essay questions. Time allowed 25 minutes plus 20 minutes.

UK CAA Module 10 Aviation Legislation

40 multi-choice and 1 essay questions. Time allowed 50 minutes plus 20 minutes.

UK CAA Module 11 Aeroplane Aerodynamics, Structures and Systems

130 multi-choice and 0 essay questions. Time allowed 165 minutes.

UK CAA Module 15 Gas Turbine Engine

90 multi-choice and 0 essay questions. Time allowed 115 minutes.

UK CAA Module 17 Propeller

30 multi-choice and 0 essay questions. Time allowed 40 minutes.

WARNING:

If you are found to have unauthorised or unapproved material in your possession in an examination room, or if it is proven that you have used such material to aid you in an examination, you may be excluded from all UK CAA examinations for a period of 12 months. This is an UK CAA regulation.

Appendix C - The Overall Course Assessment Plan

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The overall course assessment plan is shown below. First attempt examination dates will be set at the start of the course and will be identified on your timetable. On rare occasions an examination date and/or time may have to be changed, if this happens you will be extra time to prepare if necessary. Please note examinations put back to a later date will not normally warrant additional preparation time.

Coursework will be set by the module leader or a member of the teaching team. The person setting the work will decide when the work is to be submitted for marking and will inform you of deadlines. **Please note the requirements and regulations regarding submission of coursework. If you are not aware of these rules, please speak to a member of the course team. Ignorance of the rules will not be accepted as an excuse.**

Module results and reassessment requirements will not be published until the examination sub-boards have been convened and the results have been confirmed. You will not be expected to complete a resit examination until six weeks have elapsed from the date the results are officially published; however, you are expected to start plan and prepare for reassessment as soon as results are published.

The schedule below shows ALL of the assessment you will have to complete whilst on your two year course. However, we reserve the right to make changes and will inform you if this is necessary.

AE0311 – Technology Mathematics (15 Credits)

2 hour end-of-module examination – 100%
Short answer questions - 1 to 10 (maximum) marks each
Covering all learning outcomes
Attempt all questions.
Summative

UK CAA-Part 66 Module 1 MCQ examination

AE0312 – Engineering and Aviation Science (15 Credits)

2 hour end-of module examination – 100%
Short answer questions - 1 to 10 (maximum) marks each
Covering all learning outcomes
Attempt all questions.
Summative

UK CAA-Part 66 Module 2 MCQ examination

AE1301 - Workshop and Hangar Training (30 Credits)

Practical tasks and/or exercises – 100%
(4 possible grades: fail F2, bare pass D-, good B-, excellent A)
Formative and summative

UK CAA-Part 66 Module 6/7 Practical Tasks

AE1313 – Electrical Engineering A (15 Credits)

Practical exercises – 30%
Assessed by in-course test and/or written report.

Formative and summative
2 hour end-of-module examination – 70%
Short answer questions - 1 to 10 (maximum) marks each
Covering all learning outcomes
Attempt all questions.
Summative

UK CAA-Part 66 Module 3 Pt. A MCQ examination

AE1316 – Materials & Hardware (15 Credits)

Coursework – 30%
Research based assignment with production of assessed written report or oral presentation.
Formative and summative
2 hour end-of-module examination – 70%
Short answer questions - 1 to 10 (maximum) marks each
Covering all learning outcomes
Attempt all questions.
Summative

UK CAA-Part 66 Module 6 MCQ examination

AE1317 – Maintenance Practices A (15 Credits)

Coursework – 30%
In-Class Tests (number of tests to be determined by partner)
Min/Max total duration (sum of individual tests):
60mins/90mins
Short answer questions (not MCQ)
Formative and summative
Coursework mark to be aggregate of individual test results.
2 hour, two part, end-of-module examination – 70%
Part A - approximately 10 short answer questions worth 1 to 10 (maximum) marks each. Attempt all (50% of paper)
Part B - complete 2 from 3 questions (25% of paper each)
Summative

UK CAA-Part 66 Module 7 MCQ examination

UK CAA-Part 66 Module 7 Essay questions (2)(related to AE1317 & AE2318)

AE1319 – Legislation & Safety Management in Aircraft Engineering (15 Credits)

