



**STUDENTS HANDBOOK**  
**For BTEC RQF programmes**

Last updated @Dec 2022

<b>Contents</b>	<b>Page</b>
<b>1. General Information for students.....</b>	<b>3 -</b>
<i>Office hours .....</i>	<i>- 3 -</i>
<i>Centre Discipline.....</i>	<i>- 3 -</i>
<i>Student information .....</i>	<i>- 3 -</i>
<i>Student Registration.....</i>	<i>- 3 -</i>
<i>Arrangements for tropical cyclones and heavy persistent rain.....</i>	<i>- 4 -</i>
<i>Student Feedback Mechanisms.....</i>	<i>- 5 -</i>
<i>Safety Information .....</i>	<i>- 5 -</i>
<b>2. Programme Information .....</b>	<b>6 -</b>
<i>Programme Aims.....</i>	<i>- 6 -</i>
<i>Programme Structure.....</i>	<i>- 6 -</i>
<i>Induction .....</i>	<i>- 6 -</i>
<b>3. Teaching.....</b>	<b>11 -</b>
<b>4. Assessment and Regulations.....</b>	<b>11 -</b>
<i>Assignments submission .....</i>	<i>- 11 -</i>
<i>Grading.....</i>	<i>- 13 -</i>
<i>Claiming Certification.....</i>	<i>- 15 -</i>
<i>Plagiarism and Malpractice Policy .....</i>	<i>- 16 -</i>
<i>Appeal Policy .....</i>	<i>- 17 -</i>
<i>Interruption or Withdrawal of Studies .....</i>	<i>- 18 -</i>
<i>Enrolment and payment of program fee.....</i>	<i>- 18 -</i>
<i>Refund policy.....</i>	<i>- 19 -</i>
<b>5. Useful forms.....</b>	<b>20 -</b>

## 1. General Information for students

### Office hours

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

### Centre Discipline

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

### Student information

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

### Student Registration

Advised by BTEC since Aug 2013, the name of qualification title was slightly changed from: "Edexcel BTEC Level 5 HND in Construction....." to become "Pearson BTEC Level 5 HND in Construction.....", with qualification remain unchanged.

Students must pay Pearson-BTEC programme registration fee(s) before the commencement of the programme(s) concerned ie. For students who have completed the Level 3 programme and wish to enroll BTEC Level 4 or Level 5 programme, they have to pay the corresponding BTEC registration fee(s).

Apart from the above-mentioned programme registration, students also need to do programme enrolment and to pay programme fee on or before the enrolment deadline for each semester. Late enrolment may be accepted subject to the reasons provided by students and

availability of seat inter alia. There is a fee of HK\$200 payable per each module for late enrolment.

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

### **Arrangements for tropical cyclones and heavy persistent rain**

#### Tropical Cyclones

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

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

#### Heavy Persistent Rain

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

### **Contacts**

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

Email: [info@cpegrouphk.com](mailto:info@cpegrouphk.com)

Phone: +852 25126303

## **Student Feedback Mechanisms**

### **Programme and Module Evaluation**

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

### **Safety Information**

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

## 2. Programme Information

This student handbook is for below Pearson BTEC programmes:

<b>Qualification Title</b>
Pearson BTEC Level 4 HNC in Construction and the Built Environment (Surveying) (RQF)
Pearson BTEC Level 5 HND Diploma in Construction and the Built Environment (Surveying) (RQF)
Pearson BTEC Level 4 HNC in Construction and the Built Environment (Civil Engineering) (RQF)
Pearson BTEC Level 5 HND Diploma in Construction and the Built Environment (Civil Engineering) (RQF)

### **Programme Aims**

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

### **Programme Structure**

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

### **Induction**

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

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

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

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

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

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

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

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



**Pearson BTEC Level 4 HNC in Construction and the Built Environment (Civil Engineering): (Entry from Jan 2018)**

	<b>Modules</b>
1	Individual Project
2	Construction Technology
3	Science & Materials
4	Construction Practice & Management
5	Construction Information (Drawing, Detailing Specification)
6	Maths for Construction
7	Principles of Structural Design
8	Tender & Procurement

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

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

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

### **Annual registration of learners fee**

An annual fee – HK\$220 subject to the change of BTEC for each year a learner remains on a Pearson BTEC HN programme. This will enable Pearson to track learners annually and follow their achievements and progression onto the HND.

