Programme Handbook 2022/23

B&FC
BLACKPOOL AND THE FYLDE COLLEGE

Nautical Science (Blended Learning)
NUS-AC-AD-2022-BL

Welcome to Blackpool and The Fylde College and to the Nautical Science (Blended Learning) (NUS-AC-AD-2022-BL) programme.

This **Programme Handbook** aims to provide you with the key information you will need to settle into and get the most out of your programme of study here at the College leading to successful completion of your programme. It will provide you with an overview of the programme content, how individual modules are organised and delivered, how and when you will be assessed and how overall grades final results are determined. In addition there is information on the help and general support available to you as well as making it clear what you need to do if you should encounter any specific difficulties in progressing as planned on the programme.

Student Life (the student information portal)

Whether you're on campus or at home, use Student Life to access all of your B&FC services and develop your academic skills. Student Life provides an overview of the College partners and how they will support you on your journey, alongside key information on College facilities, student representation and events you can get involved in. Information about term dates, travel to college and attendance expectations can also be found on Student Life.

It is strongly recommended that you refer to your **Programme Handbook** and Student Life to ensure that you get the most out of the time you will have invested in participating in your valuable and hopefully enjoyable learning experience.

We appreciate that as students in order for materials to be fully accessible you may have a preference for a specific font size or colour of text/paper. To ensure that your needs are considered this handbook is available electronically and Immersive Reader tool can be selected to help you explore the information on Student Life.

Apprenticeship Information

If you are studying an apprenticeship programme with us, you may also find the information set out in our Apprenticeship Strategy 2020/2025 useful. It's located on our website here.

GENERAL INFORMATION ABOUT YOUR PROGRAMME

Programme Code	NUS-AC-AD-2022-BL
Programme Title	Nautical Science (Blended Learning)
Teaching Institution	Blackpool and The Fylde College
Professional, Statutory and Regulatory Body (PSRB) Accreditation	None
UCAS Code	
Language of Study	English
Version	1

Programme Awards			
Award	**Award Type**	**Level**	**Awarding Body**
SQA Advanced Certificate	Advanced Certificate	Level 4	Scottish Qualifications Authority
SQA Advanced Diploma	Advanced Diploma	Level 5	Scottish Qualifications Authority

THE FRAMEWORK FOR HIGHER EDUCATION QUALIFICATIONS (FHEQ)

The Framework for Higher Education Qualifications (FHEQ) ensures the comparability of Higher Education qualifications in England, Wales and Northern Ireland. The framework describes the achievement represented by qualifications and the various awards which may be granted by a Higher Education provider with degree awarding powers. All students pursuing Higher Education programmes at Blackpool and The Fylde College are awarded qualifications aligned to the FHEQ upon successful completion of their programme.

Level	4	5	6	7	8
FHEQ Level	Certificate (C)	Intermediate (I)	Honours (H)	Masters (M)	Doctoral (D)
About this level of qualification	Level 4 These qualifications are work-related (vocational) higher education qualifications. While bachelors degrees tend to focus on gaining knowledge, HNCs are designed to give you the skills to put that knowledge to effective use in a particular job.	Level 5 These qualifications are designed to equip you for a particular area of work – as well as giving you the general skills that are useful in any type of job. They're university-level qualifications, but are designed with work in mind, with the help of employers from that sector.	Level 6 These qualifications are designed to give you a thorough understanding of a subject. They help you develop your analytical, intellectual and essay or dissertation writing skills. You'll also have much more of a say about the direction your learning takes than you've had previously.	Level 7 These qualifications are of academic study. They can be research based, a taught course, or a mixture of both, and will take at least 12 months of full-time study to complete. You may also have to submit a dissertation at the end of your course.	Level 8 This level gives you the opportunity to undertake an original piece of research. It will usually take at least three years of full-time study to complete. Many doctorate courses lead to a qualification such as a Doctor of Philosophy – a PhD or Dphil.
Qualifications that are available at this level	Higher National Certificates (HNC) Foundation Studies (FS) Diploma	Higher National Diplomas (HND) Foundation Degrees (FD) Diploma of Higher Education (DipHE)	Bachelor Degrees (BA, BSc) Bachelor Degrees with Honours (BA Hons.) Professional Graduate Certificates in Education (PGCE)	Masters Degrees (MA, MSc) Postgraduate Certificates and Diplomas Post Graduate Certificates in Education (PGCE)	Doctoral Degrees

Blackpool and The Fylde College remains committed to provide a highly responsive curriculum that is employment and future-focused and will enable you to develop the essential knowledge and skills that will prepare you for future success in work and life.

The Advanced Certificate and Advanced Diploma in Nautical Science by Blended Learning is a structure of individual units arranged in sets. Once enrolled onto the first set of units from the Advanced Certificate or Advanced Diploma you will have a maximum of 2 years to complete the Formative and Summative Assessments. You can enrol onto the next set of units at any time within the first 2 years providing you have successfully completed the first set of units. **We will support you at every stage of your learning, however if you do not submit work on a regular basis and complete Summative Assessments (exams) from the first set within the 2-year enrolment period, you will be unable to continue onto the remainder of the qualification.**

Blended Learning (Learning and Teaching)

Following enrolment onto a set of modules, your teaching and learning will be supported by learning materials which have been created by the dedicated Nautical Science Deck team. These resources can be used alongside onboard manuals, publications, drawings, and other procedures to the learning onboard your vessel. The resources also provide an outline of each module, a recommended reading list and provide details of the module syllabus and learning outcomes. Interactive resources are utilized on Canvas, our Virtual Learning Environment (VLE) including, but not limited to: Marine Notices, PowerPoints, useful web links to industry publications, Excel spreadsheets, video tutorials, clinics, and e-books. You will submit work using Canvas, the College VLE, for both Formative and Summative assessments, where appropriate.

The Blended Learning Team will work with you to create an individual learning and assessment plan for the first set of modules to meet your requirements and commitments. To complete the underpinning knowledge for the AdC and AdD, students are required to work through the learning material and submit work for marking on a **regular basis**.

For each module there is a requirement to complete and pass the:

- Formative Assessments (FAs) – to check your understanding and for us to provide feedback, but does not count towards your final grade
- Pre-college tests (PCTs) – mock exams
- Summative Assessments (written exams or assignments, coursework, projects)

Once you have passed all the FAs for an individual unit, you must attempt an online pre-college test (PCT). This is an excellent tool and provides essential preparation for your Summative Assessment under time constrained conditions; additionally, the PCT provides you and college with an indication of whether you are ready for the Summative Assessment (exam) and how you may perform. We will only book your Summative Assessment once you have received 'Proceed to College' feedback on PCTs.

Approximately every 3 months (a term) there will be the opportunities to sit Summative Assessments (exams). We will publish available dates at the beginning of each term so you can plan your study in line with the Summative Assessments (exams) dates. The AdC and AdD also consist of additional papers termed as Graded Units. The Graded Units consist of examinations only and do not feature any delivery hours as taught / delivered modules, but rather rely on you to undertake independent learning. MCA SQA external examinations are **not** part of the Advanced Certificate/Diploma by Blended Learning.

To keep in line with regulatory requirements we will inform you if your course is subject to any change from the information provided in this document, during your application, or when you enrol.

What you need to do next

You should consider the following points about the course before deciding if Blended Learning is right for you.

1. I like the idea of being able to study at a time and place to suit me.
2. I understand that I must be prepared to dedicate a considerable amount of time to the course.
3. I understand that I will be self-studying but will have access to Blended Learning clinics and support via Microsoft Teams and can attend regular college clinics during term time.
4. I have access to a computer (Mac or PC) and the internet.
5. I understand that I will be required to scan and upload course work to gain the Advanced Diploma qualification.

What would happen next

1. You will receive an invite to set up a Student Portal.
2. To make an application you should complete and upload the Higher Education Sign up form along with a copy of your passport, CoC (all pages including limitations), discharge book and any STCW short course certificates to the Student Portal.
3. On receipt of all your required documentation and completed Higher Education Sign-Up form, we will review your application to ensure the programme is relevant to your current skills or experience.
4. Once all your documentation has been reviewed, if your application is successful, we will contact you by email to offer you a place on the course and begin the enrolment process.
5. We will arrange to call you to discuss the programme and find out how we can support you with your studies, this is an essential and important part of your application process and is also your chance to ask any questions you may have about studying at Blackpool & The Fylde College.
6. If your application is unsuccessful, we will also confirm this by email.

General aims of the qualifications:

- To develop the ability to analyse and plan tasks commonly encountered in the workplace.

- To develop approaches to problem solving and critical thinking.

- To develop an evaluative and reflective approach to work and studies.

- To develop the ability to work and communicate effectively with others.

- To develop the ability to plan and organise studies and research.

- To develop skills for employability and progression to higher qualifications.

- To enable the learner to consolidate knowledge and skills to enhance career progression.

- To enable the learner to develop skills to enhance their own personal development.

- To develop Core Skills which are capable of being transferred to any type of employment.

Specific aims of the Advanced Certificate Nautical Science: Stages 1 - 4

- Contributes towards learners obtaining a Certificate of Competency as Deck Officer of the Watch issued by MCA*.

- Prepares learners for the responsibility of keeping a watch at sea and in port.

- Develops skills to enable learners to effectively navigate a vessel by traditional and modern means.

- Develops skills to enable learners to operate a vessel in a safe and effective manner.

- Develops skills to enable learners to work with others in a safe and effective manner.

- Develops skills to deal with emergency situations.

- Develops awareness of current maritime legislation.

- Prepares learners for the MCA written and oral examinations at Officer of the Watch level.

*(two additional Advanced Units, Marine Emergency Response and Communication and Marine Law and Management: An Introduction are also required for the Certificate of Competency along with the Advanced Certificate).

Specific aims of the Advanced Diploma Nautical Science: Stages 5 - 8

- Contributes towards learners obtaining a Certificate of Competency as Chief Mate issued by MCA.

- Develops the skills required to manage and control the safe navigation of the vessel in all conditions.

- Develops the skills required to manage and control vessel operations in compliance with current legislation.

- Develops a sound understanding of shipboard management issues and techniques.

- Develops a sound understanding of the ship Master's role with respect to the legal aspects of managing the navigation and operation of the vessel.

- Develops an understanding of the vessels propulsion maintenance and engineering requirements.

- Prepares learners for the MCA written and oral examinations at Chief Mate level.

PROGRAMME LEARNING OUTCOMES

Level 4

Upon successful completion of this level, students will be able to:

1. Apply core concepts and underpinning theoretical principles of navigation, ship stability and cargo operations demonstrating safety practices during shipboard operations.

2. Analyse the complexity of planning and conducting shipboard operations in different meteorological and navigational circumstances.

3. Analyse the effectiveness of management techniques in regard to the processes, procedures, and practices of shipboard safety management systems.

4. Plan and implement shipboard operations with due regard to national legislation and international standards related to safety of life at sea, safety of navigation and protection of marine environment.

