

MA Education: Policy and Practice
MA Education: Additional Learning Needs

SCHOOL OF EDUCATION & SOCIAL POLICY

Induction & Enrolment Information
PART TIME
Academic Year 2019



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

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1. Welcome message from the Programme Director

A very warm welcome to the Postgraduate CPD Framework at Cardiff Metropolitan University's **Cardiff School of Education and Social Policy**.

We are a team of experienced professional educators dedicated to the academic and professional development needs of a range of education professionals.

Our teaching team consists of staff employed as full-time lecturers and researchers, augmented by a range of part-time colleagues who bring additional perspectives from contemporary education policy and practice.

Each year we welcome a diverse group of students to our postgraduate learning community, including practising teachers, youth and community workers, and other education professionals who study with us part-time. We also welcome our full-time students from the UK and a variety of international locations.

Our students tell us that this diverse mix of students offers tremendous peer learning opportunities, and we hope you will be encouraged to learn and develop lasting connections with other students.

Our teaching staff are experienced in recognising and responding to the requirements of postgraduate students. It is our job to encourage and support you to fulfil your academic and personal potential. Every student is allocated a personal tutor at the start of the academic year to help with goal setting, to be a point of contact for reviewing academic and professional progress, and to respond flexibly to any issues which may be affecting academic progress.

We would like to extend our best wishes for a successful and enjoyable experience as you embark on the MA.

CPD Framework Team

2. Pre-enrolment Module Choices

Our programme has been revised this year to include a range of module types. Some of the modules have assessment tasks which can be completed without the need for work experience. Other modules will have assessment tasks that require students to engage with education practice in order to demonstrate application of theory to practice. As part-time students, most of you will be in some form of employment in an education organisation, and can fulfil practice requirements within your workplace context.

If you are not likely to be employed within an education organisation during the time you are enrolled on the MA, you should discuss this with the Programme Director as soon as possible so we can make sure you have all the help and support you need in choosing the right modules for your situation.

Information about module choices and timetables are still being finalised / currently being prepared and will be forwarded to you as soon as possible. Please see a draft version of the module choices / module overview as attached. Timetables will be available shortly.

Please contact Dr Susan Davis by email at sdavis@cardiffmet.ac.uk Susan will be able to advise on module choices and any work experience requirements. Please email Susan to set up an informal discussion about module choice (if you have not already done so) before the start of term.

OPPORTUNITY TO STUDY THE CREATIVE RESEARCHER in block format (Research Methods) IN SEPTEMBER Summer school

The module MAE7121 The Creative Researcher is compulsory for all students taking the dissertation, and it is assessed by preparing a research proposal so you can start your dissertation as soon as possible. **The module will be delivered in a teaching block on Friday 13th September from 5.00 – 8.00. Saturday 14th September 9.30-4.00 and Sunday 15th September 9.30 – 4.00** at Cyncoed Campus. We already have quite a few students wishing to make this early start. If you would like to take this option, or discuss/ask questions re attendance requirements, please contact the module leader Andrew Morgans at: amorgans@cardiffmet.ac.uk

There will be another opportunity to study it in a different format as set out on the draft schedule.

MA Education part -time delivery (Policy and Practice / Educational Leadership) – Draft schedule

You need to make up 180 credits for the full MA award

Semester	Module	Credits	Run (tbd)
1	MAE7101 Practitioner Research Optional module	20 credits	Tuesday 5pm – 8pm Weeks 9-13 15 – 16
1	MAE7102 Analysing Educational Data Optional module	10 credits	Tuesday 5pm – 8pm Weeks 9-12
1	MAE7022 Effective Educational Leadership (Educational Leadership pathway)	30 credits	Thursday 5-8 pm Weeks 9-13 15 – 20
1	MAE7121 The Creative Researcher COMPULSORY MODULE	30 credits	Summer school -block delivery In September Friday twilight 13 th September All day Saturday 14 th All day Sunday 15 th This module may be run as a block in semester 2 – number dependent
1 and 2	MAE 7030 Dissertation COMPULSORY MODULE	60 credits	All year
1	MAE7034 School Improvement Optional module	30 credits	3 day block during October half term
2	MAE7066 Mentoring and Coaching: Principles and Practice Optional module	30 credits	3 day block February half term tbd
2	MAE 7106 Exploring the Social and Emotional Development of learners 3 – 18 Optional module	20 credits	2 day block during February half term
2	MAE7109 Community of Enquiry: Philosophy and Pedagogy Optional module	10 credits	1 day block during Easter

3. Preliminary Reading List

Here is some suggested reading that might be useful to prepare you for your programme of study. This is not a requirement, but might help to shape your thinking and prepare you for your studies.

Reflective Practice Techniques

Bolton, G. (2014) *Reflective Practice: Writing and Professional Development*. London: Sage

Researching Your Own Practice

Coghlan, D. (2018) *Doing Action Research in Your Own Organisation*. London: Sage

Mason, J. (2002) *Researching Your Own Practice: The Discipline of Noticing*. London: Routledge Falmer

Education Policy

Ball, S. (2013) *The Education Debate*. 2nd edn. Bristol: The Policy Press

Welsh Government (2014) *Qualified for Life: An Education Improvement Plan for 3 to 19 year olds in Wales*. Available at

<http://gov.wales/topics/educationandskills/allsectorpolicies/qualified-for-life-an-educational-improvement-plan/?lang=en>

Donaldson, G (2015) *Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales*. Available at

<https://gov.wales/docs/dcells/publications/150317-successful-futures-en.pdf>

Critical Thinking Skills

Cottrell, S. (2011) *Critical Thinking Skills*. Basingstoke: Palgrave Macmillan.