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

### **English Language Requirement**

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

- Common European Framework of Reference (CEFR) B2
- IELTS 5.5 (including 5.5 for reading and writing)
- PTE 51
- or equivalent (e.g. center-devised test)

### 3. Teaching

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

### 4. Assessment and Regulations

#### Assignments submission

- For each module, tutors provide “Submission Schedule” to students together with the assignments question. The schedule shows clearly the submission deadline dates. All submission must be made on or before 7:30 pm of the said deadline dates;
- Tutors will give comments to student assignment. Students may re-submit their assignments for grade improvement, until they have achieved a “PASS”, within the pre-set timeline;
- There is a fee of HK\$250 payable per module beyond the NINE weeks period abovementioned. This applies to assignment submission within a maximum period of NINE months counted from the last lecture of the module.
- CPE will carry on handling assignments submission for a maximum period of NINE months if students fail to achieve a “PASS” grade as abovementioned. After this NINE month period, students will be required to re-take the module concerned and to submit new assignment(s).
- Students have to submit their assignments to CPE reception counter in hardcopy printout, and students are advised to keep a softcopy.
- For each assignment submission, it should come with a cover sheet and assignment marking sheet (provided by CPE). Students allow to resubmit assignments until a “PASS” grade has been reached. In case

of resubmission assignments, students are required to submit with past assignment history to tutors for further marking. This will make easier for tutors to trace student's feedback and record.

- The assignment must be in the form of a written report.
- Submission by fax or any electronic submission is not accepted.
- All assignments submitted will be kept by CPE for BTEC's standard verifier inspection, and CPE will dispose of the assignment upon completion of the inspection.

### **Resubmissions**

A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment.

- Only **one opportunity** for reassessment of the unit will be permitted.
- Reassessment for course work, project or portfolio-based assessments shall normally involve the reworking of the original task.
- A student who undertakes a reassessment will have their grade capped at a Pass for that unit.
- A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.
- A student must make resubmission within **15 working days upon** the receipt of the original assessment decision.

### **Retake**

The following applies to a student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:

- At the provider's discretion and Assessment Board, decisions can be permitted to repeat a unit.
- The student must study the unit again and payment of the unit fee.
- The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit. The assessor cannot award a merit or distinction grade for a retake.
- Units can only be repeated once. There is only one assessment opportunity in the retake.
- No further submissions or retakes are allowed after the retake.

## Grading

Assessment decisions for Pearson BTEC Higher Nationals are based on the specific criteria given in each unit and set at each grade level. The criteria for each unit have been defined according to a framework to ensure that standards are consistent in the qualification and across the suite as a whole. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of the qualifications.

Assessors must show how they have reached their decisions using the criteria in the assessment records. When a student has completed all of the assessment for a unit then the assessment team will give a grade for the unit. This is given simply according to the highest level for which the student is judged to have met all the criteria. Therefore:

- **To achieve a Pass**, a student must have satisfied all the Pass criteria for the learning outcomes, showing
  - coverage of the unit content and therefore attainment at Level 4 or 5 of the national framework.
- **To achieve a Merit**, a student must have satisfied all the Merit criteria (and therefore the Pass criteria)
  - through high performance in each learning outcome.
- **To achieve a Distinction**, a student must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a student completing assignments. Students who do not satisfy the Pass criteria should be reported as Unclassified.

### Summary of Grades

<b>In order to achieve a pass in a unit</b>	<ul style="list-style-type: none"> <li>• all learning outcomes and associated assessment criteria have been met</li> </ul>
<b>In order to achieve a merit in a unit</b>	<ul style="list-style-type: none"> <li>• all learning outcomes and associated assessment criteria have been met</li> <li>• all merit grade descriptors are achieved</li> </ul>
<b>In order to achieve a distinction in a unit</b>	<ul style="list-style-type: none"> <li>• all learning outcomes and associated assessment criteria have been met</li> <li>• all merit and all distinction grade descriptors are achieved</li> </ul>

### Conditions for the Award

Conditions for the award of the HND

To achieve a Pearson BTEC Level 5 Higher National Diploma qualification a student must have:

- completed units equivalent to 120 credits at level 5
- achieved at least a pass in 105 credits at level 5
- completed units equivalent to 120 credits at level 4
- achieved at least a pass in 105 credits at level 4.