5. Demonstrate the use of electronic safety navigation equipment and other IT systems and specialist industry software.

6. Analyse the international maritime business environment including commercial and legal sectors.

7. Critically analyse the importance of the human element for shipboard operations including cultural, linguistic, and ethical factors.

8. Communicate effectively in academic, professional, and shipboard environments.

9. Research and embed information from a variety of traditional and digital sources to support personal and professional development, lifelong learning, and achievement.

Level 5

Upon successful completion of this level, students will be able to:

10. Apply core concepts and principles of navigation, ship stability and management of bridge and vessel operations demonstrating judgement in the application of tools and techniques.

11. Critically evaluate the global context of maritime operations incorporating cultural, legal, ethical, and environmental factors.

12. Plan, implement and appraise shipboard operations with due regard to industry legislation, regulatory frameworks, and standards.

13. Analyse complex problems in order to identify appropriate methods to formulate mathematical models and solutions.

14. Develop and evaluate logical arguments, justifications and conclusions associated with complex issues identifying underlying assumptions and critical factors.

15. Critically analyse and evaluate processes, procedures, and practices of effective shipboard management.

16. Reflect on the appropriateness of different approaches to solving problems.

17. Appraise and interpret complex emergency scenarios in simulated environments and apply self-management, leadership, and supervision skills.

18. Communicate in a variety of forms to a range of audiences.

19. Prepare and interpret complex loading, discharging and stress data by utilising IT systems and specialist industry software.

20. Research and embed information from a variety of traditional and digital sources to support personal and professional development, lifelong learning, and achievement.

PROGRAMME STRUCTURE & ASSESSMENT OVERVIEW

Pathway	Module	Level	Credits	Coursework	Practical	Written Exam
Stage 1: Stage award: SQA Advanced Certificate (Awarded by Scottish Qualifications Authority)						
All	HW6K47: Naval Architecture: Ship Construction (Mandatory)	4	8			100%
	HW6R47: Marine Meteorology: An Introduction (Mandatory)	4	8			100%
	HW7347: Marine Law and Management: An Introduction (Mandatory)	4	8	100%		
Stage 2: Stage award: SQA Advanced Certificate (Awarded by Scottish Qualifications Authority)						
All	HW6E47: Navigational Mathematics and Science (Mandatory)	4	8			100%
	HW6G47: Bridge Watchkeeping (Mandatory)	4	8			100%
	HW7247: Marine Emergency Response and Communication (Mandatory)	4	8			100%
Stage 3: Stage award: SQA Advanced Certificate (Awarded by Scottish Qualifications Authority)						
All	HW6M48: Celestial Navigation (Mandatory)	5	16			100%
	HW6P47: Chartwork and Tides (Mandatory)	4	16			100%
Stage 4: SQA Advanced Certificate (Awarded by Scottish Qualifications Authority)						
All	HW6H47: Marine Cargo Operations (Mandatory)	4	12			100%
	HW6J47: Ship Stability: An Introduction (Mandatory)	4	12			100%
	HW6N47: Nautical Science: Graded Unit 1 (Mandatory)	4	8			100%
Stage 5: Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HW7848: Shipmasters Law and Business (Mandatory)	5	16	100%		
	HW7948: Shipboard Management (Mandatory)	5	8	100%		
	HW7J48: Marine Engineering Systems (Mandatory)	5	8	100%		
Stage 6: Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HP6L47 BL: Information Technology: Applications Software 1 (Mandatory)	4	8	100%		
	HW7648: Applied Marine Meteorology (Mandatory)	5	12	70%	30%	
	HW7C48 BL: Management of Vessel Operations (Mandatory)	5	16	50%	50%	
Stage 7: Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HW7448 BL: Marine Passage Planning (Mandatory)	5	12	50%		50%
	HW7548 BL: Management of Bridge Operations (Mandatory)	5	12		100%	
	HW7E48: Nautical Science: Graded Unit 2 (Mandatory)	5	8			100%
Stage 8: Stage award: SQA Advanced Diploma (Awarded by Scottish Qualifications Authority)						
All	HW7748 BL: Ship Stability: Theory and Practical Application (Mandatory)	5	12			100%
	HW7A48: Marine Vessels: Structures and Maintenance (Mandatory)	5	8	70%	30%	
	HW7F48: Nautical Science: Graded Unit 3 (Mandatory)	5	8			100%

WHERE WILL I STUDY?

This programme is online with written examinations at the following location:

B&FC Fleetwood Nautical Campus

Fleetwood Nautical Campus is a leading provider training and educational development for the nautical sector, attracting students from all over the world. Foundation degrees in Nautical Science and Marine Engineering and AdC/AdD programmes are delivered from this campus to cadets employed by a range of companies such as Carnival Cruises, Princess Cruises, and BP. The campus hosts a range of cutting-edge facilities including a state-of-the-art environmental survival training tank, a full-mission ship simulator and an engine room simulator suite.

GETTING STARTED

At the start of your course, the Blended Learning Team will guide you through an online initial induction which is designed to help you navigate your way around the VLE and the resources available to you.

STUDY WORKLOAD

This programme requires considerable commitment to time management, determination, work-life balance, and focus on the work in hand.

LEARNING AND TEACHING

Throughout your programme you will learn and be assessed in a range of ways to support the overall aims and outcomes of the programme in order to equip you with the appropriate skills for roles within the maritime industry. Employers will be looking for a range of skills and competencies, including innovation and initiative. They will be keen to employ strong communicators and team players. The programme is designed to promote the development of these qualities alongside core technical competencies and academic knowledge.

Units

Each unit has its own learning, teaching, and assessment strategy to suit specific aspects of the curriculum. You will progress through the units via a range of learning and assessment styles, and the supportive structure of the programme allows you to build on knowledge developed in earlier units.

Resources

The resources to support you in your studies include books, e-books, and journals, as well as the college's VLE, Canvas. Canvas provides an online platform for programme resources, allowing you to access materials 24 hours a day, 7 days a week.

You will receive access to maritime specific documents and eBooks with membership to Witherby Connect and Regs4Ships. The Ocean Learning Platform is used to provide access to a library of videos designed for training industry professionals.

Blended Learning lecturers are at hand to support your learning. Sessions can be scheduled with subject experts and Higher Education Learning Mentors (HELMs) to assist with your learning journey. Following enrolment to a set of units, learning and teaching will be supported by learning materials which have been created by the dedicated Nautical Science Deck team. These resources provide an outline of each unit, a recommended reading list and provide details of the unit's syllabus and learning outcomes. You will submit work through Canvas and receive feedback which will aid your revision when preparing for assessments.

Independent Learning

All higher education programmes are designed so that you are able to progressively develop independent learning skills and aptitudes. Learning independently is a key skill of all graduates when they enter the workplace and one which we aim to develop further during your time with us.

As you begin your programme you will be more intensively supported to develop the skills of learning and learning how to learn. As you progress you will be given the opportunity to apply these skills and to manage your own study time and activities with the goal of becoming a truly independent learner ready to get the most out of graduate employment opportunities.

Your Personal Development planning activities are a key component in developing these independent learning skills and your tutors, support mentors and peers can help you to organise and structure this aspect of your learning and development.

WORK BASED AND PLACEMENT LEARNING

While there is no specific unit dedicated to Work Based Learning or Placement, experience onboard ships is essential for obtaining OOW and Chief Mate CoC.

GRADUATE SKILL DEVELOPMENT

The programme helps you to develop;

A commitment to lifelong learning and career development

The AdC/D Nautical Science supports lifelong learning through learning mobility which aims to attain new competences and knowledge as identified by the International Convention on Standard of Training, Certification and Watchkeeping for Seafarers (STCW) certification for Officer of the Watch and Chief Mate/ Master on board vessels.

Collaborative teamwork and leadership skills

During the undertaking of the Marine Law and Management unit, Bridge Watchkeeping unit and Electronic Navigations Systems short course, you will be expected to work towards common goals and partake in leadership roles as required.

Personal and intellectual autonomy

We support your development of independence in academic and practical skills on the programme, most prominent in the assignments and projects where you will be responsible for managing your work.

Ethical, social, and professional understanding

Mapping of the programme content to the requirements of the Advanced programme set by Merchant Navy Training Board (MNTB) ensures that the units' delivery and assessment considers legal, social, and ethical issues to enhance learners' professional development.

Global citizenship

To build your global skills and competency, the programme was developed liaising with international maritime companies like Princess Cruises, BP, Chiltern Maritime, Shell, and V ships. The department also has close links with Kuwait Shipping Companies. The programme is delivered by faculty, from the Nautical Science department who have different ethnic and cultural backgrounds. By bringing faculty together from different academic backgrounds, students explore global markets in marine industry, marine laws, and marine technological developments globally.

Formative Assessment will take place as you work through the unit material provided by the blended learning team. It will take the form of self-checking questions and multiple-choice questions, which will measure your progress and knowledge and identify areas of weakness for you to focus on further revision or research. Once you have completed a Learning Outcome, you will undertake a Formative Assessment, which you will submit online via Canvas, the college VLE. You will be required to successfully pass these assessments before being able to undertake a Pre-College Test. Pre-College Tests will measure your knowledge and understanding of the Learning Outcomes and will take the form of an online closed book examination and the timings of which will mirror each unit's Summative Assessment. You will receive extensive feedback on your PCT submission and be required to pass before you will be entered for the Summative Assessment (written exam) at Fleetwood Nautical Campus. Summative Assessments at college are time constrained and closed book, however you will also undertake some coursework exercise such as project work, essays, and assignments. You do not need to attend college for coursework and or assignments, but you must adhere to the submission time frame. Written examinations are conducted by B&FC directly under invigilated conditions conforming to MCA written exam conditions. The AdC and AdD qualification also consists of additional units termed as Graded Units. The Graded Units consist of written examinations only and do not feature any delivery hours as taught / delivered units, but rather rely on your comprehensive knowledge of the associated modules.

For each module there is a requirement to complete and pass the:

- Formative Assessments (FAs) – to check your understanding and for us to provide feedback, but does not count towards your final grade
- Pre-college tests (PCTs) – mock exams
- Coursework, projects, or assignments must be submitted online through Canvas
- Summative Assessments (written exams) which are held at Fleetwood Nautical Campus.

Assessment Methods

Some assessments may already be very familiar, such as essays, exams, and reports. However, in higher education there are a great many varieties of assessment depending on the subject, the level, and the type of course. Our higher education courses often integrate academic and work-based learning so assessment may include aspects of personal reflection, portfolio building and case studies. Here's a bit more detail about some of the more common types of assessment:

Essay
An essay is an answer to a question in the form of continuous, connected prose, usually with a word limit. Often these are set by the tutors, but you may also be asked to formulate your own question with the tutor's help. Essays test your ability to organise your thinking, discuss, evaluate, analyse, summarise, and criticise. They also test your skills at making essay plans and reaching a robust conclusion or decision.

Assignment or brief
An assignment or brief is a learning task that allows you to cover a fixed section of the curriculum predominantly through independent study. Different methods of presenting the results can be used dependent on the nature of the task - a report (oral or written), a design solution, a newspaper or magazine article, a video, a poster, a research bid, a book review, a contribution to a debate, etc.

