



**Postgraduate Diploma in Dietetics**

**CARDIFF SCHOOL of SPORT  
& HEALTH SCIENCES**

**Induction & Enrolment Information  
Academic Year 2019**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

## CONTENTS

1. [General Information](#)
2. [Programme Information](#)
3. [Enrolment / Student MetCard Collection](#)
4. [Induction Programme](#)
5. [Immunisation](#)
6. [Term and Placement Dates](#)
7. [Useful links](#)

## 1. GENERAL INFORMATION

**Title of Award:** Postgraduate Diploma in Dietetics (leading to ability to apply to the Health and Care Professions Council to register as a Dietitian)  
MSc Dietetics (leading to ability to apply to the Health and Care Professions Council to register as a Dietitian)

**Validating Bodies:** Cardiff Metropolitan University  
Approved by the Health and Care Professions Council (HCPC) and validated by the British Dietetic Association

**Type of Course:** Full-time  
Modular Course

**Normal Length:** **Postgraduate Diploma:** Two years (full-time)

**School:** Cardiff School of Sport & Health Sciences

**Dean:** **Prof Leigh Robinson**

**Programme Director:** **Rhiannon Harris**  
tel: 029 2041 6884  
email: [RHarris@cardiffmet.ac.uk](mailto:RHarris@cardiffmet.ac.uk)

## 2. Enrolment / Student MetCard Collection

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).

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](http://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.

You will also receive your Programme Handbook during your Induction Week.

### **Enrolment for International Students from outside the EU**

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the university to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at [immigrationregs@cardiffmet.ac.uk](mailto:immigrationregs@cardiffmet.ac.uk) or Tel: 029 2041 5644.

### **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](http://www.cardiffmet.ac.uk/library).

### **Your Student MetCard**

A scheduled time for collection of your MetCard will be 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](http://www.cardiffmet.ac.uk/additionalcosts). Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#).

### 3. PROGRAMME INFORMATION

This course has two aims; firstly to provide you with the necessary qualifications to become a Registered Dietitian, and secondly to give you the opportunity to extend your academic studies to postgraduate diploma or masters level.

#### Opportunities for Further Study

The course is designed to produce critically thinking and reflective professionals whose professional development is likely to continue after qualification. In Dietetics there are many opportunities to develop specialisation by means of post-registration courses as well as continuing with research.

#### 2.1 Outline Structure

To obtain the Postgraduate Diploma you will have to complete six modules at level 7 (Masters level). In addition, to satisfy the Health Care Professions Council and British Dietetic Association curriculum guidelines you must also complete 2 professional body modules.

#### Year 1

##### Term 1 Modules – September to December

Level 7: Principles of Dietetics for PGs  
Food and Public Health  
Communication for PG Dietitians  
Applied Research Methods and Design  
Professional Studies

Professional Body: Health Sociology

##### Term 2– January to March

Level 7: Specialist Dietetics for PGs  
Applied Research Methods and Design  
Professional Studies

Professional Body: Health Psychology

##### Term 3

Placement 1: 6 weeks April/June

July: Specialist Dietetics for PGs

## Year 2

Placement 2: 8 weeks September/October

November: Clinical Practice

Placement 3: 14 weeks December/March

May: Clinical Practice

EXIT Postgraduate Diploma in Dietetics or continue to submit a dissertation to be awarded the MSc in Dietetics within one year of the award of Postgraduate Diploma or can re-enrol at a later date to submit a dissertation to gain MSc Dietetics

### Recognition of Prior Learning (RPL)

Students with a higher degree which includes a research module can apply for RPL and therefore exemption from Applied Research Methods and Design. Students with health sociology and/or health psychology in their first degree can apply for RPL for these modules. Details will be discussed during induction.

### Placements

The placements will occur throughout Wales. Additional costs associated with travelling during the placement **may** be covered by the NHS bursary. In addition if you have to meet accommodation costs in Cardiff as well as at your placement, the lesser of these **may** be reimbursed from the NHS bursary.

More information will be provided during induction.

### Additional Information

All students are required to keep a personal development journal and course portfolio (known as the Personal Development Plan). This is discussed at regular intervals with your personal tutor and goals are agreed. Each student is expected to demonstrate self-development during the course. Specific skills form part of the HCPC Standards of Proficiency required in newly qualified dietitians and progress towards these must be demonstrated. For practical training you will also be required to keep a portfolio – details will be given in the Induction period.

