

**MA Education: Youth and Community Work**  
(with JNC professional endorsement in youth and community work)  
&  
**Postgraduate Diploma in Youth & Community Work**  
(with JNC professional endorsement in youth and community work)

**SCHOOL OF EDUCATION & SOCIAL POLICY**

**Induction & Enrolment Information**  
Part-time Students  
**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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## 1. Welcome from your Teaching Team

Dear Student

Welcome to the MA and PG Diploma in Youth and Community Work programmes. We look forward to working alongside you for the next two/three years (dependent on your chosen timeframe and/or route of study).

### Enrolment

You can complete the online Self-Enrolment process online 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](http://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 to Self-Enrol, your status with Cardiff Met must be Unconditional Firm (UF) i.e. all conditions met, and place accepted.

### Induction

The induction programme will commence on **Monday 16th September at 5:00 p.m. until 7:00 p.m.** when you will meet with your Programme Director and the teaching team and get to know your student colleagues. You will be introduced to the programmes and their requirements, in terms of both professional requirements for Education Training Standards Cymru, and academically in terms of Masters level study. You will also be introduced to the range of placement options available to you while studying at Cardiff Met. Please arrive promptly at Cyncoed Campus main reception at 4.45 p.m. where you will be met by the programme director

Whether you have enrolled online or if you still need to enrol, you are required to attend the University at **5:00 – 6.00 p.m. on Tuesday 17<sup>th</sup> September 2019** in the Cyncoed Campus IT Suite. This will check that you are enrolled on the correct course and modules and will confirm your status as a Cardiff Met student and will give you an opportunity to meet the programme director. At this time you will be issued with your Student Met Card (ID Card), and given access to all essential Cardiff Met IT systems, to include; Moodle (Cardiff Met learning Platform) and Met search (electronic library) and the fees payment system.

### Programme Outline

Detailed information about the course structure for both the PG Dip and the MA will be provided in the induction, along with copies of the programme handbooks. The following information may be of use to you however as you prepare to commence your course.

**In year one**, module sessions are delivered on Monday evenings, with the taught modules taking place between 5:00 p.m. and 7:00 p.m. and fieldwork sessions between 7:00 p.m. and 9:00 p.m. (for both PG Dip and MA, taught together). The course teaching begins on **Monday 23<sup>rd</sup> of September**

**In year two**, fieldwork sessions will be held between 5:00 p.m. and 7:00 p.m. for both PG Dip and MA. On the PG Dip, taught modules will be in blocks of 2 days, one in term 1 and one in term 2. *On the MA, taught modules will be in blocks of 2.5 days also, one in term 1 but two in term 2 (the third being a research module).* All teaching will take place at the Cyncoed Campus.

Students undertaking the MA in Youth and Community Work will be allocated a dissertation supervisor for the dissertation module who will support and direct them through the dissertation process.

### **Accreditation of Prior Learning**

Students may apply to accredit previous Masters level study within the PG Dip and MA programmes. This may provide them with exemption from taught modules. Applications should be submitted to Admissions and the programme leader before the programme begins (please visit [www.cardiffmet.ac.uk/RPL](http://www.cardiffmet.ac.uk/RPL) for further information). Please note that this provision does not apply to the fieldwork modules on the PG Diploma or MA programmes. Applications should include; the transcript of previous results (available from the awarding university's registry) including the number of credits and their level, and module details and learning outcomes of the previous programme. Late applications will not be considered.

### **Teaching Expectations and Strategies**

A programme at Masters' Level should recognise that its students have the capacity for:

- Reading and research at level 7
- Academic writing at level 7
- Self-directed learning
- Professional practice

This means that the team will develop teaching and learning strategies that recognise the maturity, experience and ability of their students.

The programme will include the following activities, approaches and techniques to maximise learning:

- Formal lecture input and discussion.
- Student-led seminars and discussion
- Group work and critical group evaluation
- Paired learning exercises
- Critical analysis of practice based case studies
- Critical reflective exercises on self
- Self-directed private study, reading and open learning

### **Fieldwork**

Completion of the Post Graduate Diploma and the MA will provide JNC Professional Youth Work status (endorsed by Education Training Standards Cymru and recognised by the Education Workforce Council for Wales), and so students are required to undertake a minimum of 300 hours practice in at least two settings working with young people over the course of the two years of study. The placements will need to give you scope to meet the National Occupational Standards in Youth Work (YWNOS) and you will need to ensure that at least half of the placement hours involve face-to-face contact with young people.

You will be allocated a fieldwork facilitator to assist your learning whilst on placement and will, in addition, need to attend the weekly tutorial sessions on a Monday evening. You will be engaged in a process of reflective learning throughout the two year duration of the course.

### **Programme Philosophy**

The programme has been designed to provide those working in youth and community work with an opportunity to develop and reflect upon their own practice and critically explore ways to influence the development of the field. Continuing Professional Development (CPD) is an

important part of a youth and community worker's life in the twenty first century and the PG Dip programme and MA actively supports CPD. We aim to provide a programme which is stimulating and relevant to the needs of the profession and remains at the forefront of developments in youth and community work research.