Group project or assignment
This is where either an assignment or project is undertaken by groups of students working collaboratively, helping to develop team working skills and other graduate attributes. In some cases, particularly where the same thing happens in industry, there are particular assignments that can by definition only be achieved in a group. Such assessments will incorporate mechanisms which allow the tutor to assess the contribution of individual members of the group or team in order to allocate individuals with a personalised assessment grade.

Exams

Exams can take a variety of different forms, with the most common sort being done under timed and observed conditions to ensure it is the student's own work. Exams test your ability to think critically, to respond in a structured way to a question and to plan on the spot as well as your knowledge and understanding of the subject. Some of the most common types of exams are:

- 'Seen' where the questions to be answered are given at a pre-specified date beforehand. The intention is to reduce the need for 'question-spotting', to reduce the anxiety and to increase the emphasis on learning

- 'Open-book', where you will have access to specified texts and/or your notes. the intention is to reduce the emphasis on memorising facts, to reduce anxiety and allow more demanding questions to be set

- 'Unseen' where you don't know what the questions are until you sit the exam. Arguably these make you focus on the whole syllabus because anything may appear on the paper

- Multiple choice exams where you simply select from a bank of potential answers. These also assess your decision making skills

Logs and Portfolios

These are an increasingly popular kind of assessment and involve a collection of all sorts of evidence of your work (often including others' testimony about your work, and feedback you've collected). Portfolios are intended to be a measure of the work of the 'whole candidate', rather than just particular aspects of the candidate's work. They also measure your ability to organise a collection of evidence, in a readable, navigable way. Not least, they test your ability to stick to deadlines with a big, multifaceted job.

Reports

There are many kinds of reports – laboratory ones, field-trip ones, business ones, and so on – each has its own conventions and preferred formats – your tutors will tell you more. Assessed reports measure your skills at finding out about, and adhering to, the expected report formats and conventions in your subject discipline. They also measure your ability to put forward an organised piece of writing, coming to conclusions, making suggestions for further work, and so on. They often test your skills at interpreting data, making sense of your findings, and so on.

Calculations and problem solving

Usually given in sets – with a deadline for tutor marking, or to bring along completed to a tutorial. These, unsurprisingly, tend to measure your ability to solve problems and do calculations.

Presentations

Lots of students worry about presentations – you normally build up to these as your course progresses and you'll be given lots of support and time to prepare. You may be involved in group or solo presentations, perhaps to some or all of your class, usually with the tutor present. Sometimes peer assessment is used. Presentations measure your ability to talk fluently about a topic, and to answer questions from the group. They also measure your skills at preparing visual aids (overheads, handouts, PowerPoint presentations) to support your presentation. On some courses there are very few presentations. However, in the workplace, more and more people have to be involved in them, so practising on your course is a very good way of developing your skills.

Self and peer assessment

There is strong evidence that involving students in the assessment process can have very definite educational benefits. Not so much a type of assessment like those already listed, this is something which can be done in conjunction with any type of assessment. The important aspect is that it involves the student in trying to apply the assessment criteria for themselves. This might include: a marking exercise on 'fictitious' or previous years' student work; the completion of a self-assessment sheet to be handed in with your work; 'marking' a peer's work and giving them feedback (which they can then possibly redraft before submission to the tutor); or really marking other students' work (i.e. allocating marks which actually count in some way) - a seminar presentation, for example, or a written product using a model answer. The evidence is that through trying to apply criteria, or mark using a model answer, you will gain much greater insight into what is actually being required and subsequently your own work improves in the light of this.

When will I be assessed?

In the majority of courses you will be assessed throughout your course, and you will receive on-going feedback to help you develop academically. This is sometimes called formative assessment and is designed to help you learn as you go through your course. Some formative assessment is quite informal; it may be your tutor asking specific questions in class, for example. Other types of formative assessment can include written reports, essays, tasks for seminars etc., some of which are handed in so that written feedback can be provided. You will also be assessed summatively. This just means that in each module or unit, often at the end, you will complete work that is then graded, where the mark counts towards your final qualification.

At the start of your course you will be given an **assessment schedule** which details the deadlines for the assessments in all the modules you will be studying. This will help you to plan your work effectively. Your tutors understand that you have lots of commitments so will always try to spread the assessments out as much as they can, although inevitably many will come towards the end of each semester.

How will my work be marked and graded?

The majority of your assessments will be awarded a letter grade as outlined in the table below. Some of your assessments may however be assessed by percentages, which are converted into an aggregation score. Some assessments may also be identified as pass/fail assessments. Such assessments must be successfully passed in order to pass the module, however the aggregate score for the module will be derived from other assessments which are graded.

Further information is available in the **My College** area of **Student Life** and can also be accessed through this link: Higher Education Regulations and External Examiner Reports

Broad Descriptor	Grade	Aggregation Score	Grade Descriptor
Excellent	A+	24	Excellent range and depth of attainment of all learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts, and procedures
	A	21	
	A-	18	
Good	B+	17	Good attainment of all learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
	B	16	
	B-	15	
Satisfactory	C+	14	Satisfactory attainment of all learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
	C	13	
	C-	12	
Sufficient	D+	11	Sufficient attainment of all learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
	D	10	
	D-	9	
Marginal fail	F1	7	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations
Fail	F2	4	Attainment of learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
Poor fail	F3	2	Attainment of learning outcomes appreciably deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
Very poor fail	F4	0	No submission or no convincing evidence of attainment of any learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

What if I experience circumstances which mean I will not be able to complete an assessment?

The Personal Mitigating Circumstance (PMC) procedure gives you the opportunity to inform the College of serious medical or personal circumstances, which you believe, have affected your academic performance in an adverse way before the meeting of the Board of Examiners.

You may have had genuine and unavoidable circumstances that have affected your performance in coursework. These circumstances may have prevented you from being assessed or from submitting coursework on time. In all cases, it is important that you contact the HELM team at HELMinfo@blackpool.ac.uk to say that you are having difficulty completing work and are planning to apply for PMC.

A Personal Mitigating Circumstance Application Form must be completed by you and is available via the College website / Student Administration / Reception. It is your responsibility to complete and submit the form to the HE Student Administration Manager within 10 days of the assessment deadline.

You cannot request an extension to the assignment deadline date. Assignments must be handed in as soon as possible even if they are incomplete. If your PMC application is approved, you will be given an amended deadline and the opportunity to improve your work further.

For full details of this procedure please refer to: http://www.blackpool.ac.uk/he-regulations

What happens if I fail a module?

Most students pass their work, but if your mark for an individual module is less than the minimum pass grade you will be referred on that module. This means that you will have to be reassessed in the relevant work, however a second attempt will be subject to a penalty as specified within the academic regulations for your programme.

Where Personal Mitigating Circumstances are approved, this will typically prevent any penalties being applied and usually allow the work submitted to be marked as a first attempt.

Moderation

All work that you submit for assessment is marked by your module tutor. A suitable sample is then selected to be moderated by another tutor. This is to ensure that the mark awarded is reliable and not just the judgement of one marker. All of the work you submit is retained by the College to assist our external examiners in the quality assurance of your programme. This may mean that the results you receive during the year may change and should therefore be considered provisional.

External Examiners

Every higher education programme has its own External Examiner whose role is to support the academic staff team in ensuring that the standard of your programme of study is comparable to other programmes in that subject discipline. The External Examiner will confirm that the work that you have produced is of a standard that is expected and identifies any issues that the academic staff team needs to take into account to continually improve the programme. The External Examiner also feeds back on the key strengths that make your programme a really effective and valuable learning experience.

External Examiner Reports for your programme can be accessed through the **My College** area of **Student Life** and through this link: Higher Education Regulations and External Examiner Reports

Board of Examiners

Once a module is complete, the marks for all assessments are compiled together to create an overall module mark.

The module board of examiners sits at the end of each semester to consider modules in scope. Your overall marks for the year are considered by a programme board of examiners that will make recommendations regarding your progression between levels, reassessment and eventually the award of your qualification. The majority of programmes within the college run an academic year between September and June. Reassessment work will therefore normally be completed during the summer months and submitted by the end of July (the precise date is set by the board).

The board of examiners sits again prior to the start of the next academic year in September where the results of any summer reassessment work will be considered.

Where programmes fall outside of the standard academic year, the timing of the board identified above may vary, however the general process remains the same.

PARTNERS FOR SUCCESS

The Partners for Success framework outlines how staff, students and the wider college community work to provide a seamless network of support to enable all students to achieve their potential.

Studying at higher education level can mean quite a life change, particularly if you have to juggle study with work, have caring responsibilities while studying or have to move away from home. You may also be returning to study after a long break and feel unsure exactly what to expect.

Our central aim is to enable all students to become confident and competent independent learners and achieve to the maximum of their potential through the development of their academic skills, personal well-being and professional attributes.

- We will work in partnership with all students, curriculum staff and B&FC services to ensure personal change and development through mutual expectations, mutual agency and clear communications.

- We will provide students with a network of support to enable their development and achievement of their personal, academic and professional goals.

   Key partners in your success are:
- Your Progress Tutor and the programme delivery team
- The Careers team
- The Higher Education Learning Mentors
- Learning Resource Centre
- Student Support and Wellbeing
- The Digital team
- Student Union
- You!

University Centre
Student Life Centre, ground floor, South Building
Tel. 01253 504474

Bispham Campus
Student Life Centre opposite the main Reception area in the Hub
Tel. 01253 504474

Email: careers@blackpool.ac.uk

Student Advisors

Student Advisers provide you with confidential and impartial information on a range of areas, and work to matrix quality standard to ensure excellence of support, advice and guidance to all our Students and prospective Students. Quick-query interviews usually last approximately ten minutes. For example, you might want to ask about job vacancies, for help with preparing for an interview, or advice on financial assistance etc. If you have a more complex query the Student Adviser will make a mutually convenient appointment with you for a longer interview. Careers Information Advice and Guidance and financial Help Group sessions also take place throughout the academic year.

Student Advisers also provide a drop-in service at all Blackpool and The Fylde College Campuses, so you don't need to book an appointment to see an Adviser.

Financial Help and Support

Student Administration can provide you with information and advice on access to help with transport, childcare and HE bursaries.

The Careers Team can help you if you find yourself in financial difficulties and will also help with advice and guidance regarding student loans.

Careers Information, Advice and Guidance

The Careers Team are all highly qualified in careers information, advice and guidance and can help you with UCAS applications for entry to Higher Education, with making decisions about progression to other courses, job application, CV preparation and interview techniques alongside career and further training pathways and opportunities.

B&FC's Career Centre is an online platform for all aspects of employability from interview techniques including AI interview practice, CV development with an upload capability which is sent directly to the Student Advisers within the Careers Team who can offer further advice and guidance and an array of short modules for completion relating to graduate employment.

The Career Centre can be accessed on the front page of Canvas - it is single sign on for all students.