Coursework – 40%
Assignment 1 – 20% (related to UK CAA module 9)
Assignment 2 – 20% (related to UK CAA module 10)
Formative and summative
2 hour, two part, end-of-module examination – 60%
Part A (50% of marks) related to UK CAA module 9.
Part B (50% of marks) related to UK CAA module 10.
Short answer questions - 1 to 10 (maximum) marks each
Attempt all questions in both parts.
Covering all learning outcomes
Summative
*Two parts of paper may be sat and reassessed separately

UK CAA-Part 66 Module 10 MCQ examination

UK CAA-Part 66 Module 10 Essay examination

UK CAA-Part 66 Module 9 MCQ examination

UK CAA-Part 66 Module 9 Essay question (1)

AE1321 – Electrical Engineering B (15 Credits)

Practical exercises – 30%

Assessed by in-course test and/or written report.

Formative and summative

2 hour end-of-module examination – 70%

Short answer questions - 1 to 10 (maximum) marks each

Covering all learning outcomes

Attempt all questions.

Summative

UK CAA-Part 66 Module 3 Pt. B MCQ examination

UK CAA-Part 66 Module 3 Pt. B Practical Exercises

AE1324 - Aerodynamics (15 Credits)

Coursework – 30%

Assignment requiring written report or oral presentation.

2 hour end-of-module examination – 70%

Short answer questions - 1 to 10 (maximum) marks each

Covering all learning outcomes

Attempt all questions.

Summative

UK CAA-Part 66 Module 8 examination

UK CAA-Part 66 Module 8 Practical Exercises

AE2302 – Aircraft Hangar Training (30 Credits)

Practical tasks and/or exercises – 100%

Requiring students to maintain Log Book

(4 possible grades: fail F2, bare pass D-, good B-, excellent

A)

Formative and summative

UK CAA-Part 66 Module 11/15/17 Practical Tasks

AE2318 – Maintenance Practices B (15 Credits)

Coursework – 30%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests):

60mins/90mins

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour, two part, end-of-module examination – 70%

Covering all learning outcomes

Part A - approximately 10 short answer questions worth 1 to

10 (maximum) marks each. Attempt all (50% of paper)

Part B - complete 2 from 3 questions (25% of paper each)

Summative

UK CAA-Part 66 Module 7 MCQ examination (covers AE1317 & AE2318)

UK CAA-Part 66 Module 7 Essay questions (2) (cover AE1317 & AE2318)

AE2336 – Aircraft Electronic Techniques & Digital Systems (30 Credits)

Coursework – 40%

Practical exercises assessed by in-course test and/or written report (20%)

Assignment requiring written report or oral presentation (20%)

Formative and summative

2 hour end-of-module examination – 60%

Short answer questions - 1 to 10 (maximum) marks each

Covering all learning outcomes

Attempt all questions.

Summative

UK CAA-Part 66 Module 4 (B1)MCQ examination

UK CAA-Part 66 Module 4 Practical Exercises

UK CAA-Part 66 Module 5 (B1)MCQ examination

UK CAA-Part 66 Module 5 Practical Exercises

AE2338 – Turbine Aeroplane Aerodynamics, Structures & Systems (30 Credits)

Coursework – 40%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests): 2hrs/3hrs

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour, three part, end-of-module examination – 60%

Covering all learning outcomes

Part A - approximately 10 short answer questions worth 1 to 10 (maximum) marks each. Attempt all (50% of paper)

Part B - complete 1 from 2 questions on mechanical systems (25% of paper each)

Part C - complete 1 from 2 questions on avionic systems (25% of paper each)

Summative

UK CAA-Part 66 Module 11 MCQ examination

UK CAA-Part 66 Module 11 practical tasks

AE2339 – Aircraft Propulsion Systems (30 Credits)

Coursework – 40%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests): 2hrs/3hrs

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour, three part, end-of-module examination – 60%

Covering all learning outcomes

Part A - approximately 10 short answer questions worth 1 to 10 (maximum) marks each. Attempt all (50% of paper)

Part B - complete 1 from 2 questions on propulsion systems (25% of paper each)

Part C - complete 1 from 2 questions on propellers (25% of paper each)

Summative

UK CAA-Part 66 Module 15 MCQ examination

UK CAA-Part 66 Module 15 Practical Tasks

UK CAA-Part 66 Module 17 MCQ examination

UK CAA-Part 66 Module 17 Practical Tasks

AE2388 – Avionic Systems D (30 Credits)