Research Methods

Thomas, G. (2013) *How to do Your Research Project*. London: Sage

Websites

The Times Educational Supplement-the online version of this education newspaper

<http://www.tes.co.uk/>

Also look at TES Cymru the specific Welsh version.

National College for Teaching and Leadership

<https://www.gov.uk/government/organisations/national-college-for-teaching-and-leadership>

Infed (academic articles on a range of educational topics, including informal education, youth and community work and philosophy of education)

<http://infed.org/mobi/aboutus/>

Concept (The Journal of Contemporary Community Education Practice Theory)

<http://concept.lib.ed.ac.uk/index.php/Concept/index>

Newspapers: Times Educational Supplement; Times Educational Supplement (Cymru)

4. Enrolment / MetCard Collection

Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the www.cardiffmet.ac.uk/enrolment webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

Module Selection

You will be asked to select your modules. The final offer of modules will be dependent on the number of students who have chosen each module.

MetCard Collection

You will need to go to the first floor of the Cyncoed Learning Centre at 2- 3pm on induction day (Monday September 16th) to have your photograph taken and collect your MetCard. This is very important as it will give you access to library facilities as well as other university services and access through security doors.

5. Induction Timetable

All students are invited to attend an induction event to be held on **Tuesday September 17th 2019, at 5pm on Cyncoed Campus. You will be advised of the room number when this has been confirmed, and the Main Reception will be able to direct you.**

At this event the following information will be delivered (approx timings)

- 5.00 Arrive and settle in
- 5.15 Welcome and introduction from Programme Director / meet programme team / meet fellow students
- 6.15 Library and Academic Skills / met cards (tbd)
- 7.15 Questions and individual admin issues

If we require you to bring any documents with you, such as letters from employers and proof of qualifications, we will inform you of this in advance.

Timetable

Timetables are currently being prepared and will be sent to you as soon as they are ready.

MA Education part -time delivery (Policy and Practice / Educational Leadership)

Draft Timetable

You need to make up 180 credits for the full MA award

Semester	Module	Credits	Run (tbd)
1	MAE7101 Practitioner Research Optional module	20 credits	Tuesday 5pm – 8pm Weeks 9-13 15 – 16
1	MAE7102 Analysing Educational Data Optional module	10 credits	Tuesday 5pm – 8pm Weeks 9-12
1	MAE7022 Effective Educational Leadership (Educational Leadership pathway)	30 credits	Thursday 5-8 pm Weeks 9-13 15 – 20
1	MAE7121 The Creative Researcher CORE MODULE	30 credits	Summer school -block delivery In September Friday twilight 13 th September All day Saturday 14 th All day Sunday 15 th This module may be run as a block in semester 2 – number dependent
1 and 2	MAE 7030 Dissertation CORE MODULE	60 credits	All year
1	MAE7034 School Improvement Optional module	30 credits	3 day block during October half term
2	MAE7066 Mentoring and Coaching: Principles and Practice Optional module	30 credits	3 day block February half term tbd
2	MAE 7106 Exploring the Social and Emotional Development of learners 3 – 18 Optional module	20 credits	2 day block during February half term
2	MAE7109 Community of Enquiry: Philosophy and Pedagogy Optional module	10 credits	1 day block during Easter

ALN Pathway – part-time delivery. Draft schedule

Semester	Module	Credits	Run (tbd)
1	MAE7116 Additional Learning needs and Inclusion: Underpinning Principles CORE MODULE	20	Wednesday 5pm-8pm Sept 25th for 8 weeks
1	MAE7117 Specific Learning Difficulties CORE MODULE	20	Wednesday 5pm-8pm January 15/22? for 8 weeks
2	MAE7121 The Creative Researcher CORE MODULE	30 credits	Thursday 5pm – 8pm Weeks 25 – 36 Also a block delivery In September Friday twilight 13 th September All day Saturday 14 th All day Sunday 15 th
2	MAE 7106 Exploring the Social and Emotional Development of learners 3 – 18 CORE MODULE	20 credits	2 day block during February half term
1 and 2	MAE 7030 Dissertation CORE MODULE	60 credits	All year
tbd	MAE7119 Autism Spectrum Disorders in the Classroom OPTIONAL	20 credits	tbd
tbd	MAE7120 Leading for Additional Learning needs OPTIONAL	20 credits	tbd

6. Useful links

- [Academic Handbook](#)
- [Accommodation](#)
- [Additional Costs](#)

Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.
- [Admissions Policy](#)
- [Bike Shelters](#)

Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [DBS](#)

If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.
- [Occupational Health](#)

To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Health Sciences (involving a clinical placement component), are required to participate in a mandatory Occupational Health Screening assessment. Additionally, certain courses are also required to adhere to the Department of Health's immunisation and vaccination programme.
- [Student Finance](#)

For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [Student Services](#)

For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.
- [Term Dates](#)
- [Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours