

# Course Handbook

Preparation for Uniformed & Emergency Services  
SCQF Level 4



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# Welcome and Overview

As you begin your student experience with us, you are entering a supportive and vibrant learning community built on mutual respect and collaboration.

At UHI Inverness we are committed to providing you with the resources you need to thrive academically and personally. Our Student Support Centre and The Bothy, our drop-in workshop and support venue, are open every weekday to assist you every step of the way. They are both located behind reception at the Inverness Campus.












We also offer cost-of-living support such as our foodbank, The Larder, and our free toiletries cupboard, The Cubby, which can both be found in the atrium. Additionally, we provide three free car parks and bike storage at the Inverness Campus and there are public service bus stops in our grounds.

As part of our commitment to create a healthy and inclusive environment, we are proud to maintain a smoke-free campus. Smoking and vaping are only permitted in the smoking shed by car park one. Please refrain from smoking at entrances, exits, and approaches to our campus buildings to uphold our clean and welcoming atmosphere.

We are excited to welcome you to UHI Inverness and look forward to supporting you throughout your time with us.

Please read the [Welcome Guide](#) and [Key Information Booklet](#). There is a variety of information contained in these guides, some of which will be of greater relevance to you as you work through the course. They are there to dip in and out of when you feel you need a bit more information.

## Key Contacts

Your Personal Development Advisor (PDA) is:		Dougie Carstairs
Your PDA's phone number is:		07384 246335
Your PDA's email address is:		<a href="mailto:Dougie.Carstairs.ic@uhi.ac.uk">Dougie.Carstairs.ic@uhi.ac.uk</a>
Our Student Support phone number is:		01463 273208
Our Student Support email address is:		<a href="mailto:Student.Support.ic@uhi.ac.uk">Student.Support.ic@uhi.ac.uk</a>
Our Learning Support Team email address is:		<a href="mailto:Additionalssupport.ic@uhi.ac.uk">Additionalssupport.ic@uhi.ac.uk</a>
Our Wellbeing Team email address is:		<a href="mailto:Wellbeing.ic@uhi.ac.uk">Wellbeing.ic@uhi.ac.uk</a>
Our Library phone number is:		01463 273248
Our Library Team email address is:		<a href="mailto:Library.ic@uhi.ac.uk">Library.ic@uhi.ac.uk</a>
Campus Reception		01463 273000
The Bothy email address is:		<a href="mailto:Thebothy.ic@uhi.ac.uk">Thebothy.ic@uhi.ac.uk</a>
Highlands and Islands Student Association		<a href="mailto:Hisa.inverness@uhi.ac.uk">Hisa.inverness@uhi.ac.uk</a>

# Aims of your Course

The aim of the course is to prepare you physically and mentally for a career in the Uniformed & Emergency Services (U&ES). The aims of the award have been divided into principal aims and general aims. The principal aims define the vocationally specific competences and knowledge that candidates will develop. The general aims are more general and reflect the overall thrust of the award.

## Principal aims –

- Prepare candidates who are considering a career in the U&ES by providing an introduction to the entry requirements and induction into the U&ES.
- Equip candidates with the skills and knowledge that will lead to a qualification that will enable the candidates to reach the recruitment requirements of the U&ES.
- Enable candidates to make an informed judgement of their own suitability to a career within the U&ES.
- [Improve employability, enterprise and citizenship skills. Linking in with Curriculum for Excellence –](#)

The purpose of the curriculum, planned on this basis, is to make sure that learners acquire the four capacities of Curriculum for Excellence:

- **S** - Successful Learners
- **C** - Confident Individuals
- **R** - Responsible Citizens
- **E** – Effective Contributors

They will demonstrate this by becoming more independent and successful in their learning, by having greater knowledge and more secure understanding, and by being able to use the knowledge that they have more effectively.