Coursework – 40%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests): 2hrs/3hrs

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour, two part, end-of-module examination – 60%

Covering all learning outcomes

Part A - approximately 10 short answer questions worth 1 to 10 (maximum) marks each. Attempt all (50% of paper)

Part B - complete 2 from 3 questions (25% of paper each)

Summative

UK CAA-Part 66 Module 13 MCQ examination

UK CAA-Part 66 Module 13 Practical Tasks (cover all Avionic Systems modules)

AE2395 – Avionic Systems A (15 Credits)

Coursework – 20%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests):

60mins/90mins

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour, two part, end-of-module examination – 80%

Covering all learning outcomes

Part A - approximately 10 short answer questions worth 1 to 10 (maximum) marks each. Attempt all (50% of paper)

Part B - complete 2 from 3 questions (25% of paper each)

Summative

UK CAA-Part 66 Module 13 MCQ examination

UK CAA-Part 66 Module 13 Practical Tasks (cover Avionic Systems modules)

AE2396 – Electronics & Computing (15 Credits)

Coursework – 30%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests):

60mins/90mins

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour end-of-module examination – 70%

Short answer questions - 1 to 10 (maximum) marks each

Covering all learning outcomes

Attempt all questions.

Summative

UK CAA-Part 66 Module 4 (B2) MCQ examination

UK CAA-Part 66 Module 5 (B2) MCQ examination

UK CAA-Part 66 Module 4 and 5 (B2) Practical Tasks

AE2398 – Turbine Engines & FADEC (15 Credits)

Coursework – 30%

In-Class Tests (number of tests to be determined by partner)

Min/Max total duration (sum of individual tests):

60mins/90mins

Short answer questions (not MCQ)

Formative and summative

Coursework mark to be aggregate of individual test results.

2 hour, two part, end-of-module examination – 70%

Covering all learning outcomes

Part A - approximately 10 short answer questions worth 1 to 10 (maximum) marks each. Attempt all (50% of paper)

Part B - complete 2 from 3 questions (25% of paper each)

Summative

UK CAA-Part 66 Module 14 MCQ examination

UK CAA-Part 66 Module 14 Practical Tasks

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Appendix D - Précis Module Descriptions

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Précis Module Descriptions

These précis module descriptions are included in the full Module Descriptors available via the university intranet and StudySpace.

AE0311 Technology Maths

Level 3 CATS 15

This module is concerned with the Arithmetic, Algebra and Geometrical requirements of the course. The student will be expected to use standard precedence rules to perform common arithmetic operations involving fractions, decimals, percentages, and ratios; also, to convert numbers from one number base to another. The module will cover the solution of linear, simultaneous, quadratic equations and the solution of geometric, trigonometric problems and graphical problems. The module will also include Cartesian and polar co-ordinates, complex numbers, and elementary calculus, including the use of differentiation and integration to find the gradient of a graph and area under a curve. This module also satisfies the knowledge requirements for Pt 66 module 1 to category B1 and B2 level.

AE0312 Engineering and Aviation Science

Level 3 CATS 15

This module is mainly physics based and starts with the definition of the SI system, the structure of matter and the properties of solids, liquids, and gases. The basic principles of statics, kinetics and dynamics are explained, and calculations performed using appropriate formulae. The module explains the effect of simple vibration theory and gyroscopic principles in aircraft. Basic thermodynamic principles are explained, and simple related calculations performed. The basic principles of propagation of light and sound and the use of these principles in fibre optic cables and electromagnetic radiation explained. This module also satisfies the knowledge requirements for Pt 66 modules 2 and 3 to category B1 and B2 level.

AE1301 Workshop and Hangar Practice

Level 4 CATS 30

This module is concerned with the training and knowledge of the practical hand skills and selection of the appropriate tools, equipment, materials, and hardware required for the correct and safe completion of aircraft tasks. The student will also be expected to use of the correct aircraft manuals in order to carry out maintenance work on components safely and to demonstrate a responsible attitude to airworthiness. The student will be expected to display maturity, integrity, and responsibility in demonstrating specific key skills in areas of self-organisation, communication, interpersonal relationships, team work, and problem solving and planning. The student will keep a record of their practical work in order to identify the skills obtained during the practical work. This module

also partly satisfies the in-course practical requirements for Pt 66 to category B1 and B2 level.