Conditions for the award of the HNC

To achieve a Pearson BTEC Level 4 Higher National Certificate qualification a student must have:

- completed units equivalent to 120 credits at level 4
- achieved at least a pass in 105 credits at level 4.

The calculation of the **overall qualification grade** is based on the student's performance in all units to the value of 120 credits. Students are awarded a Pass, Merit or Distinction qualification grade using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement.

- All units in valid combination must be attempted (120 credits)
- At least 105 credits must be Pass or above
- All 120 credits count in calculating the grade
- The overall qualification grade is calculated in the same way for the HNC and for the HND
- The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only.

	Points per credit
Pass	4
Merit	6
Distinction	8

## Point boundaries

<b>Grade</b>	<b>Points boundaries</b>
Pass	420-599
Merit	600-839
Distinction	840+

### **Claiming Certification**

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

### **Duration of Study**

Students must complete the HND & HNC programmes within 46 months and 22 months respectively after the date of BTEC registration.

## **Plagiarism and Malpractice Policy**

### **Plagiarism & Malpractice by students**

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

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

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

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



## **Appeal Policy**

### Aim:

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

### Procedure:

If students consider the assessment decision disadvantage to them, they can question or appeal against assessment decision. There are four stages that they can proceed on the question or appeal process:

Stage 1 – Informal: Students can consult their teacher/assessor within 10 working days following the assessment decision, to discuss such an assessment decision. If unresolved, the issues will be documented and proceed to Stage 2.

Stage 2 – Review: The assessment decisions will be reviewed by the Centre staff with validity, fairness and unbiased. The student will be notified of the findings and agrees or disagrees, in writing, with the outcome. If unresolved, the issue will proceed to Stage 3.

Stage 3 – Appeal Hearing: Centre programme leader or Head of Centre will hear the appeal, which is the last stage of the Centre. If the case is unresolved, then this will carry on Stage 4.

Stage 4 – External Appeal: The grounds for appeal and any supporting documentation will be submitted by the Centre to BTEC/Pearson within 14 working days after completion of Stage 3 where a fee will be levied on the student's account.

This appeal policy will be reviewed regularly by the Centre.

## **Interruption or Withdrawal of Studies**

**Withdrawal** is the cessation of study.

### **Interruption of Studies**

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

### **Process for Withdrawal and Interruption of Study**

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

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

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

### **Enrolment and payment of program fee**

Students are required to apply enrollment at CPE at the beginning of each new semester. They have to pay the program fee which is chargeable on a module basis, and/or semester basis, on or before the payment/enrolment due date.

There may be “Early Bird Scheme” to encourage students to enroll earlier. It can be paid in the form of book coupons, or program fee discount, of which reduction will be made in the last installment of the program. (Details of the scheme will be posted in CPE website).

The Centre reserves the right not to enroll the students when they are found not paying the program fee after the due date.

Any students not paying the program fee are not allowed to attend the lectures.

## **Refund policy**

It covers

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

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

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

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

## **5. Useful forms**

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

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

---

Appendix 1

**BTEC - To withdraw or take an interruption of study**

Student Number

Given Name

Family Name

Address for Correspondence:

Programme Name:

I wish to: a) Withdraw from program

b) Interrupt the study  (please  box)

For interruption of study, I will resume my studies on \_\_\_\_\_

Reasons why requesting this action:

Program Unsuitable

Medical Reasons  support for medical or doctor certificate

Financial Reasons

Work Employment  support with employer letter

(please  box)

Others (please explain) \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**INTERNAL USE ONLY**

Programme Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

---

**Change of Personal Details**

**STUDENT NUMBER:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

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

TITLE \_\_\_\_\_

SURNAME \_\_\_\_\_

GIVEN NAME(S) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE (DAY) \_\_\_\_\_

(NIGHT) \_\_\_\_\_

FACSIMILE \_\_\_\_\_

MOBILE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_