## General aims –

- Enable progression within the Scottish Credit and Qualifications Framework (SCQF)
- Preserve and build upon existing good practice.
- Ensure compatibility with feeder qualifications, in particular Skills for Work (SFW) in Uniformed and Emergency Services (Intermediate 1)
- [Develop Core Skills](#) – A group of five skills key to learning and working in today's world: Communication, Numeracy, Information and Communication Technology, Problem Solving and Working with Others. Core Skills equip learners to assume the active, flexible, and responsible role that modern workplaces need and society expects.
  - Communication
  - Numeracy
  - Information and Communication Technology
  - Problem Solving
  - Working with Others
- [Develop Meta skills](#) – Meta-skills are innate, timeless, higher-order skills that create adaptive learners and promote success in whatever context the future brings.
  - Self-management
  - Social intelligence
  - Innovation

# Structure of your Course

The units you may study are as follows:

Unit Code	Unit Title	Credit	Semester
D71310	Sporting Activity - Badminton	1	IN2
F82A10	Sporting Activity: Mountain Biking	1	IN2
ICTIN4	Introduction to ICT	1	IN1
J12K74	Uniformed and Emergency Services: An Introduction	1	IN2
CPROJ4	Communication Project 4	1	IN2
D73510	Sporting Activity - Volleyball	1	IN1
F5FK10	Accident Prevention and Emergency Procedures	1	IN12
F5FL10	Fitness for the Army	1	IN12
NUMIN4	Introduction to Numeracy	1	IN2
F3GD10	Problem Solving	1	IN1
F5FH11	Map Reading and Land Navigation	1	IN2
F82810	Sporting Activity: Hillwalking	1	IN1
HK4T44	Exercise and Fitness: Circuit Training	0.5	IN1
HK4R44	Exercise and Fitness: Resistance Training	0.5	IN2
STUADV	Studies Advisor	1	IN12
F82C10	Sporting Activity: Orienteering	1	IN1
F5FJ10	Assist with an Event	1	IN2

IN1 = Semester 1 IN2 = Semester 2 IN12 = Semester 1 & 2

The units that make up this qualification are a combination of those approved by the Scottish Qualifications Authority (SQA) and Skills register units designed to enhance your learning.

The course covers a wide range of knowledge and skills to enable effective preparation both physically and mentally for a career in the U&ES. The award focuses on Fitness, Confidence and Knowledge (Core Skills and Specific knowledge for the U&ES). Furthermore, the National Certificate (NC) in Army Preparation at SCQF level 4 is embedded in the course and provides an effective balance of theory and practice.

The award will assist in raising candidates' confidence and motivation. Feedback from centres, on candidates who have completed the award, show that candidates' confidence and self-esteem are greatly enhanced by this qualification.

The U&ES award is designed to equip candidates with the skills and knowledge required to meet the entry requirements of the U&ES, it provides an opportunity for candidates to make an informed choice with regards to a career in the U&ES.

The U&ES award includes all five Core Skills and transferable skills and, as such, is suitable for a wide variety of employment opportunities or progression to further educational programmes.

Target groups – The target group for this award includes:

- School leavers
- Adult returners
- Those looking for a change in career

Employment opportunities – The U&ES is primarily designed for those candidates interested in entering a career with the U&ES. However, the award includes core skills and transferable skills which would be suitable for a wide variety of employment opportunities.

The units that make up this qualification are a combination of those approved by Awarding Bodies, for example, SQA and Skills register units designed to enhance your learning

## Progression Routes to Further Study and Employment

The curriculum area map clearly shows where this programme sits within this wider curriculum area, and the future progression routes which may be open to you after successful completion of this course.

You may wish to continue your studies and apply for a place on the Sport & Fitness level 5 course.

Please see curriculum area map on next page.