AE1313 Electrical Engineering A

Level 4 CATS 15

This module first describes the electrical charges within materials and the production of dc electricity. The fundamental units used in electrical engineering are discussed and calculations involving these units carried out. The module will describe the construction, properties, identification and uses of resistors, capacitors and inductors in dc circuits and the student will investigate, analyse, and perform calculations in dc circuits using these components. The student will investigate the principles of electrical power, magnetism and inductance and perform calculations associated with these principles. This module is designed to partly satisfy the knowledge requirements for Pt 66 module 3 to category B1 and B2 level.

AE1319 Legislation & Safety Management in Aircraft Engineering

Level 4 CATS 15

The module can be split into two half modules: the first deals with legislation associated with the operation and maintenance of aircraft, the second with human factors and safety management systems.

Part, one describes the development of aviation maintenance legislation both nationally and internationally. The relationship between the CAA, UK CAA and other aviation authorities is discussed as well as detailed discussion concerning operations, maintenance, training, and engineer's syllabus. The module then looks at the various certification requirements, including Type, Registration, Airworthiness and Noise certificates, weight schedules and radio approval. The module concludes with discussion of the UK national and international requirements for maintenance programs, Minimum Equipment Lists, Airworthiness Directives, Modifications and Service Bulletins, maintenance documentation, continuing airworthiness, test flights, ETOPS and all weather operations.

This module also deals with the way various human factors affect aircraft maintenance and flight safety. Human performance factors such as vision, hearing, information processing and memory are discussed as well as their limiting factors. Social psychological factors and their effect on the working environment and other human factors such as fitness, stress, time pressures, workload fatigue and alcohol/drug abuse described. The module also includes discussion concerning specific aircraft accident case studies and the effect of physical environment, tasks and communication problems.

A key part of the module is involved with discussion of how to solve the maintenance related problems and discussion of both management of errors in maintenance tasks and recognising hazards in the workplace.

This module is designed to satisfy the knowledge requirements for Pt 66 modules 9 and 10 to category B1 and B2 level.

AE1316 Materials and Hardware

Level 4 CATS 15

This module describes the characteristics, properties, applications and typical heat treatments used in aircraft ferrous and non-ferrous metals. It also describes the properties and characteristics and repairs of the commonly used aircraft composite and non-metallic materials used, including sealing and bonding agents. The chemical fundamentals of corrosion and methods of corrosion prevention and removal on aircraft structures are discussed. The second part of the module comprised a detailed description of the hardware used in aircraft. This includes the properties, characteristics, uses and identification of fasteners, pipes, bearings, transmission systems, flying controls and aircraft electrical cables and connectors. This module also satisfies the knowledge requirements for Pt 66 module 6 to category B1 and B2 level.

AE1317 Maintenance Practices A

Level 4 CATS 15

This module enables the student to work effectively in an aircraft maintenance environment by explaining the precautions to be taken working with electricity gases, fluids and chemicals and the safe actions to be taken in the event of fires. The module also provides them with information to select and use the appropriate tools, materials, drawings and equipment necessary for aircraft maintenance tasks. The module then describes the terms associated with fits and limits and methods for checking these limits on aircraft parts such as shafts and bearings. The student will describe and carry out connections, inspections and electrical tests on aircraft wiring installations, including crimped and soldered joints. This is followed by a description of the need for aircraft weight and balance documentation and carrying out the relevant calculations. The student will then investigate the safety implications associated with aircraft handling, maintenance and storage and the effects of the environment on aircraft handling and storage. The module concludes with a description of maintenance procedures and associated documentation and information on performance of inspection, tests, trouble shooting, assembly, disassembly and repairs. This module also satisfies the knowledge requirements for Pt 66 module 7 to category B2 level and partly to B1 level.

AE1321 Electrical Engineering B

Level 4 CATS 15

This module is mainly concerned with the principles of alternating current electricity. The student will perform calculations and make measurements to determine voltage, current and power in single, two and three phase ac circuits and describe the relationship between voltage and current in L, C and R networks. Also describe the relationship between inductance, capacitance, resistance and impedance in ac circuits and between true, reactive and apparent power. The student will be expected to describe transformer construction, principles and operating characteristics and perform associated calculations and measurements. The last section is devoted to description of the construction, principles and operating characteristics of ac and dc generators and motors and

filter circuits. This module also partly satisfies the knowledge requirements for Pt 66 module 3 to category B1 and B2 level.