Our team of professional Student Advisers are available to help you with all aspects of your career planning and decision-making, such as:

- Making decisions about your future career
- Planning your job search strategy
- Curriculum Vitae (CV) writing
- Getting relevant work experience - including volunteering
- Making applications and preparing for interviews
- Researching postgraduate study options

At Blackpool and The Fylde, our careers service extends far beyond helping you to pinpoint your ideal career. The emphasis is on tailoring a 'careers package' to your particular aims and aspirations that gives you the skills and experience needed to make you highly employable from the moment you graduate.

That's why all our degrees have a strong employment focus, with opportunities to try out your chosen career area, learn skills that employers are specifically looking for and practice interview and assessment techniques with representatives from industry.

You may be starting your course already clear about what you want to do when you graduate, or you may not be sure at this stage. Our experienced and professional team of careers student advisers offer careers and progression advice to guide you towards making the right decisions about your future. Choose from e-guidance, telephone, and face-to-face interviews within a small and supportive environment. We also offer pre-course advice and guidance. Underpinning all of this is a vast range of careers library resources together with access to internet-based resources, video resources and computer-aided guidance packages.

Enhancing your Employability

The opportunity for you to develop your graduate skills and attributes is built into all our courses to ensure you graduate not just with subject knowledge but with the ability to embark on your chosen career and hit the ground running. Our programmes also provide an opportunity to discover more about your chosen career area through visits from external speakers and trips to local employers and industry. Some programmes even contain a workplace learning module, where you'll get to spend time with an employer, putting your knowledge into practice and gaining valuable employability skills at the same time.

Getting Ready to Graduate

About a year before you're due to graduate we will invite you to take part in our graduate employability workshops, covering topics such as making the right career move, effective applications, and successful interviews. In addition, local employers run mock interviews and facilitate role-play scenarios for students, which replicate the assessment centre experience for newly qualified graduates. These experiences are vital for developing an awareness of your strengths (and playing to them) and gaining an understanding of what graduate recruiters are looking for. Some of our students have even been offered a permanent position on the strength of them. All B&FC students can access the Careers Team service for up to 3 years after graduating for further help and support.

Student Support, Wellbeing, and Inclusion

If your ability to study is affected by a disability, sensory loss, learning difference or health conditions (physical or mental), we are here to help.

The Student Support, Wellbeing and Inclusion team offer a range of support tailored to you to promote independence and maximise your potential through a range of enhanced study, mental health, and wellbeing strategies.

- **Disability Support**: self-referral form
  - For general enquiries email dsainfo@blackpool.ac.uk
  - Phone: 01253 504494
  - Drop in: to the University Centre South Building Room 26c

- **Wellbeing Support** self-referral form
  For general enquiries please email wellbeingsupport@blackpool.ac.uk
  - Phone: 01253 504494
  - Drop in: to the University Centre South Building Room 26c

Disability Support

We understand everyone has different needs and some students may need additional support to get the most out of College life. We work closely with your curriculum teams, supporting accessibility and inclusion.

Whilst studying higher education we support students living with.
- A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)
- A visual loss uncorrected by glasses (e.g. blindness or partial sight)
- A hearing loss (e.g. D/deafness or partial hearing)
- A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a keyboard or laboratory equipment)
- A mental health condition, challenge, or disorder (e.g. anxiety or depression, eating disorders, bipolar affective disorder)
- A social or communication conditions (e.g. an autistic spectrum condition or Tourette's Syndrome)
- A long-term illness or health conditions which may involve pain or cause fatigue, loss of concentration or breathing difficulties – including any effects from taking associated medication.

If you have not already registered for disability support, please complete the following Disability Questionnaire and our Disability Advisor will be in touch to arrange a 1:1 appointment to discuss any potential adjustments that need arranging.

How B&FC can help you!

• Individual reasonable adjustments including individual examination arrangements and support

• Liaison with academic and other departments

• Support to get diagnostic evidence including referral for a funded Specific Learning Difference diagnostic assessment where appropriate

• Support to arrange Disabled Students' Allowances (DSAs) grants to help meet the extra course costs students face because of a disability.

• B&FC funding including £200 computer contribution award

• Specialist 1:1 mental health and autism mentoring and Study Skills support bespoke to your learning difference/ disability/mental health condition.

• Supporting students with Personal Mitigating Circumstances relating to mental ill health and disabilities

- Access to B&FC assistive technologies and book training

• Information regarding B&FC campus accessibility is available by visiting the B&FC pages on AccesAble website

• Guaranteed offer of a Careers interview

Do I need evidence of my disability?

Yes, if you require exam arrangements, for Personal Mitigating Circumstance applications and to access the Government grant known as the Disabled Students' Allowance funding.

If you do not have medical evidence of your condition, or a report available, we can offer advice on how to obtain this and in most cases provide funding.

If you are moving locally to Blackpool for the purpose of your study, you may want to consider temporarily transferring your health support to ensure cover for medication/prescriptions and referrals to local support groups find a local GP

Disabilities or long-term health condition
A photocopy of a report or letter from your doctor or consultant - you can also fill in the disability evidence form from your Funding Body (PDF, 65KB)

Mental-health condition
A photocopy of a report or letter from your doctor or consultant - you can also fill in the disability evidence form from your Funding Body (PDF, 65KB)

Specific learning difference such as dyslexia
A photocopy of a 'diagnostic assessment' from a practitioner psychologist or suitably qualified specialist teacher. Complete a referral form if you do not have a report

About the Disabled Students' Allowance

Accessing Disabled Students' Allowance (DSA) support has the potential to transform your study experience. Students tell us they wished they had accessed support earlier and wouldn't feel confident about passing their course without the extra support.

What is the DSA?
Disabled Students' Allowance (DSA) is a grant that you don't need to pay back. It funds support that will help you succeed in Higher Education. DSA provides personalised support breaking down the study and wellbeing barriers that you may otherwise have faced, in order to ensure a level playing field.

What type of support does the DSA fund?
A DSA needs assessor will sit down with you and discuss your learning needs within the context of your course. Support includes specialist equipment specialist study support (non-medical helper allowance), general and travel allowance.

B&FC offer (subject to eligibility) the Advantage Bursary or hardship funding to cover the £200 contribution cost of a computer as part of the DSA.

Examination Arrangements

Exam Access Arrangements are pre-examination adjustments put in place for you based on your individual need, for example, readers, scribes, rest breaks.   Complete a referral form

Wellbeing Support
At Blackpool and The Fylde College, we offer a wide range of support, including wellbeing and short-term counselling appointments, interactive workshops and support to access self-help resources.

5 Steps to Mental Health Support

Step 1 To access B&FC wellbeing and counselling appointments **please complete the '[Green referral button]'** Responses to this form are monitored twice a day (9-4pm) from Monday to Friday during term time.
 Please note that this is not an emergency service. If you are concerned about your safety or the safety of someone else call your **GP**, **NHS 111** or attend **Accident and Emergency** at Blackpool Victoria Hospital**.**
Step 2 Visit Student Life 'my mental Health and Wellbeing' tile for more information and guided self-help.
Step 3 Access the Mental Health promotions including the monthly student newsletter ['Your mental health and Wellbeing edit'] , drop ins, NHS workshops, roadshows and much more.
Step 4 Access interim and DSA funded specialist mental health support Complete a [referral form]
Step 5 invest in your mental fitness through the Fika.Fika provides all our B&FC community mental fitness support. Fika helps us learn practical mental fitness approaches. The app focuses on 6 skills you can work your way through courses to earn endorsed certificates, which can be added to your CV and LinkedIn How it works …Download Fika and sign up ([Apple] / [Google Play]) or [web]. Find Blackpool and The Fylde College on the list, then enter your B&FC email address.

Need space a quiet space?
Visit the Contemplation rooms for quiet meditation, prayer or just 'time out'.
The Contemplation rooms can be found at:
Bispham Campus - C307 - Third Floor Room - Cleveleys Building
University Centre - SB130 - Second floor Room - South Building
Fleetwood Campus- Room A33 Ground Floor- Halls of Residence

To use the contemplation rooms, visit the main campus reception and sign for the room key.

Safeguarding
A safeguarding concern is if you are worried that you, or someone else, is being, or is at risk of being, harmed, neglected, exploited, abused, or is unsafe in some way. This may be from a stranger, or from someone you know, including someone you are in a relationship with, or a friend.
Safeguarding also encompasses the following themes:
- Preventing radicalisation and extremism
- Promoting equality, diversity, and inclusion
- British Values
- Mental ill health and suicidal ideation.
- If you have a safeguarding concern about yourself or someone else, you don't have to face it alone.
You can:
- Contact a member of the Safeguarding team Call safeguarding hotline on 01253 504444 between the hours of 08:30 – 16:00, Monday to Friday.
- Complete a referral using the Big Yellow Button on Canvas and [Student Life]
- Speak directly to your tutor or another member of College staff who you feel comfortable talking to.
- If you have a safeguarding concern, a member of the team can meet you in person and discuss your worries and offer support, advice and guidance on a range of topics.

Do you need emergency support?
Always call 999 if you need help in an emergency or can't keep yourself safe. [Your GP] or [NHS 111] or 101 for Police non-emergency situations.
Go to Accident and Emergency (24 hour) Victoria Hospital Whinney Heys Rd, Blackpool, FY3 8NR. Alternatively go to your nearest Walk in Medical Centre:
Whitegate Health Centre,Blackpool,FY3 9ES or Fleetwood Health & Wellbeing Centre, FY7 6HP

Need to Talk?

Support is also available externally from the following organisations:

Local services including mental health and debt support, more information is here,
Mental Health Helpline Freephone 0800 915 4640.

Samaritans (24 hour) Freephone 116 123

HOPELINE - Call: 0800 068 4141, Text: 07786209697 or Email: pat@papyrus-uk.org (10am – 10pm weekdays, 2pm – 10pm weekends and bank holidays) or the National Suicide Prevention helpline 0800 689 5652 (24 hr)

LEARNING RESOURCE CENTRES

Whichever campus you study on, the Learning Resource Centres (LRCs) will play an important part in your studies. Our newly refurbished flexible learning spaces can provide you with a mixture of computer, group work and quiet study areas, with access to Wi-Fi, laptop loans and a vast range of resources. You should make maximum use of this facility to log-on to a device, access printing and copying facilities or ask the LRC Advisers for help and advice.

You will have access to a wide range of information through both physical and online resources such as e-books and full text journal databases giving 24/7 support for your academic work. Our library catalogue is available 24/7 allowing you to check reading lists, reserve titles, renew borrowed items and provide direct links to the titles in our extensive eBook central library. Our largest online search tool Discovery is available for you to search for high quality, relevant journal articles to support your studies. All links to databases are available on the LRC Student Life page for ease of access, such as IEEE, ebook central, science direct, comics plus and many more. We can also provide material from other libraries through completing our inter library loan form lending scheme.

Our teams are always happy to offer help and advice. They have in-depth knowledge of your subject area and can support you in finding good quality research material, as well as developing your IT and research skills through one-to-one sessions. Interactive support materials are available through the Learning Resources area on the virtual learning environment, Canvas.
For opening hours please visit your Student Life Learning Resource Centre page or your Microsoft Teams Virtual Libraries. Alternatively, you can Email: LRCs@blackpool.ac.uk or call on 01253 504669.