### **Other options may include:**

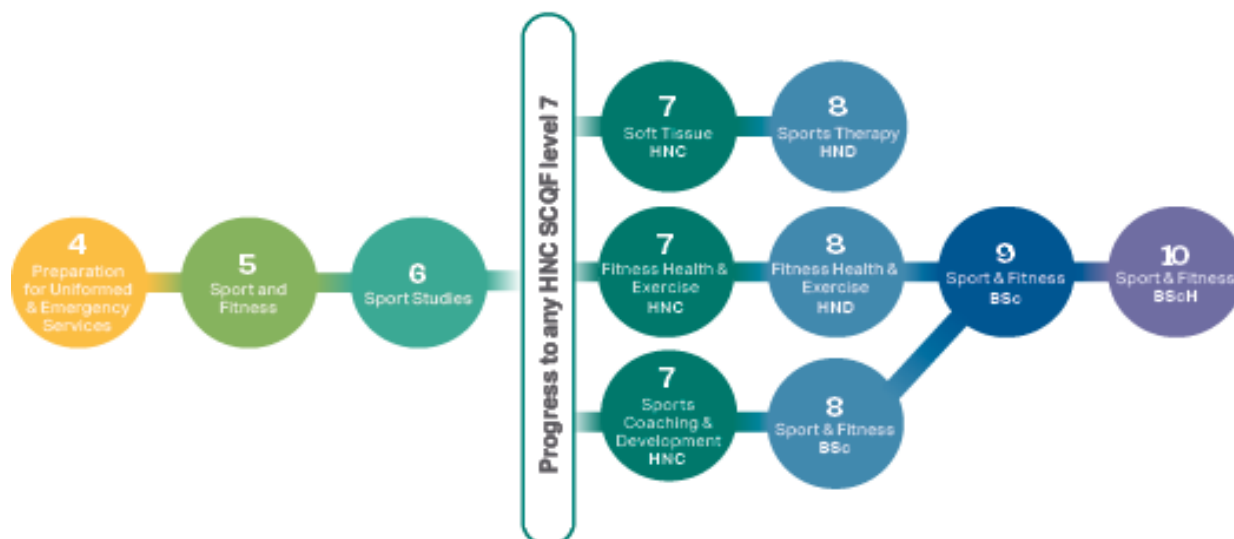
- Entry to Uniformed and Emergency Services
- Continue with Education
- Civilian Employment (Sport Industries)

You will discuss all these options and anything else with your Personal Development Advisor (PDA) during your personal interviews throughout the year and specifically when discussing progression.

# Sport

Course	SCQF	Mode of study
Preparation for Uniformed and Emergency Services	4	Full time
Sport & Fitness	5	Full time
Sports Studies	6	Full time
Sports Coaching and Development HNC (UCAS code U06XC)	7	Full time
Soft Tissue HNC (UCAS code U161B)	7	Full time
Fitness Health and Exercise HNC (UCAS code U206C)	7	Full time
Fitness Health and Exercise HND (UCAS code U006C)	8	Full time
Sports Therapy HND (UCAS code U036C)	8	Full time
Sport and Fitness BSc (Honours) (UCAS UC600)	8 9 10	Full time

## Sport progression route



# Get Tech Ready

You will be using lots of different digital tools and systems as a student with us.

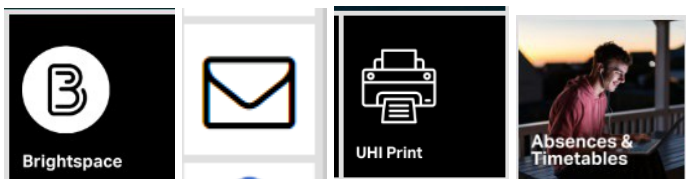
The following information will help you prepare for starting your studies.

We have also listed some of the main services you will be using when you start with us:

MyDay, our student portal – Some of the key tiles include:

- Brightspace, our virtual learning environment
- Mail
- UHI Print
- Absences & Timetables

The screenshot shows the MyDay student portal dashboard. The top navigation bar includes the UHI logo, 'Student Home', and 'PERSONALISE'. The main content area features a large banner for '81% Student satisfaction' and a 'Newsroom' section with articles on 'Money May' and 'Who Cares? Scotland'. Below these are various service tiles such as 'Mahara', 'Webex', 'Dropbox', 'OneDrive', 'Outlook', 'Tasks', 'Access Portal', 'Brightspace', 'Handshake', 'UHI Print', 'Referencing', 'Service Desk', 'The Red Button', 'Library Account', 'UHI Records', 'Chat to Servicedesk', 'My Student ID', and 'Essential Skills'.





