



PGCE SECONDARY

**CARDIFF SCHOOL OF
EDUCATION AND SOCIAL POLICY**

Induction Information

2019



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from the PGCE Secondary Programme Director

Dear Student Teacher

Welcome to the PGCE Secondary programme at Cardiff Metropolitan University. You are joining a newly designed, exciting and innovative programme, co-constructed with lead partnership schools. We believe that teaching is important, rewarding and demanding and we hope that you will enjoy the challenge of preparing to enter one of the great professions.

The purpose of the programme is to help you become a confident, committed and effective teacher. Much is known about good teaching and during your year with us you will learn many skills. We have high expectations of you in terms of hard work, enthusiasm and creativity, subject knowledge and teaching ability. Teaching is about learning: learning to reflect on, question and readjust your own practices and about focusing on the learning processes of pupils.

You should arrive at Cardiff School of Education & Social Policy, Cyncoed Campus in plenty of time for an introductory lecture from Programme Leaders at **9.00am on 9th September 2019**. Sessions will be held in Lecture Theatres 1 and 4. Please check the schedule below to find out which lecture theatre you will attend, depending on your subject. You will be given a timetable for the first week which will include sessions for the whole cohort and group sessions, which will help you to get to know each other. During that week, key information will be provided concerning groups and assignments. Content of sessions will also consist of Subject Studies, Cross-Curricular Responsibilities (literacy, numeracy, digital competence and pupil wellbeing), Welsh Development, and Professional Studies. You will also attend a Digital Competency Framework Conference on Friday 13th September. You should be prepared for sessions to start at 9am and finish at 5pm.

On the first day you will need to bring with you your relevant GCSE and degree certificates, if not previously provided.

The rest of this pack contains information on the code of conduct expected of you whilst you are a student at Cardiff Metropolitan University, a map and specific information on library and IT facilities, details about registration and an update on Initial Teacher Education Training requirements.

You need to be aware that you will be audited during the first few weeks of the programme on literacy and numeracy. These tests will take a similar format to those you completed as part of your interview. You may want to re-visit our website to familiarise yourself with these again and engage in some self-study to refresh your knowledge.

The programme is intensive and will require full commitment from you in order for you to gain the most from it and to be successful. Nevertheless, we believe that the programme will give you a very good start in your chosen profession so that you will be able to play a full and very important part in shaping the learning, attitudes and prospects of the children you will teach.

I look forward to welcoming you in September.

Viv John - Programme Director

2. Useful Information

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd
Cardiff School of Education & Social Policy | Ysgol Addysg Caerdydd
Cyncoed Campus | Campws Cyncoed

POSTGRADUATE CERTIFICATE IN EDUCATION PROGRAMME

IMPORTANT:

Please send in confirmation of results (if you haven't already done so) which were stipulated in your offer e.g. Degree/GCSE/A level results to:

Lisa Bowen

Head of Admissions

Marketing and External Relations

CARDIFF METROPOLITAN UNIVERSITY

Llandaff Campus Western Avenue CARDIFF

CF5 2YB

It is also essential that you undertake the Enhanced Disclosure process with the Disclosure and Barring Service (DBS) via our online service – GB Group, using the link sent to your personal email address.

REMINDER:

IN THE EVENT OF YOU NOT INTENDING TO ACCEPT AN OFFER OF A PLACE ON THE PGCE PROGRAMME, YOU SHOULD INFORM US IMMEDIATELY SO THAT SOMEONE ELSE IS GIVEN THE OPPORTUNITY OF ACCEPTING IT.

FINANCIAL SUPPORT

Financial evidence will only need to be provided if you or an employer are paying your fees. **If you fail to show evidence of support, it may result in you paying full course fees as stipulated in the 'tuition fee charge – information.'**

Students receiving support from Student Finance Wales/England will not need to provide evidence as the University will receive automatic confirmation.

TERM DATES FOR ACADEMIC YEAR 2019-2020

Autumn Term: 9th September 2019 to the 20th December 2019

Spring Term: 6th January 2020 – 3rd April 2020

Summer Term: 20th April 2020 – 19th June 2020

NB 1: You should note that since 120 days school experience are a statutory requirement of any ITET PGCE Programme (see later in pack) there are a couple of days set aside before the Final Exam Board on 19th June for anyone to make up missed days through, for example, illness. **ALL** students are required to attend final Cardiff Metropolitan University sessions on Wednesday 17th and Thursday 18th June 2020.

NB 2: The above dates take precedence over any generic Cardiff Metropolitan University term dates you may have received.

NB 3: No holidays should be booked until you are fully aware of all expectations whilst on the programme.

3. Outline of your First Day

TIME	ACTIVITY	GROUPS	Venue/Staff
9 - 10	Lead Lecture: Welcome and Introduction	Group 1: Maths, Science, DT, ICT, PE Group 2: Music, Art, Drama, English, Cymraeg, MFL, Geography, RE, History	Lecture Theatre 1 Steve McCarthy Lecture Theatre 4 Viv John
10 – 11	Subject	Subject Welcome & Icebreakers	TBC / Subject tutors

TIME	Maths, Science, PE	DT, ICT, Art, English, MFL	Music, Drama, Cymraeg, Geography, RE, History
11 - 12	BREAK	BREAK	BREAK
12 - 1	ENROLMENT	Directed Study	Lead Lecture: Curric. Cymreig & Welsh Language Lecture Theatre 4 Gina Morgan
1 - 2	Lead Lecture: Curric. Cymreig & Welsh Language Lecture Theatre 1 / Gina Morgan		Lead Lecture: New Curriculum for Wales Lecture Theatre 4 / Viv John
2 - 3	Lead Lecture: New Curriculum for Wales Lecture Theatre 1 / Steve McCarthy		ENROLMENT
3 - 4	Directed Study	ENROLMENT	Directed Study
4.30	Cardiff Partnership Launch – Archer's Arena – ALL Students & Staff		

4. Enrolment Procedures

Enrolment is an important process which confirms your status as a Student. You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF) and your Enhanced DBS check cleared and verified by Admissions.

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard. A scheduled time for collection of your MetCard will be given to you during your Induction.

Library & Information Services

You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard

A scheduled time for collection of your MetCard is stated within your **Induction Week** information. Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please [click here](#).

Fees

Your programme fees for September 2019 entry have been set at £9,000. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. You should already be aware of these costs.

5. Code of Conduct

Cardiff Metropolitan University

ALL STUDENTS – CYNCOED CAMPUS

Whilst a student on this course, we would be grateful if you would comply with the following:

a. Consideration for others

- Keep the noise down on campus.
- Radios, stereos, musical instruments etc. may not be played for recreative purposes in any part of the teaching blocks and rooms where students congregate.
- Care should also be taken when leaving the campus at night. Close car doors quietly and do not speak loudly or use car horns.

b. Dress in the Dining Areas

- A reasonable standard of dress must be adhered to at all times (No working clothes or unclean clothing will be accepted, i.e. PE Games Wear (Shorts/Vest); Art working overalls. CLEAN tracksuits are acceptable wear.

c. Care of Property

- Maximum care should be taken of both personal and University property. Damage to the latter should be reported at once to the Campus Services Officer. Students responsible for such damage may be required to meet the cost of repair and replacement. All University property (including equipment and library books) on loan to students should be returned as required to the Schools concerned.
- Damage to Halls of Residence property should be reported to the Institute Halls Manager. Damage to Students' Union property should be reported to the Students' Union Office. Once again, students may be required to meet the cost of repair or replacement.

THE VALUE OF A STUDENT'S PERSONAL BELONGINGS SHOULD BE COVERED BY A COMPREHENSIVE INSURANCE POLICY TAKEN OUT BY THE STUDENT OR HIS/HER PARENTS. THE UNIVERSITY CANNOT ACCEPT RESPONSIBILITY FOR LOSSES SUSTAINED.

(Insurance advice may be obtained, if required, through the Students' Union or the Accommodation Officer.)

It is important that all items of clothing – and other property – be clearly and permanently marked with the owner's name. Enquiries about lost property should be made to the Main Reception Area or Students' Union Office.

d. Care of the Grounds

- Good environmental conditions are important to the living standards of all the University community. In this respect, you are requested to deposit your litter in the waste bins provided. It is in everybody's interest that the lawns and grounds are not abused. Games are NOT permitted on the grassed areas around the hostels, and should be restricted to playing fields. Under no circumstances should cars be taken on the grassed areas.

Again, please pay particular attention to avoiding litter on the campus.

e. Cars on Campus

- Parking is by PAY and DISPLAY – the main parking for students is on the left as you come up the main driveway and just BEFORE the barrier.
- Parking space at the Cyncoed Campus is severely limited. Priority is given to non-resident students. **No Resident Students are therefore granted parking permission** except under very special circumstances – for information contact Andrew West, Facilities Manager, Cardiff Metropolitan University – Llandaff Campus, Western Avenue, Llandaff, Cardiff, CF5 2SG.

NB

- A speed limit of 5mph must be observed in all parts of the campus grounds.
- Cars entering the campus after 10.30 pm should do so with the minimum of disturbance to residents.
- **On no account should cars be driven on pathways and grassed areas as this causes serious damage to paths and underground water pipes and services.**
- All parking will be in the designated zone.
- Parking is not allowed in the entrance area.
- The car park at the front of the building is reserved for staff only.
- In the interest of safety all directional signs, speed limits and road markings must be observed.

f. Bicycles on Campus

- Students may only keep bicycles in designated areas where bicycle racks are located. Bicycles must NOT be kept in hostel blocks.

g. College Bar

- All students and their guests will abide by the Code of Behaviour established in the Bar Constitution.

All resident students and their guests will abide by the Hall of Residence Code of Behaviour.

h. Campus IT Facilities

- Students using the IT facilities on campus must take maximum care of the facilities and act responsibly in the open access rooms.
- The campus is serviced by its own IT advisers; further details about all things 'IT' can be found at: <http://tsr.uwic.ac.uk/learning/IT/Pages/Home.aspx>

i. Guests

- ALL STUDENTS ARE RESPONSIBLE FOR THE BEHAVIOUR OF THEIR GUESTS AT ALL TIMES AND MUST DRAW THEIR ATTENTION TO THE CODE OF CONDUCT.

6. The Cyncoed Learning Centre

The Learning Centre enables access to a broad range of modern integrated Learning facilities appropriate to those studying in Higher Education and has resulted from the implementation of the Learning and Teaching Strategy. The Centre responds to the development of student-centred and self-directed learning as part of that same strategy. With professional support and guidance, well-equipped study areas, and access to a wide range of Learning Resources and ICT facilities, the Centre intends to cater for all, including those with special needs. Features include hearing loops, assistive software, low level points at the issue desk and dedicated PC stations.

Study & Research Areas: The Centre provides a flexible environment that includes rooms for students to book, for planning or practising presentations and assignments, or other self-study and group-work activities.

The Learning Centre also houses a quiet study room, teaching experience collection and a video conferencing studio. The main book collection, reference material and current Journals are displayed on the ground floor.

Learning materials: A range of learning materials in the form of books, journals and electronic media are available with high quality printing facilities, to support the Courses on offer at each Campus. Multi-skilled staffs are available to support users with enquiries from basic to detailed levels. User education sessions are also available. Black and white and colour photocopiers and printers are all available to support these facilities.

Normal term-time opening hours for access to study areas and learning material and further details can be found at:

<http://tsr.uwic.ac.uk/Learning/LC/Pages/Cyncoed-Learning-Centre.aspx>

Study Advice Services: Study advice and learning support is available to all Cardiff Metropolitan University Students. Study advisors are available to help with things like referencing, preparing a presentation and so on. Further details about support and help with on-line study skills and presentation skills programmes are available 24hrs a day off or on Campus by using the following URLs or via Blackboard:

<http://tsr.uwic.ac.uk/Learning/AcSkills/Pages/Home.aspx>

<http://tsr.uwic.ac.uk/learning/Help/Pages/home.aspx>

You can also email: academicskills@cardiffmet.ac.uk