

# Administration and General Information

## Course Contents

- Health & Safety.
- Introduction.
- Course resources.

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# Health & Safety

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## Health & Safety

- Fire meeting points
- Use of Tools
- Electric shock
- DC Current and RF Burns

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## Introduction.

### [The Grasp Assignment.](#)

- These are set to help you evaluate your understanding of a subject.
- Typically these should be completed in less than fifteen minutes. However no matter what stage you have reached you should stop after one hour has elapsed.
- Understanding is the focus, completion is a by product, however, **submission is vital.**

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## Introduction.

### [The Grasp Assignment.](#)

- These assignments are only submitted in draft or rough form preferably by electronic means (Email and attachment) if possible.
- They should be submitted ideally within 48 hours of being set unless the assignment brief sets a different criteria.
- Draft or rough form does **assume** that the contents are readable.

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## Introduction.

### [The Grasp Assignment.](#)

- When completing an assignment :-
- Work alone (no collaboration).
- Show all working (including any mistakes).
- If you are unable to progress the assignment comment on what you think you are being asked to do or what you have to do next, **however**, do not just restate the question.

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## Introduction.

### [The Grasp Assignment.](#)

- Also
- On your work sheet record date and the start and end time you have spent working on the assignment. (*This may be the electronic submission part of the assignment*)
- The Grasp assignment carries no assessment marks, however, some of the tasks may be suitable for inclusion in main course work.

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## Introduction.

Information for  
future use. ■

Information you ■  
need to understand  
for the next level of  
study.

### The Learning Process

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## Introduction.

Information for  
future use. ■

Information you ■  
need to understand  
for the next level of  
study.

### Our basic learning exercises



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## Introduction.

Information for  
future use. ■

Information you ■  
need to understand  
for the next level of  
study.

### First level extended learning exercises



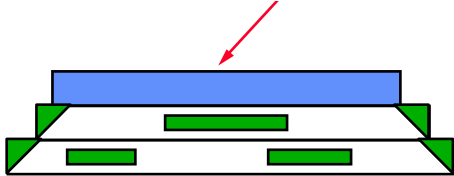
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## Introduction.

Information for  
future use. ■

Information you ■  
need to understand  
for the next level of  
study.

Next level extended learning exercises



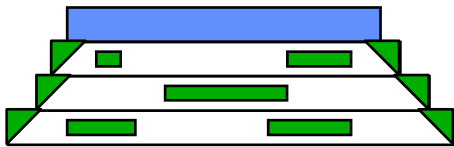
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## Introduction.

Information for  
future use. ■

Information you ■  
need to understand  
for the next level of  
study.

More extended learning exercises



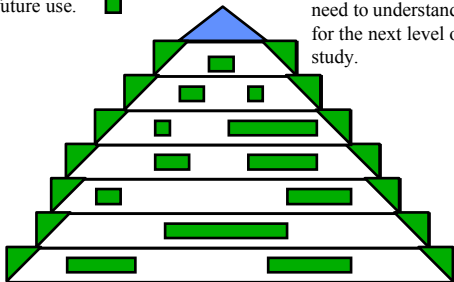
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## Introduction.

The final subject outcome

Information for  
future use. ■

Information you ■  
need to understand  
for the next level of  
study.



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# Course Resources

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## Course Resources.

- You will need these for every session:-
  - (1) Pens (Ideally a range of colours)
    - BLACK RED GREEN BLUE etc.
  - (2) A Hardback Book (A4 or A5 size) for use as a LOG book and for keeping your notes.
  - (3) Optional items:-
    - Pencils, Rubber, Ruler, additional note books.

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End Slide

**Revision Page**

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