Self-issue / return facilities are available in all campus LRCs. There are drop-in IT-based facilities with networked computers (including Macs in the LRC at UC) and wireless laptops, colour printing and scanning facilities. In addition, the LRC teams can help you get connected to the Wi-Fi and other college systems. Help with IT issues is available through an online Helpdesk.

You can access computing and copying facilities at any campus, if this is more convenient for you when engaged in independent study, but the majority of physical course specific materials will be located in the LRC on the campus where your course is based.

You will find the essential texts for your course available in the stock and these are regularly updated. Relevant journals and online resources are purchased on an annual basis. For all Higher Education courses, you will have access to online reading lists via KeyLinks, which are accessible through your Canvas Modules. These online reading lists link you to the core eBooks and print resources in the library catalogue, thus enhancing their accessibility.

A 360 of your local LRC is available on Student Life LRC section to get yourself situated before visiting. Your tutor will arrange for us to work with you in follow-up in-depth sessions on key skills such as effective searching of online resources and referencing. Induction sessions are also provided at the start of your programme to help you find your way around technology in the college. Additional one-to-one tutorials are available to all students. LRC support is supplemented by a range of interactive resources on Canvas.

The services provided by the Learning Resources Centre will be an integral part of the Induction Programme for this course.

Digital Resources

Being able to access resources and materials to help you on your course when you need them is very important. Canvas is our Virtual Learning Environment (VLE) and contains lots of key information about your course and is accessible 24:7. As part of your digital induction we will make sure you are able to make the most of this resource.

As a student at Blackpool and The Fylde College you will be provided with a web-based Microsoft Office 365 account. This account provides anytime, anywhere access to a suite of Microsoft programmes including Outlook email and web-based versions of Word, Excel, and PowerPoint. You also get access to your own online storage area so you can download, edit, and save your college work wherever you are.

To find your course materials, log-on to the VLE, the Colleges VLE, Canvas. The VLE contains lesson notes, multimedia materials, quizzes, forums and lots of different tools to help you achieve your academic goals. You may submit your assignments through the VLE and receive online feedback from your tutors. Microsoft Teams also provides easy ways for you to communicate with your tutors and fellow students using messaging, chat rooms and forums.

You can access your Office 365 and VLE accounts by logging into one simple webpage Student Life which also contains useful college information, news and links:

For further queries or support, please email: canvas@blackpool.ac.uk or book a 1-1 Teams session with the Digital Team to support you with using our digital technologies.

Student Life can also be accessed through the Internal Links menu on our website

HE Learning Mentors (HELMs)

Academic development: the team has lots of resources to help you to improve your essay planning, critical analysis and editing skills

Coaching sessions to establish what your goals are and how you will reach them

Hacks to save time and stay organised

Individualised action plans so that you achieve the best outcomes you can

English support to develop your grammar, punctuation and writing skills

Valuable feedback: students who have used the HELM service have seen the quality of their work improve

Employability: all of the skills you develop with your HELM will help you to reach your career goals

How the HELMs can help you
Any student studying a higher education course can access the HELM team and its study resources. The HELMs work with students in a number of different ways so that they can achieve targets, develop confidence and improve advanced skills to reach the highest marks possible.

If you would like to chat about your assignments or anything that is impacting your study, please fill in our referral form. You can also access lots of study resources within your Power to Progress area on Canvas and on Student Life.

- Email us: HELMinfo@blackpool.ac.uk

SUCCEED is Blackpool and The Fylde College's package for Higher Education care leavers, carers and students who do not have any contact with family.

We offer you help with:
- Finance including application for B&FC Access Scholarship. For further information of all B&FC financial support visit the following link https://www.blackpool.ac.uk/support/funding/degrees
- Assignments and exams
- Wellbeing
- Signposting to other services

In addition we offer regular contact, one-to-one support with a named HELM to help you stay on track. For more information on support and eligibility.

For help, advice and information:
- Phone: 01253 504494
- Email: Succeed@blackpool.ac.uk
- Drop in: to the University Centre South Building Entrance

STUDENT UNION

The Students' Union (SU) at B&FC is *your* union. It's made up of students that *you* elect each year, who listen to the student voice and respond to *your* wants and needs. The SU represents students on a range of issues, including equality and diversity, education and social activities, with the aim of ensuring your time here is as interesting and enjoyable as possible.

As a student at Blackpool and The Fylde College, you are automatically free members of the Students' Union, and you are encouraged to play an active role. Our Students' Union is actively engaged in student affairs at local and regional levels so there are opportunities for you to become involved in various campaigns and fund-raising activities. Our aim is to work for the good of the student community and to take an active interest in the development of all students. As such the Union represents the students on a number of academic and College committees where student involvement and comment is welcomed.

The Union provides the framework and financial backing for students to organise trips and events, which can be a great way to broaden your interests and meet new people. With a wealth of information, our Students' Union can also advise you on places to go and things to see and do.

If you need to get in touch, you can contact your Student Union Sabbatical Officer by phone or email.

B&FC Student Union Sabbatical Officer
Tel: 01253 504 518
Email: studentsunion@blackpool.ac.uk

BEING A PARTNER IN YOUR OWN SUCCESS

Higher education is as much about personal change and development as it is about subject knowledge and skills development. By facilitating your development we enable you to take responsibility for your own learning. Students who are fully informed about the opportunities available to them, but who are also aware of their responsibility to engage with those opportunities, are more likely to make effective use of services and resources. It is important that you take advantage of every opportunity to facilitate your success, and to creatively engage with the knowledge you encounter, constructing and reconstructing your own understanding. We will support you to set clear goals, reflect on your progress and develop key graduate skills.

ABSENCE REPORTING

If for whatever reason, including ill health, you are going to be absent from College then you will need to ensure that you make contact with us to discuss how we can support you. This is particularly important if your absence could have a significant effect on your assessment requirements. Should this be the case then you will need to consider the College Personal Mitigating Circumstances procedure the full version of which is available at the link below.

https://www.blackpool.ac.uk/he-regulations

Any personal mitigating circumstances, such as ill health, which may have affected your studies or performance in assessments and examinations, would need to be submitted to the HE Student Administration Manager mitigating.circumstances@blackpool.ac.uk formally by you with supporting evidence, e.g. a medical certificate, following the procedures and in accordance with the deadlines laid down in the College's Personal Mitigating Circumstances Policy.

In the event that you are unable to attend an examination because of illness or other unforeseen circumstances, you must immediately inform your programme leader before the start of the examination. If you are absent from the whole or part of an examination because of illness, a Personal Mitigating Circumstances application form together with a valid medical certificate or other appropriate independent documentary evidence must be forwarded to the HE Student Administration Manager normally within ten working days of the examination.

STUDENT IDENTITY CARD

You must wear your ID badge at all times whilst on College premises. Access to College facilities is dependent on Students having their ID badge. You will also be asked to show your ID badge when sitting exams. You will be challenged if you are not wearing your badge when on College premises. This is to help students and staff feel safe in College.

FOOD ON CAMPUS

When you want to take a break for refreshments on campus, you're well catered for. At the University Centre's Central Hub refectory, **Café Grads,** you can sit down and tuck into a proper meal or just grab a bite and relax in one of the chill-out areas. A **Starbucks** outlet has also just opened in South Building.

A similar-style refectory, **Retreat**, is available at our Bispham Campus or if you fancy a little treat there is also a range of freshly made sandwiches and smoothies in the **Grab and Go** and a **Starbucks.** At the Fleetwood campus the **Refectory** offers traditional breakfast, a wide range of hot food, sandwiches, snacks, and beverages. Visit http://www.blackpool.ac.uk/facilities/shops for more information. At all our campuses, there are also plenty of vending points providing snacks on the go.

Get off to a great start every morning! All Blackpool and The Fylde College students are entitled to a free healthy breakfast.

SPORTS FACILITIES AND COLLEGE TEAMS

Sports facilities are mainly based at the Bispham Campus where there is a sports hall, an all-weather floodlit sports pitch, and a well-equipped gym. Our Fleetwood campus has sports facilities. We have numerous College teams, both men's and women's, with other available sports ranging from volleyball and five-a-side football to table tennis and canoeing. To find out more ask your progress tutor.

ENRICHMENT

Enrichment is about providing you with opportunities to bring your learning to life, developing your range of interests, meeting new friends, and growing as a person. Some activities will be related to your area of study whilst others may not be directly linked. More information is available in your Partners for Success Guide; via the Students' Union and through your progress tutor.

Curriculum-based activities

Whilst studying your chosen subject at College, you will have the chance to see how your subject works in real life and apply that insight to your studies. We also aim, during your programme of study, to develop your employability skills and interview techniques. To provide this valuable enrichment, your programme may feature such activities as guest speakers, trips into industry and overseas visits, 'real life' assignments, competitions, work experience and work placements (some of which can lead to permanent positions).

Extra-curricular activities

College is also as much about the social side as it is about learning. At Blackpool and The Fylde College we offer a vast range of activities, from discounted theatre trips to lunchtime sports activities and book club. Activities are free to everyone enrolled on a course and in most cases, there's no need to book. For more information about what's on check your Partners for Success Guide; visit the Students' Union website or speak to your progress tutor.

Fee-based activities

For those of you who wish to engage in a further range of activities there are fee-based sports activities.

GETTING INVOLVED IN THE QUALITY OF YOUR PROGRAMME

At Blackpool and the Fylde College we believe that you are a member of our higher education and College community and as such your views and experiences are extremely important to us. We want to work in partnership with you to ensure that your experience is the best that it can be both for you and others who study with you. To this end we work hard to engage all students in dialogue about the quality of their learning experiences. You can engage by providing useful feedback on your experiences of modules through Module Evaluation Questionnaires, through being an elected course representative attending student forums and college meetings and through surveys such as the Post-induction survey and the National Student Survey (NSS).

The MEQ (Module Evaluation Questionnaire) surveys give students a chance to put their views across relating to modules and progress meetings during the academic year. You will be asked to rate questions around various themes such as Teaching and Learning, Assessment and Feedback, Organisation, Resources and Facilities, Student Voice, and Overall Satisfaction, as well as to make individual comments if you wish. We can use what the results tell us that you like, or don't like, to make changes and improvements to our HE programmes, as well as look at how we compare with other similar colleges.

ACADEMIC APPEALS

An academic appeal is a procedure which allows you in certain circumstances to ask for a review of a decision relating to your academic progress or award. You can ask for a review of a decision by one of the following:

- A Board of Examiners, both Module and Programme Boards.
- A Personal Mitigating Circumstances Panel
- An application to the College
- An Academic Malpractice Panel

It should be noted that students may only appeal against a decision if they can show that they satisfy one or more of the grounds detailed in the academic regulations. The appeal process cannot be used to challenge academic judgement or appeal simply because you disagree with the marks you have been given.

An academic appeal is different from a complaint so appeals and complaints are looked at under different procedures. A complaint is dissatisfaction about the provision of a programme or academic service or facility or any other service provided by the College.