AE1324 Aerodynamics

Level 4 CATS 15

This module will initially establish the need for a standard atmosphere (ISA) and describe the properties of the atmosphere as applicable to aerodynamics. The module will describe the airflow around a body and the generation of lift and drag, quoting relevant terms and formulae and performing calculations. The module will go on to discuss lift augmentation and stability specifying design features affecting these. The characteristics of aerofoils at all speed will lastly be discussed. This module also satisfies the knowledge requirements for Pt 66 module 8 to category B1 and B2 level.

AE2302 Aircraft Hangar Training

Level 5 CATS 30

This module is mainly concerned with the practical element of the course. The correct use of appropriate tools, equipment and test equipment in order to carry out inspections, tests and checks is practically assessed. The student must also use the correct aircraft manuals in order to carry out maintenance work on components safely and to demonstrating a responsible attitude to airworthiness. The student will be expected to display a high level of maturity, integrity, and responsibility in demonstrating key skills in areas of self-organisation, communication, interpersonal relationships, team work, problem solving and planning. The student will keep a record of their practical work and identify the skills obtained during the practical work. This module also partly satisfies the in-course practical requirements for Pt 66 to category B1 and B2 level.

AE2318 Maintenance Practices B

Level 5 CATS 15

In this module the student will describe the standard procedures for fastening aircraft structures using bolts and rivets. This will involve selection the correct sizes, using specified fits and clearances. The module also describes the methods of fitting pipes and hoses, springs, bearings and transmissions. The principles and inspection of sheet metal work and welded, brazed or bonded joints are described. The processes concerned with inspection, disassembly, assembly, repair, ageing, fatigue and corrosion will be described as well as the procedures to assess, remove corrosion and re-protect aircraft. The inspection and testing of aircraft control systems and preparation of aircraft for weighing will be explained. Finally the inspection required following aircraft abnormal events will be explained. This module also partly satisfies the knowledge requirements for Pt 66 module 7 to category B1 level.

AE2336 Aircraft Electronic Techniques and Digital Systems

Level 5 CATS 30

This double module is a combination of two previous modules: AE2322 Electronics & Digital Techniques and AE2323 Aircraft Digital Systems. The module initially describes the characteristics, uses and testing of diodes, transistors and operational amplifiers. The student will then investigate basic logic circuits and printed circuit boards and their aircraft applications and handling precautions. The next part of the module is concerned with the operation and use of synchronous data transmission systems, servomechanisms and their associated components. The student will be expected to define analogue and digital data and describe the operation and applications of analogue to digital and digital to analogue converters.

Computer terminology and the basic layout and operation of computers is examined before looking at the use of computer technology in aircraft. Aircraft specific database systems and displays techniques are also studied prior to investigating the layout, operation and built-in-test equipment (BITE) of a selection of electronic and digital aircraft systems including: Electronic Flight Instrument systems (EFIS), Electronic Centralised Aircraft Monitor system (ECAM), Engine Indicating and Crew Alerting System (EICAS), Fly-by-Wire (FBW) Global Positioning Systems (GPS) and Inertial Reference Systems (IRS), Traffic Collision and Avoidance systems (TCAS), Flight Management System (FMS), ACARS, and Engine control systems such as EEC and FADEC. This module satisfies the knowledge requirements for Pt 66 modules 4 and 5 to category B1 level and additional module must be completed to satisfy the knowledge requirements of Pt 66 modules 4 and 5 to B2 level.

AE2339 Aircraft Propulsion Systems

Level 5 CATS 30

In this module the construction and operation of the engine measuring and indication system is initially discussed. The operation and aerodynamics of aircraft propellers is described, including in depth descriptions of the associated terms. The module follows on with a description of the construction of propellers assemblies. A detailed description of propeller pitch control and over-speed mechanisms is given and an explanation of why propeller synchronising and synchrophasing is necessary.

The depth covered is sufficient so that the system can be investigated to identify faults, so that actions necessary to restore systems to a serviceable condition can be taken.