# Personal Support Whilst Learning

Congratulations on taking a brave step onto a new pathway to learning!

We understand that throughout the course of your learning journey you may experience personal difficulties or life events which make studying more challenging. Our aim is to offer the care, support and guidance required to help you achieve your goal of successfully completing your studies.

If you are studying full time at SCQF Level 6 or below (Further Education **FE** level) you will be assigned to a **Personal Development Advisor (PDA)**.

Your **PDA** should be **your first point of contact** for any support needs, queries or concerns you may have.

## Your PDA

We have a team of Personal Development Advisors (PDAs) who will be available to provide advice and guidance to support your personal development while you study with us. The PDA is not academic support but is a focal point for pastoral care and will work in partnership with your academic teams to support you whilst you study.

### Your PDA is Dougie Carstairs

If you need to see your PDA during College hours, you should make an appointment via email or in an emergency on the mobile number provided or via the Student Support Centre.

General student support will also be offered through the Student Support Centre which is open during term time from 0830 to 16.30hrs, Monday to Friday.

### You can contact me on:



01463 273208 or Mobile: 07384 246335



[Dougie.Carstairs.ic@uhi.ac.uk](mailto:Dougie.Carstairs.ic@uhi.ac.uk)



If your PDA is not available you can contact the other PDA in your curriculum area, or our Student Support team – [Amanda.Campbell.ic@uhi.ac.uk](mailto:Amanda.Campbell.ic@uhi.ac.uk) ; [Student.Support.ic@uhi.ac.uk](mailto:Student.Support.ic@uhi.ac.uk)

# PDA Time

You will be scheduled to have specific time with your PDA throughout the course of the year. It is very important that you attend these sessions as they are designed to help you manage your wellbeing and ability to study effectively.

Sessions could include:

- Induction and orientation information
- Team building activities
- Wellbeing and resilience tools
- Coping with stress strategies
- Employability, careers advice and preparation
- Finance and budgeting information, support, and guidance

Your PDA can also help you with a wide range of other concerns you may have such as:

- Attendance and attainment concerns
- Course information and choices
- Finance – funding support, applying for hardship funds, if required
- Help filling in forms – course and funding applications
- Accommodation – help and advice on where to look
- Childcare information – local nurseries
- Progression after your course – What to do next and where to look for help and support

Your PDA can also refer you to more specialist services for wellbeing, counselling, general and additional support for learning, funding, welfare needs and additional help and guidance for managing your transition into student life.

This list is by no means exhaustive. Your individual needs are important to us, whatever the situation, we will listen and try to help.

If your PDA is not available, you can drop into the Student Support Centre behind reception at the Inverness campus and the team will aim to provide the answers you need or find someone who can.

**The Student Support Centre is open from 0830 to 1630, Monday to Friday.**

Alternatively, you can contact us –



01463 273208



[Student.Support.ic@uhi.ac.uk](mailto:Student.Support.ic@uhi.ac.uk)

## Recommended Texts / Reading List

There are no set recommended texts for this course, but your tutors may advise further reading pertaining to individual subjects.

You can take out 15 books at a time from the Library and there is a drop-box and in the Ground Floor Atrium where you can leave books if the Library is closed.

## Lost Property

Lost property can be handed in to the reception desk at the Inverness campus or Balloch campus. Items such as clothing, bags shoes will be held for **one month** only. After such time these will be sent to local charities. Items such as earphones and water bottles will be destroyed after **one month**. Valuables items (passports, driving licences, mobiles, purses, wallets, bags and jewellery) will be taken to the Police on a **monthly** basis.

**Bank cards** are **not** considered valuable and will be kept for **one** week before being destroyed by the Estates Team or our Data Protection Officer, who will shred on our behalf.

Items containing food or drink will be disposed of immediately.

## Opening Times

Opening times can be viewed on our webpage. Please select the relevant campus:

[Study - Our campuses \(uhi.ac.uk\)](#)

## References

### **Useful information about UHI Inverness**

Includes strategies, publications and Student Code of Conduct

[About us - Publications \(uhi.ac.uk\)](#)