Students studying either a:
- **Blackpool and The Fylde College Programme**
- **Lancaster University Validated Programme**
- **Scottish Qualifications Authority Programme (SQA Higher National)**
- **BTEC Higher National Programme**

To lodge an academic appeal, you must do so by submitting your appeal within 10 working days of the publication of your results or decision of a panel either by writing to the HE Academic Registrar, Bennett Avenue, Blackpool, Lancashire, United Kingdom, FY1 4ES or by email to: appeals@blackpool.ac.uk

The Academic Appeals regulations and application pro-forma can be found on The Blackpool and The Fylde College website https://www.blackpool.ac.uk/he-regulations

COMPLIMENTS, COMPLAINTS AND FEEDBACK

Blackpool and the Fylde College welcomes feedback from all its students and is committed to improving the quality of the services it provides; we are committed to openness and transparency by providing well publicised and accessible information on how to give feedback or make a complaint.

Compliments, complaints and feedback will be dealt with courteously, fairly and objectively.

We hope that you will never have cause to do so but if you wish to raise a complaint (or you wish to compliment us or provide feedback) please take a look at our Compliments, Complaints and Feedback Procedure which is located on our website here: https://www.blackpool.ac.uk/college-policies

GRADUATION

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MODULE OUTLINES

The following module outlines provide you with a brief overview of the modules and their contents, together with the intended learning outcomes.

HW6E47: Navigational Mathematics and Science
Level 4 - Mandatory

Module Abstract

This unit introduces the mathematical theory required to determine the course and distance between two points on the earth's surface. The unit will examine the concepts of plane and spherical trigonometry and their application in complex navigational calculations. The scientific theory of magnetism will be examined in the context of the earth's magnetic field and its interaction with the ship's magnetic compass and the theory of the marine gyro compass. It will develop knowledge of simple algebra and basic numeracy as well as developing your ability to use a calculator for complex calculations.

Learning Outcomes

1   Describe and apply navigational terms and calculate courses and distances.
2   Describe the basic theory of the ship's magnetic compass and its associated errors and maintenance.
3   Describe the operation of the marine gyrocompass and its associated errors.

Indicative Content

Navigational terms
Plane trigonometry
Spherical trigonometry
Sailings on the earth's surface: (parallel, plane, Mercator and great circle)
Load lines and limiting latitudes
Estimated Time of Arrival (ETA) calculations

Earth's magnetic field
Ship's magnetic field
Compass errors and their causes
Ship's magnetic compass and maintenance

Free gyroscope
Marine gyrocompass
Gyrocompass errors

HW6G47: Bridge Watchkeeping
Level 4 - Mandatory

Module Abstract

This unit will provide you with the tools to maintain a safe and effective watch on the bridge. This includes the application of regulations (i.e. the International Regulations for Preventing Collisions at Sea (IRPCS) and the International Association of Lighthouse Authorities (IALA) buoyage systems), the use of standard procedures and the safe manoeuvring of a vessel.

Learning Outcomes

1   Interpret and apply regulations and systems for the safe movement of vessels.

2   Describe operational and emergency bridge watchkeeping procedures.

3   Explain how to manoeuvre a vessel in a safe and controlled manner.

Indicative Content

Application and interpretation of the IRPCS
Application and interpretation of the IALA Buoyage systems

Bridge watchkeeping procedures itemised in:
— current national regulations
— international regulations
— international and national guidelines
— The International Chamber of Shipping (ICS) Bridge Procedures Guide (BPG)
☐ Communications between bridge and engine personnel
☐ Requirement to call the Master to the bridge
☐ Failure of bridge and engine room equipment
☐ Emergency situations at sea

Factors which have an effect on manoeuvres, turning circles, and stopping distances
Manoeuvring a vessel

HW6H47: Marine Cargo Operations
Level 4 - Mandatory

Module Abstract

This unit is designed to provide you with underpinning knowledge of a range of topics which will allow you to carry out duties safely and efficiently as a Deck Officer of the Watch on board a merchant vessel during cargo operations.

Learning Outcomes

1   Explain the principles and safe working practices for the proper loading, stowage and carriage of dry cargoes and offshore vessel operations.

2   Explain the principles and safe methods of arranging for the proper loading, stowage and carriage of bulk liquid and chemical cargoes.

3   Explain the duties of the Officer of the Watch (OOW) whilst maintaining a deck cargo watch.

4   Explain the precautions and procedures to be taken to prevent pollution of the marine environment.

Indicative Content

Loading, discharging, securing and carriage of dry cargoes
Relevant international and national codes for carriage of cargoes
Procedures to ensure efficient cargo operations
Care and maintenance of cargo handling equipment
Cargo calculations

Loading, discharging, securing and carriage of bulk liquid cargoes
Tank entry procedures
Inert gas systems
Crude oil washing and tank/pipeline cleaning
Ballast management
Single/multiple grade cargoes
Liquid cargo calculations

Safety and security procedures.
Code of safe working practice
Legislative requirements for safe access as per Code of Safe Working Practices (COSWP)
Legislative requirements for lifting appliances as per COSWP
Legislative requirement for cargo documentation and record keeping
Pollution prevention measure during cargo watch
Response to emergencies which may arise during a cargo watch

International Convention for the Prevention of Pollution from Ships (MARPOL)
Shipboard Marine Pollution Emergency Plans (SMPEP)
Hazardous goods
Bunkering operations

HW6J47: Ship Stability: An Introduction
Level 4 - Mandatory

Module Abstract

This unit applies the principles of ship stability for box and ship shape vessels to routine situations. It will develop your knowledge of the principles of hydrostatics, load line calculations, statical stability and transverse stability. It will also introduce topics such as longitudinal stability.

Learning Outcomes

1   Apply the basic principles of hydrostatics to loadline calculations.

2   Apply the principles of statical stability to interpret GZ curves.

3   Apply the principles of transverse stability to list calculations.

4   Apply the principles of longitudinal stability to draught calculations.

Indicative Content

Vessel displacement
Mass, volume, density and relative density
Archimedes principle, hydrostatic data, displacement volume, displacement, buoyancy
Waterline length, breadth, draught, LBP, AW, CW, CB, and freeboard
TPC, FWA and dock water allowance
Displacement, deadweight and TPC tables
Load line and draught marks
Load line calculation
Hydrometer use

Centre of buoyancy, centre of gravity, initial transverse metacentre, righting lever, righting
Moment, metacentric height
Stable, neutral and unstable conditions of stability at small angles of heel
GZ curves
Stiff and tender vessels
Angle of loll

Effect on G of loading, discharging and moving weights
List
Difference between list and loll and the methods of correction
Changes in stability during the voyage
Free surface and the dangers and effect at small angles of heel
Effect of tank subdivision and density on free surface
Allowance for the effect of free surface

True Mean Draught (TMD), Longitudinal Centre of Flotation (LCF), Longitudinal Centre of Gravity (LCG), Longitudinal Centre of Buoyancy (LCB), Trimming Moment and Moment to Change Trim 1 cm (MCTC)
Apply the principles of longitudinal stability to calculations involving the inter-relationship of draught, trim, weight and their positions

HW6K47: Naval Architecture: Ship Construction
Level 4 - Mandatory

Module Abstract

This unit will introduce you to the significant features of a ship's structure and the salient features of a range of ship types. It will also cover topics such as the location, cause, effect and means to counteract internal and external forces exerted on a ship and introduces you to the use of ship's stress-calculating equipment for monitoring structural loads.

Learning Outcomes

1   Identify the significant features of a ship's structure.

2   Describe the salient features of a range of ship types.

3   Explain ship stresses and use ship stress calculating equipment.

Indicative Content

Standard terminology pertaining to ship construction
Framing systems
Structural features with regard to keel, side shell and decks
Structural features with regard to holds, cargo, double bottom and peak tanks
Structural arrangements to ensure the vessel's watertight integrity
Structural arrangements in areas liable to damage in heavy weather
Structural arrangements with regard to openings in the hull or deck
Structural arrangements to ensure continuity of strength
Piping and pumping systems

Tankers (oil, gas and chemical tanker)
Cargo ships (general cargo, ro-ro, container, bulk carrier)
Passenger ships
Support vessels (supply, stand-by vessel and tugs)
Specialist vessels (surface effect vessels, high speed craft)

Causes and effect of stresses in still water
Causes and effect of stresses in a seaway
Structural features to resist shearing and bending
Stress calculating machines

HW6N47: Nautical Science: Graded Unit 1
Level 4 - Mandatory

Module Abstract

Graded units are a means of ensuring that you have achieved the overall aims and objectives of the HNC by assessing the integration of knowledge and skills. Nautical Science Graded Unit 1 assess your ability to assimilate sufficient information across a range of units to operate a vessel safely with regards to the stability, navigation, cargo, and requirements identified in international maritime law. This unit will assess the above at the level of operational responsibility as defined in STCW 78 as amended.

Learning Outcomes

1   Obtain a Certificate of Competency as a Deck Officer.

2   Responsibly keep a watch at sea and in port.

3   Effectively navigate a vessel by traditional and modern means.

4   Operate a vessel in a safe and effective manner.

5   Work with others in a safe and effective manner.

6   Deal with emergency situations.

7   Understand current maritime legislation.

8   Undertake MCA written and oral examinations.

HW6P47: Chartwork and Tides
Level 4 - Mandatory

Module Abstract

This unit will introduce you to use of, caring for and the correction of charts and publications carried aboard ship. You will learn about position fixing using charted objects, calculating compass errors and deviation by terrestrial means, determining the compass course to steer and counteracting tidal stream and leeway to make passage plan way points by measurement from the chart. You will review general theories of the cause of tides, which includes calculations involving times and heights of tides worldwide.

Learning Outcomes

1   Identify recommended procedures to ensure that all charts and publications are maintained and corrected.

2   Use Mercator charts for visual position fixing methods.

3   Use chartwork techniques to amend and update the vessel's passage plan.

4   Use tidal terminology and calculate times and heights of tides worldwide.

Indicative Content

Types of charts
Carriage of nautical publications on board
Storage and handling of charts
Procedures for ordering charts and publications
Correction logs for charts and publications
Contents and use of chart catalogue
Weekly and cumulative lists of Admiralty Notices to Mariner
Commercial systems for maintaining charts and publications

Navigational properties of a Mercator chart
Plotting positions on a chart
Chart symbols
True, gyro and compass courses
Chartwork techniques to determine position
Dead reckoning and estimated positions using water and ground tracks
Estimated Time of Arrival (ETA) to reach a given position

Principles of passage planning
Appropriate regulations and guidelines in passage planning
Adjustments to the vessel's course and speed to take account of passage plan requirements

Theory of tides and their causes
Tidal definitions and calculations
Admiralty tide tables and tidal software

HW6R47: Marine Meteorology: An Introduction
Level 4 - Mandatory

Module Abstract

This unit introduces marine meteorological observing methods, codes, and the weather services available to shipping. It develops knowledge of meteorological processes and the identification of, and weather associated with, the main synoptic systems as well as knowledge of the circulation of the atmosphere and oceans. It is primarily aimed at students who intend to seek sea-going employment as a Merchant Navy Deck Officer. However, it could also be studied by someone with an interest in the subject area.