### **Attendance and punctuality**

Attendance at all lectures is compulsory unless agreed otherwise in advance with the module leader. It is a professional expectation for students to arrive promptly for the beginning of sessions. Please remember that you are working amongst a group of professionals and conduct relationships and conversations with tutors and fellow students accordingly.

### **Financial Obligations**

The programme involves undertaking two modules per semester (four per academic year). Module costs are as follows for 2019/20 academic year:

Developmental Relationships	£750.00
Developing Reflective Practice (Fieldwork module)	£750.00
Principles of Community Development and Youth Work	£750.00
The Community Context of Practice (Fieldwork module)	£750.00

For students considering the full MA course with professional endorsement, grants and loans information can be accessed at the link below:

<https://www.studentfinancewales.co.uk/postgraduate-students/postgraduate-master-s-finance.aspx>

Students employed by partner organisations that manage student placements are eligible for financial support for up to 50% of the module costs in year one. Please register with:

[cjames@cardiffmet.ac.uk](mailto:cjames@cardiffmet.ac.uk)

## MA in Youth and Community Work/Post Graduate Diploma in Youth and Community Work Timetable 2019/20

**Autumn Term: Monday 23<sup>rd</sup> Sept – Monday 25<sup>th</sup> November 2019**

**Spring Term: Monday 13<sup>th</sup> Jan – Monday 16<sup>th</sup> March 2020**

Sessions are held on Monday evenings and run throughout the autumn and spring terms.

### **Monday 23<sup>rd</sup> September – 25<sup>th</sup> November:**

*Developmental Relationships 5:00 p.m. – 7:00p.m.*

Tutor: Gill Price

*Developing Reflective Practice 7:00 p.m. – 9:00 p.m.*

Tutor: Cez James

### **Monday 13<sup>th</sup> January – 16<sup>th</sup> March**

*Principles of Community Development and Youth Work 5:00 p.m. – 7:00 p.m.*

Tutor: Kirsten Stevens - Wood

*The Community Context of Practice 7:00 p.m. – 9:00 .pm.*

Tutor: Cez James

### **Preparation for the programme**

It would be helpful to begin some preliminary reading and internet research to familiarise yourself with current educational issues. To this end, a reading list and list of internet addresses is included.

### **Employment Prospects**

Graduates of the programme have an excellent chance of obtaining promotion or moving into new areas of the youth and community development work professions.

### **Contact Details**

Programme Director: Cez James

Tel: 029 20205948

E-mail: [cjames@cardiffmet.ac.uk](mailto:cjames@cardiffmet.ac.uk)

Address: Cez James – MA/PG Diploma in Youth and Community Work  
Programme Director, Cardiff School of Education, Cardiff Metropolitan  
University, Cyncoed Campus, CF23 6XD

## 5. Pre-Course Reading List

The following reading materials offer students a range of relevant pre-course reading to prepare for the course. It is not a requirement that students undertake the pre-course reading, but it is advised, and will be helpful in preparing for professional study.

### Internet

[www.infed.org](http://www.infed.org)

<http://gov.wales/topics/people-and-communities/communities/communitiesfirst/guidance/?lang=en>

<http://cdj.oxfordjournals.org/>

[www.jrf.org.uk](http://www.jrf.org.uk)

[youthandpolicy.org](http://youthandpolicy.org)

[youthworkwales.co.uk](http://youthworkwales.co.uk)

### Books

Banks S et al (Eds) (2003) *Managing Community Practice: Principles, policies and programmes*. Bristol. The Policy Press.

Bright G (Editor) (2015) *Youth Work, Histories, Policy and Contexts*. London. Palgrave/Macmillan.

Beck D & Purcell R (2010) *Popular Education Practice for Youth and Community Development Work (Empowering Youth and Community Work Practice)*. Exeter. Learning Matters.

Belton, B. (2009) *Developing Critical Youth Work Theory*, London: Russell House Publishing

Boud D, Keogh R & Walker D. (Eds) (1985) *Reflection: Turning Experience into Learning*. Kogan Page.

Butcher H, Banks S, Henderson P (2007) *Critical Community Practice*. Bristol. Policy Press.

Curran S, Harrison R & Mackinnon D (Eds) (2013) *Working with Young People (2e)*. London. Sage/Open University Press.

Dalrymple, J. & Burke, B. (2006) *Anti-Oppressive Practice. (2<sup>nd</sup> ed)* Buckingham: Open University Press.

Emejulu, A. (2015) *Community Development as Micropolitics: Comparing Theories, Policies and Politics in America and Britain*. Bristol. Policy Press.

Jefferies T & Smith M (Eds) (2010) *Youth Work Practice*. Houndmills. Palgrave.

Ledwith M (2011) *Community Development: A Critical Approach (2e)* Bristol. Policy Press.

Nicholls D (2012) *For Youth Workers and Youth Work: Speaking Out for a Better Future*. Bristol. Policy Press.

Ord J (Ed) (2012) *Critical Issues in Youth Work Management*. London. Routledge.

Somerville P (2016) *Understanding Community: Politics, Policy and Practice (Understanding Welfare: Social Issues, Policy and Practice)*. Bristol. Policy Press.

## 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