The basic construction of gas turbine, turbo-prop and turbo-shaft engines and terms associated with engine performance are discussed. This is followed by description of the engine inlets, compressors, combustion, turbine and exhaust systems. The module then provides an in depth knowledge of the system layout and operation of the fuel, lubrication, air distribution, anti-icing, starting, ignition, power augmentation and fire systems. This knowledge should enable the student to inspect the systems and make independent decisions regarding serviceability of components. The module then describes the purpose, construction and operation of auxiliary power units and associated systems. The

module finally describes engine monitoring, ground operation and storage of engines, their accessories and systems. This module introduces the student to the system layout, operation and warning devices used in both the air conditioning and cabin pressurisation systems. The basic operation of the electrical, instrument, auto-flight, communication and navigation components and complete systems is then described. The ice and rain, lighting, oxygen, pneumatic, on-board maintenance systems and fire and smoke detection are then introduced and the associated components, system operation faults and maintenance for each system described. This module satisfies the knowledge requirements for Pt 66 modules 15 and 17 to category B1 level.

AE2338 Turbine Aeroplane Aerodynamics, Structures and Systems

Level 5 CATS 30

This module first discusses the operation and effect of primary and secondary aircraft controls, wing fences and boundary layer control. High speed flight is then discussed, including design features associated with effect on critical Mach number. This is followed by an in depth description of the basic construction of an aircraft and all of its associated parts and methods used to check accuracy of construction. The systems element describes the flight control, landing gear, fuel, hydraulic power and waste water systems. In each case the basic system layout, operation, faults and maintenance requirements related to each system is discussed. The legal requirements for aircraft emergency equipment are discussed.

The system layout, operation and warning devices used in both the air conditioning and cabin pressurisation systems are discussed in detail. The operation of the electrical, instrument, auto-flight, communication and navigation components and complete systems is then described. The ice and rain, lighting, oxygen, pneumatic, on-board maintenance systems and fire and smoke detection are then introduced and the associated components described. The interaction between each of the systems and operation faults, maintenance and safety features for each system is investigated so that actions necessary to restore systems to a serviceable condition can be taken. This module satisfies the knowledge requirements for Pt 66 module 11 to category B1 level.

Appendix E – Exeter College Policy

	College Policy / Further Information
College Mission & Policies	<ul style="list-style-type: none"> • Mission Statement • Strategic Plan • Complaints Procedure • Data Protection • Disability Equality Scheme • Drug & Alcohol Misuse • Ethical Policy • Gender Equality Scheme • Health & Safety • No Smoking Policy • Plagiarism and Learner Malpractice Policy • Quality Assurance Policy • Quality Strategy • Student Code of Conduct • Teaching & Learning Policy / Strategy <p>http://www.exe-coll.ac.uk/College/Policies.aspx</p>
Health & Safety : General Points	<p><u>The College Safety Policy requires you to observe all health and safety rules.</u></p> <p>Students are responsible for:</p> <ul style="list-style-type: none"> • Co-operating and maintaining a tidy and safe working environment • Observing College Health & Safety rules and regulations • Using the appropriate safety equipment and clothing as directed • Using in a safe manner & not wilfully misusing, neglecting, damaging or interfering with apparatus, equipment, College premises or services. • Reporting any hazard, dangerous equipment or service to the Lecturer in charge of their class or to any other member of the College staff. • Reporting an accident immediately to the Lecturer in charge of their class or to any other member of the College staff. • Observing the College No Smoking Policy.
First Aid	Contact the College Nurse at Greystone House telephone: 01392 205445. If a nurse is not available contact a First Aider as shown on the notice board. Make sure a member of College staff is informed immediately
Emergency Evacuations	Please read the Emergency Evacuation Notices that are posted around the College and the Academy and familiarise yourself with your buildings. It may save your life.
Moving Around the College	Please wear your College ID Card at all times. If you see any suspicious activity of persons, please report it immediately to one of the Security Team. No open food or drink, except water is to be consumed in classrooms. Litter is a hazard; don't drop it.
Absences	You are expected to attend regularly. If you are unable to attend owing to illness or some other avoidable cause, you should contact your course tutor by telephoning the Department Administrator. On your return to College medical certification must be produced, if appropriate
Complaints Procedure	All complaints will be treated fairly and equally. Exeter College is committed to high quality in all areas of our

	<p>provision. We encourage everybody to make constructive suggestions, criticisms and compliments. All Exeter College staff have a responsibility to listen and respond to constructive criticism.</p>
Financial Regulations you should be aware of	<p>Where you have an outstanding financial obligation, including the non-return of books and equipment, the University /College may:</p> <ul style="list-style-type: none"> • Defer the marking of examination scripts or any assignments. • Defer consideration of your performance. • Withhold a Board of Examiners' decision. • Withhold an award (hence you may not be able to graduate until any debt is discharged).
Handing in Assignments	<p>You will be set a specific deadline date during which your assignment should be handed in "on time". Assignments must be handed in person to the administrator or module leader and you will sign the master list. Work which is handed in after the deadline date and time will be marked as late work. University regulations regarding late work will then apply.</p>
Learner Referral Procedure	<p>This may be put in place to support you and help you stay on track with your attendance, work or behaviour in college. For a full copy and guidelines ask your tutor or look on the Portal–search for 'Learner Referral Procedure'.</p>
Plagiarism	<p>This is the deliberate use of another person's work in your own work, as if it was your own, without proper acknowledgement of the original source. If this is done in work that you submit for assessment, then you are attempting to mislead the person marking your work. In other words plagiarism is cheating. This is a serious offence, because it threatens to undermine the value of the qualification. The College takes this very seriously and will impose severe penalties on students who are found guilty of plagiarism.</p> <p>If you would like to see the full policy on Plagiarism please ask your tutor or look on the College Portal</p>
Refectory Facilities	<p>Sandwiches, snacks and hot and cold drinks are available throughout the day from our College refectories.</p> <p>Food and drink are not allowed in the classrooms, workshops and college property generally, other than in the designated areas.</p> <p>Regulations at Flybe Academy may differ so please obey the signage</p>
Smoking	<p>Smoking is not permitted in any part of the College's premises or on any of the College grounds at any time in compliance with the Health Act 2006.</p>
Security	<p>Student lockers cannot be provided because of lack of space. Students are responsible for the security of their personal possessions. Lost property can be collected from the Security offices at each site.</p>
Student Code of Conduct	<p>Exeter College has a Higher Education Student Code of Conduct which you be asked to sign during your induction week. This states the College's commitments to you as a student and the expectations it has from you as a learner.</p>
Vehicle Parking	<p>There is no parking for students on most College sites, except for disabled students with a Blue Badge. However you may park in the designated 'Pay &</p>

	<p>Display' car parks adjacent to the various College facilities at certain times, please see notices.</p> <p>You must not park motor-cycles or bicycles except in authorised places. Please make sure they are locked securely, preferably with a D-type lock.</p> <p>You must not create dangerous situations by careless parking or create an obstruction, especially of fire exits / routes or walkways.</p> <p>Vehicles illegally parked on College premises will be ticketed or clamped.</p>
<p>The College Portal</p>	<p>The portal is the location for all the information, guidance and resources you should need during your time at Exeter College. From the latest College News and Events to your timetables and attendance, course resources and revision materials to personal documents and email.</p> <p>If you are using a College PC, simply logon and open Internet Explorer to view the home page.</p> <p>If you are outside the College or using the College Wi-Fi network connect to the Internet, visit the College website, click 'sign in' and enter your username and password.</p>
<p>Exeter College Learning Centres</p>	<p>Exeter College maintains Learning Centres at the following sites:</p> <ul style="list-style-type: none"> • CCI • Victoria House • Hele Building • Falcon House • A Level Learning Centre (Hele Tower) <p>Media equipment is available for loan from each Learning Centre with the widest range being held at the Creative Industry Learning Centre at Queen Street.</p> <p>Each Learning Centre has:</p> <ul style="list-style-type: none"> • Networked PCs for student use. A Mac suite and TV studio is also available at the Creative Industry Learning Centre • Wi-Fi facilities allowing students full network access on their own IT equipment. • Self-service photocopying and binding services • Subject Librarians who have extensive knowledge of resources both available internal and external, in their designated subject areas. They also deliver both introductory and advanced level information skill sessions. <p>The online library catalogue is available both on and off campus. Students can use the catalogue to renew and reserve items, and media equipment and PCs can be booked via the online booking systems.</p> <p>Full information on the range of services and resources and how to contact the Learning Centres can be found on the Learning Centre portal pages:</p> <p>https://portal.exe-coll.ac.uk/departments/ils/lc/Pages/index.aspx</p>