Learning Outcomes

1   Describe meteorological observing methods, use of meteorological instruments, use of world meteorological organization (WMO) codes and weather services available to shipping.

2   Explain meteorological processes.

3   Identify and describe the weather associated with the main features of a synoptic chart.

4   Describe the general circulation of the atmosphere, the main climatic zones over the oceans and the ocean currents of the world.

Indicative Content

Meteorological instruments
Beaufort scale
The organisation of the WMO
Weather services available to shipping
Non-instrument meteorological observations

Meteorological characteristics of the troposphere
Characteristics and causes of geostrophic and surface winds
Processes of formation of cloud and precipitation
Causes of reduced horizontal visibility

Surface charts
Main synoptic patterns
Air masses
Weather associated with the main synoptic patterns

General circulation of the atmosphere
Main climatic zones over the oceans
Ocean currents of the world

HW7247: Marine Emergency Response and Communication
Level 4 - Mandatory

Module Abstract

This unit will introduce you to the internationally recognised distress signals at sea. You will consider the action to be taken when language difficulties are encountered at sea and the correct procedures to be followed when transmitting or receiving information by visual signalling using Morse code or flag signals as per the International Code of Signals (ICS). The unit will also enable you to transmit and receive Morse code and flag signals using equipment found on board all merchant vessels.

Learning Outcomes

1   Explain how to respond to distress signals in a maritime situation.

2   Describe IMO approved communication procedures used to avoid misinterpretation at sea.

3   Transmit and receive information by visual means, as directed by the International Code of Signals.

Indicative Content

Distress, urgency, and safety signals:
— Annex IV of the International Regulations for Preventing Collisions at Sea. International Convention for the Safety of Life at Sea, International Aeronautical and Maritime Search and Rescue Manual. Annual Summary Admiralty Notice to Mariners-Notice No.4
— Ships in distress, Statutory Distress Signals, EPIRBs and SARTs
— Radio watch for and reception of distress signals
— Sunken submarine
— Aircraft casualties at sea
— RT Distress procedure
— Instructions to lookouts

Communication with the distressed craft in accordance with international regulations and procedures:
— Action on receiving a distress signal
— Recording the distress message
— IAMSAR manual: communications

Obtaining information on the position and nature of the distress
— Components of the distress message
— Identification, position, nature and kind of assistance required
— Other information
— Technique of homing on radio signals

The further action required to comply with contingency planning and master's instructions:
— IAMSAR Manual: action by assisting ships
— Immediate action
— Proceeding to the area of distress
— On board preparation
— Aircraft casualties at sea
— Follow a contingency plan

Planning and preparation for a search:
— Categories of distress incidents: coastal and ocean
— Abbreviations, terms and definitions
— Communications: internal and external
— Co-ordination of search and rescue operations
— Designation of search and rescue mission coordinator and on scene coordinators and their responsibilities
— Responsibility of other craft in the co-ordinated search
— Search patterns taking into account drift, leeway, visibility and type of assistance available

— Drift patterns of disabled vessels with relation to wind and currents
— Rendezvous
— Establish a datum point before commencing search pattern
— Contingency planning and training

How to conduct a search
— Proceeding to the area of distress
— On board preparation
— Action by assisting ships
— Approaching the scene, radar search
— Arrival on scene, implement search plan
— Assistance by Search and Rescue (SAR) aircraft
— Homing on radio signals
— Aircraft casualties

How to conduct a rescue
— When survivors in the water/boats/rafts
— From ditched aircraft
— Fire
— Heavy weather
— Evacuation by helicopter

How to terminate Search and Rescue (SAR) operations
— Care of and questioning of survivors
— Decision to terminate, factors to consider
— Reports to authorities

The general arrangements for search and rescue
— The global maritime distress and safety system
— In addition to ships, the assistance which may be given by authorities around the coast of the United Kingdom
— Ships' position and reporting systems

The obligations and responsibilities for assistance at sea and the action to be taken to render assistance
— IAMSAR Manual
— Annual Summary of Admiralty Notices to Mariners — Notice 4
— Consultation with other stations answering the distress
— Legal obligations
— Exemptions from answering a distress
— Logbook entries

☐ IMO standard marine communication phrases
☐ International code of signals
☐ Radio distress communication procedures

☐ Send and receive signals using Morse code by means of flashing light
☐ Send and transmit signals using the International Code of Signals

HW7347: Marine Law and Management: An Introduction
Level 4 - Mandatory

Module Abstract

This unit will introduce you to the relationship between law, codes, and other forms of guidance. You will develop your awareness of the law, codes and guidance relating to ship and crew safety and operations. The unit covers the principles of personnel management at operational level.

Learning Outcomes

1   Explain the systems of law and guidance operating at national and international level.
2   Describe the legal and guidance regulations relating to different areas of operations and safe practices on-board a ship.
3   Analyse leadership and management techniques used on-board and explain factors affecting management of personnel on-board at the operational level.

Indicative Content

The English legal system including statute law, common law and application of international law
Criminal and civil law including examples and court procedures
Legal and non-legal regulations and compliance

Content and application of maritime legislation relating to safety, environmental protection and quality
Content and application of maritime legislation relating to employment, certification and training of seafarers
The source and content of legislation and guidance concerning operational procedures and practices
Implementation of standards through port and flag state control
Record keeping and providing evidence on occurrence of incidents

Shipboard and shoreside management structures
Principles of management adopted on-board ship
Applying management techniques in the workplace
The importance of a safety conscious, communicative environment

HW6M48: Celestial Navigation
Level 5 - Mandatory

Module Abstract

This unit will develop your knowledge of the instruments, publications and processes required to successfully fix the ship's position and calculate compass errors using a range of celestial bodies. It will also introduce you to the theory and principles of celestial navigation and develop your understanding of the reasoning behind the processes, thus allowing you to successfully apply their underpinning knowledge at sea.

Learning Outcomes

1   Demonstrate the correct use and maintenance of relevant precision instruments.

2   Apply the principles and concepts of the celestial sphere to navigation techniques.

3   Evaluate the accuracy of gyro and magnetic compasses using celestial objects.

4   Determine the position of a ship using a range of celestial navigation techniques.

Indicative Content

Using and maintaining the sextant
Parts of the sextant, possible errors and methods of correction
Sextant observations (vertical and horizontal)
Use and maintenance of the chronometer
Coordinated Universal Time (UTC), Greenwich Mean Time (GMT) and Chronometer Time
Local Mean Time (LMT), Zone Time (ZT) and Standard Time (ST)

Key components of the celestial sphere
Use of the Nautical Almanac to find the Greenwich Hour Angle (GHA), Local Hour Angle (LHA) and declination of sun stars and planets
Use of Nautical Almanac altitude correction tables
Predicting the time of twilight, meridian passage, sunrise and sunset
Using UTC, GMT, LMT, ST and ZT
Factors influencing the suitability of celestial bodies for sights
Use of planet and star diagrams in the Nautical Almanac
Star charts or short method tables to pre-compute altitudes and azimuths of stars to determine availability for position fixing
NP323 star finder and identifier
Star constellations
Random and systematic errors
Resolution of the cocked hat

Calculation of compass error and deviation by means of azimuths of celestial bodies and amplitude of the sun
Calculation of compass error using Polaris
The reliability of compass errors obtained from celestial objects in relation to random and systematic errors

Use of nautical almanac to find the time of meridian passage for the sun

Application of TZD to declination to obtain latitude

Correction of true altitude of polaris to obtain position line and latitude

Marc St. Hilaire method (by calculation or short method tables) to obtain a position line and a point through which it passes

Plotting position lines

Fix the vessel's position by means of celestial observations

HW7448 MMTI: Marine Passage Planning
Level 5 - Mandatory

Module Abstract

This unit is designed to provide you with knowledge of the principles of voyage and passage planning. It will develop your navigational skills through the appraisal, planning, and evaluation of a passage plan. This will include contingency plans for emergency situations. Critical analysis and evaluation skills will be developed through the monitoring of the completed plan and the recording of any necessary changes or alterations to the plan.

Learning Outcomes

1   Appraise the intended passage.

2   Plan and document a passage

3   Evaluate a completed passage plan.

4   Implement and monitor appropriate solutions for situations which arise during a passage.

5   Perform calculations relating to a vessel's position.

Indicative Content

Principles of passage planning
Passage planning legislation
Charts and publications
Sailings, great circle sailings and tidal calculations
Availability of navigational aids
Ship reporting and weather routeing
Landfall and confined water procedures

Great circle, composite great circle and rhumb line routes
Distance and courses on great circle, composite great circle and rhumb line route
Tidal heights, times and streams to ensure the passage is made safely
Co-tidal/co-range charts
Landfall and port approaches
No go areas and navigational hazards
Accuracy of position fixing
Wheel over positions
Document the passage plan

Factors affecting the execution of the passage plan including:
— Tidal considerations for underkeel clearance
— Traffic considerations
— Navigational accuracy
— Meteorological conditions
— Condition of the vessel
— Vessel traffic systems and reporting schemes
— Monitoring the passage plan

Contingency plans for critical navigational areas
Adjustments to the passage plan for routine changes
Adjustments required to the plan for adverse environmental conditions

Solution and evaluation of astronomical observations including resolution of the 'cocked hat' problem
Adjustments required to the plan to comply with Search and Rescue (SAR) or medical emergencies

HW7548: Management of Bridge Operations
Level 5 - Mandatory

Module Abstract

This unit will provide you with a broad knowledge of the regulatory aspects of professional practice as required by the Standards of Training Certification and Watchkeeping Convention (STCW 95 as amended) at a management level. The unit will enable you to identify sources of information that will contribute to the safe manning and safe navigation of a Merchant Vessel in all stages of its voyage. You will examine the factors that determine the manoeuvrability of a ship and how a ship can be handled in a wide range of situations both routine and emergency.

Learning Outcomes

1   Establish watchkeeping arrangements and operational and safety procedures to comply with statutory and international requirements regarding navigation.

2   Explain how to manoeuvre and handle the ship in all conditions.

3   Analyse the principles of the operation and errors of a marine gyro compass.

Indicative Content

Statutory and international regulations regarding watchkeeping arrangements on board ship
Masters standing and night orders and general watchkeeping duties
Position fixing systems
Master/pilot relationship
Bridge procedures prior to arrival, departure, encountering heavy weather/ice, at sea and in port

Propulsion and steering systems
Factors affecting manoeuvring
Manoeuvring characteristics
Berthing and unberthing manoeuvres
Anchoring
Routine and emergency manoeuvres

The controlled gyroscope
North settling gyroscope
Gyrocompass errors
Gyrocompass interfaces

HW7648: Applied Marine Meteorology
Level 5 - Mandatory

Module Abstract

This unit is about interpreting and evaluating meteorological, climatological and oceanographic data, with the objective of forecasting the weather and sea conditions that may be encountered during a voyage.

Learning Outcomes

1   Analyse the major features of surface synoptic charts.

2   Analyse the features of the major global climate zones.

3   Analyse surface oceanographic processes and data.

4   Evaluate the effect of meteorological and climatological processes on passage planning.

Indicative Content

Major features of surface charts
Development of surface pressure systems
Movement of surface pressure systems
Decay of surface pressure systems
Weather conditions associated with types of surface pressure systems

Major global climate zones
Weather conditions associated with the major climate zones

Oceanographic processes that drive surface ocean currents
Oceanographic data
Oceanographic conditions that may be encountered during a voyage

Ocean weather routing of ships
Presentation of meteorological and climatological data
Weather and sea conditions that may be encountered during a voyage

Module Abstract

This unit is designed to develop your knowledge and understanding of the theory and practice affecting stability, trim and structural loading for the safe operation of ships. It also covers current national and International Maritime Organisation (IMO) regulations concerning stability and the use of stability and stress calculating equipment used on board ships.

Learning Outcomes

1   Apply the theories affecting ship stability, trim and stability calculations.

2   Analyse the factors and calculations concerning stability at large angles of heel.

3   Analyse and use stability/stress diagrams and stress calculating equipment.

Indicative Content

Stability information required to be carried on board ship
Loading, discharging, shifting weights, effect on a vessel's transverse stability
Loading, discharging, shifting weights, effect on a vessel's longitudinal stability
Stability and trim worksheets

Compliance with IMO (International Maritime Organisation) intact stability requirements and loadline rules
Compliance with IMO (International Maritime Organisation) grain code requirements
Factors affecting GZ curves
Changes in stability at large angles of heel
Effect of damage and flooding on stability
Effect of turning on a vessel's stability
Effect of rolling and synchronous rolling on a vessel's stability

Types of shipboard stress
Shear force and bending moments curves for box shaped vessels
Stress calculating equipment

Module Abstract

This unit is about the link between UK legislation and international treaties applicable to the shipping industry. The unit will develop an understanding of the law of the sea and jurisdiction over ships in various areas of the ocean. The unit also covers UK legislation in health, safety and employment law, the application of contracts, the law of torts and the master's responsibility for ship operations and commercial law.

Learning Outcomes

1   Evaluate the principles and application of UK legislation and international treaties applicable to the shipping industry.

2   Analyse international requirements to ensure safety of ship, life, cargo, and the protection of the marine environment.

3   Analyse UK legislation with regard to the laws of contract, torts, and maritime liens applicable to the Merchant Navy.

4   Analyse the application of commercial law to ship operations and the role of Master in its application.

Indicative Content

International law and its transition into UK national law applicable to the shipping industry
United Nations Convention on the Law of the Sea
Flag and port state legislation
Classification societies
Health, safety and employment legislation applicable to the shipping industry

Requirements of international conventions; Safety of Life at Sea (SOLAS) and Marine Pollution (MARPOL)
Standard of Training Certification and Watchkeeping (STCW) convention on seafarers and marine industry in general
Maritime Labour Convention 2006

The law of contract, including how contracts are formed, the use of conditions and warranties and the breach of a contract
The law of torts applicable to the marine industry with emphasis on the tort of negligence.
The law and rules of agency, including the master as agent of necessity.
The law of possessory and non-possessory maritime liens

International conventions and UK national law on maritime contracts of carriage of goods
Maritime insurance and the roles of underwriters and P&I clubs in accordance with the Maritime Insurance Act 1906
Commercial role and legal responsibility of the master in vessel operations
Commercial role and legal responsibility of the master in emergencies and incidents
Legal procedures on arrival at, and on departure from, a port

Module Abstract

This unit will introduce you to the various aspects of shipboard management and safety management systems, including management of personnel, operations, and resources on board in accordance with current legislative requirements. You will look at the role of the senior officer with regards to health and safety, budgeting, employment law, and management of shipboard resources.

Learning Outcomes

1   Analyse personnel management theory as it applies to the role of a senior officer.

2   Apply budgetary control in a shipboard context.

3   Interpret and apply employment law, quality assurance legislation and safety management systems to shipboard operations.

Indicative Content

Concepts of personnel management theory
Methods of implementing management theory
Methods of guidance and counselling, discipline, and appraisal

Budgetary control theory methods
Basic financial information

Legislation regarding employment of seafarers
Purpose of quality assurance, codes, and guidance
Methods of developing safety cultures and the role of safety management systems
Auditing procedures

HW7A48: Marine Vessels: Structures and Maintenance
Level 5 - Mandatory

Module Abstract

This unit introduces you to the legislative requirements regarding the construction of vessels, including the structural requirements for vessels with respect to the handling and carriage of cargo. It covers the ship construction features and systems that may be used to limit damage as well as the properties, construction, and maintenance of materials. It also covers the methods of maintaining ship's equipment/fittings and preparing for statutory surveys.

Learning Outcomes

1   Analyse the structural requirements and features of a vessel.

2   Analyse maintenance requirements, methods, and procedures.

3   Explain how to prepare for dry dock and for the survey of hull, fittings, and equipment.

Indicative Content

Structural requirements for vessels with respect to:
(a) Assignment of loadlines
(b) Requirements and codes for the construction of specialised vessels
Ship construction features and systems that may be used to limit damage
Fire protection, fire detection and fire extinction on ships

Properties of materials
Steelwork processes
Corrosion and material failure
Planned maintenance systems
Safe use of maintenance equipment and material

Ships plans
Ship dry-docking requirements
Survey requirements

HW7C48 MMTI: Management of Vessel Operations
Level 5 - Mandatory

Module Abstract

This unit will explore the planning and operational procedures for the safe stowage and securing of dry cargo and the safe handling of oil, gas, and chemical cargo. It is also about the planning and operational procedures for passenger operations.

Learning Outcomes

1   Analyse and plan cargo operations for dry cargoes, including loading, discharging, securing and cargo handling equipment and safe operating procedures.

2   Analyse and plan cargo operations for bulk liquid cargoes, including loading, discharging and cargo handling equipment and safe operating procedures.

3   Analyse the planning and operational procedures for passenger operations.

4   Calculate cargo quantity within the constraints of prevailing legislations and contact of carriage.

Indicative Content

Dry cargo operations and legislative requirements
Cargo operation management and control
Cargo stowage and securing legislation
Cargo handling equipment

Liquid cargo operations and legislative requirements
Liquid cargo operation management and control

Passenger operations to meet legislative requirements
Passenger operations: control and monitoring

Loadline zone calculation
Quantity on board (bulk liquid calculations)
Quantity to load to fill the hold using stowage factor and broken stowage
Draught surveys

HP6L47 MMTI: Information Technology: Applications Software 1
Level 4 - Mandatory
Module Abstract

This Unit is designed to enable you to use Information Technology (IT) systems and applications independently to support a range of information processing activities. You will develop a broad knowledge of the theoretical concepts, principles, boundaries, and scope of IT applications. These activities will be centred on using software applications packages to meet complex information requirements while paying attention to security and the needs of other users.
Learning Outcomes

1   Operate a range of IT equipment independently, giving attention to security and to other users.
2   Use a range of software application packages to meet complex information requirements.

Indicative Content
The different components of a computer system and how to use them, (i.e. mouse or other pointing device, keyboard, monitor, disk drive, processor, printer, scanner, etc.)
The functions of tools such as file managers, print managers, control panels and how to use these

The ways in which data can be kept secure, (e.g. encryption, passwords, backups, virus protection) and how security procedures can be used to meet the needs of all users of a computer system

The causes of some common software and hardware problems, (e.g. cable connections, device settings, software option settings) and what action to take to resolve these
Methods for assessing information requirements and designing solutions using IT

How to use straightforward and complex features of a range of software application packages (these can be word processing, spreadsheet, database, simulation, graphics, communications, (i.e. Internet, intranet, email, etc.), audio/music, animation, video, multimedia, desktop publishing, data logging and retrieval, control, or other packages)

How to integrate data types within a software application package

How to integrate information from more than one software application package

The content and search facilities of a range of computer data sources

Factors to consider when working out a search strategy when using a computer data source

How to extract information from a local and a remote computer data source

HW7E48: Nautical Science: Graded Unit 2
Level 5 - Mandatory

Module Abstract

This graded unit is designed to provide evidence that you have achieved the principal aims of the AD Nautical Science.

The main aim and objective of the AD Nautical Science is to provide a student with the underpinning knowledge for UK Maritime and Coastguard Agency Deck Officer Certificates of Competency. This graded unit aims to ensure that you can draw together the information gained from the HN Units with respect to the management of safe navigation of a vessel and both analyse and process it at a level appropriate for the 'Chief Mate/Master' Unlimited Certificate of Competency.

Learning Outcomes

1   Evaluate the knowledge and skills required for the conduct of safe marine passage

2   Critically analyse the principles of management of bridge operations

3   Interpret and analyse the principles of applied marine meteorology

HW7F48: Nautical Science: Graded Unit 3
Level 5 - Mandatory

Module Abstract

This graded unit is designed to provide evidence that you have achieved the following principal aims of the AD Nautical Science.

Learning Outcomes

1   Analyse and evaluate the principles of ship stability

2   Analyse and evaluate the principles of Management of Vessel Operations

3   Interpret and evaluate the principles of Shipmaster's Law and Business

Module Abstract

This unit is about the operating principles of marine power plants, the function of a vessel's auxiliary machinery and the concepts of control systems from the point of view of the master of a vessel.

Learning Outcomes

1   Describe the operating principles of marine power plants.

2   Describe the function and operation of a vessel's auxiliary machinery.

3   Define engineering terms and describe the concepts of control systems.

Indicative Content

Operating principles of diesel and turbine plants.
Factors affecting fuel consumption and accurately perform fuel calculations.

Function and operational limitations
Awareness of the relevant regulations
Steering and manoeuvring systems

Marine engineering terms.
Operation of vessel monitoring and control systems.

EQUIPMENT REQUIREMENTS

You will be required to purchase the following items for your course, these can be purchased from any supplier therefore prices may vary:

Compass, Parallel rule, Dividers, Drawing instruments, Pens, Pencils, Erasers

Candidates will need calculators as specified by the rubric of individual module and as permitted by the College. The College approved models are Casio FX- 70, Casio FX- 85GT Plus and Casio FX 115 MS. These may be purchased from any source. You will require access to a computer or laptop with internet access.

Learning Resources are provided on-site at Fleetwood Nautical Campus and free for students to use within normal college working hours. You should check with MMTI for information on recourses and timings when available.

Notice of Eligibility for MCA Orals exam must be applied for by the students' directly prior arrival at Fleetwood for SQA exams and short courses.

There is a cost of £220 (22/23) for the Notice of Eligibility, please see MSN 4274

STUDENT PROTECTION PLAN

The B&FC Student Protection Plan sets out the measures that we have put in place to protect you as a student in the unlikely situation where a risk to the continuation of your studies arises. Our plan has been approved by the Office for Students and is available on our website through the following link https://blackpool.ac.uk/office-for-students