**The Health and Care Professions Council requires all prospective registrants to declare any health conditions that might impair their ability to practise. Prospective students will need to sign a health declaration; this is repeated annually throughout the course. This allows the University to be aware of any issues and make recommendations for action and reasonable adjustments where necessary.**

**As you are entering a course which leads to a profession dealing with children, young persons and vulnerable persons you need to obtain a disclosure certificate from the DBS (Disclosure and Barring Service) before you start the course. Information about this process has already been sent to you.**

## **2.2 How the Programme is Managed**

*The Programme Director* is responsible for the overall planning and day-to-day running of the entire course.

*Module Leaders* are responsible for their particular module: what is taught, how it is taught and how it is assessed.

Each student is allocated a *personal tutor* who will arrange regular meetings. These provide an opportunity to discuss any general issues, both academic and non-academic which you wish to talk about. The personal development plan (PDP) is also discussed at these meetings.

## **2.3 Student Consultations**

The views of the students are very important in the operation and monitoring of the course. To enable the programme team to obtain these views, each year group is represented by a student member of the cohort. They act as spokesperson for the group, and may also be asked to provide the group with information from members of staff.

They are also members of the Programme Committee which meets once each semester, and which is responsible for the academic issues relating to the course.

Student representatives are asked to give a report from their year group at the meeting.

Further information from students about the operation of the programme is collected by means of questionnaires issued at the end of each year. These are summarised by the Programme Director and form part of the Annual Programme Monitoring Report. Any actions which are required as a result of the consultations are implemented and also monitored through this system

## **2.4 How the Programme Team Will Help You to Learn**

A wide variety of teaching and learning strategies are used in the programme. These include lectures, practical work, tutorials, workshops, seminars and team learning.

Lectures convey information to students, and are interactive. Practical work complements and extends theoretical aspects and develops skills. Results from practicals are used in problem solving as part of the learning process.

Small group work occurs in tutorials which expand and consolidate course material. Seminars are opportunities for student centred learning and provide the students with a forum to practise team work and communication skills. Workshops, case studies and team projects provide further experience of reflective thinking and critical evaluation.

Throughout all of these teaching and learning processes, students are supported by the subject tutors, and the Library resources.

The Library provides access to a large range of learning technology, which offers students the opportunity to use many on-line data sources. An interactive Study Skills support package is available.

There is also a specialist computer laboratory, which allows students access to the latest computer packages and the World Wide Web.

## **2.5 Methods of Assessment**

Each module you undertake is assessed. All examinations and course work (where appropriate) are anonymised. This enhances equal opportunity which is a key element of Cardiff Metropolitan University teaching policies.

The nature of the assessment will vary according to the subject, and the aims and objectives of the module.

A wide variety of methods are used to assess students. These include:

- essays
- problem solving practical reports
- case studies
- oral presentations
- portfolios
- critical assessment of published work

Details of the Assessment Regulations will be given to you in the Student Handbook at the beginning of the course.



## 2.6 Codes of Conduct Pertaining to the Programme - What is Expected of You

As the programme leads to a professional qualification, standard of behaviour, including professionalism and sensitivity to others, are expected from the students. Students are expected to comply with all of the General Regulations of the University, together with Cardiff Metropolitan University Health and Safety Regulations. In addition, all members of the University are expected to comply with the policies on Equal Opportunities and Harassment.

## 2.7 Course Related Expenses

### a) Protective Clothing

You will require:

ONE white overall to wear for practical classes in Practical Food and Nutrition and Professional Studies - approximate cost £20

Protective head gear can be purchased in Cardiff once the course has commenced.

Ear-rings, watches, necklaces and rings (other than plain wedding rings) must be removed in food production areas.

### b) Books

There is no need to purchase books before the beginning of the course. You will be given details of which textbooks you require as lectures commence.

### c) Photocopying and Printing

Students are responsible for the cost of any photocopying which they require as part of their own studies. Cards may be purchased in the Library to use in the copying machines. There is also a print Studio on site in Llandaff, which carries out copying on request, at a reasonable charge.

Printing from the computers within Cardiff Metropolitan University will also be subject to a charge from this session.

Cardiff Metropolitan University uses the virtual learning environment 'Moodle' and you may print powerpoint slides for some lectures. This cost is expected to be met by the student.

### d) Professional Body Membership

Students may join the British Dietetic Association or Nutrition Society as student members, at reduced cost.

Details are provided during induction.

e) Travel to Halls of Residence

The Cardiff Metropolitan University Rider bus service provides low cost transport between campuses, as well as from Halls of Residence

### 3. INDUCTION PROGRAMME

#### **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](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 in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

#### **Induction**

During Induction Week you will have a digital photograph taken. This will produce an identity card, which you will need to have with you at all times as it allows access to buildings.

**Induction is a vital part of the programme and you will be expected to attend all the timetabled sessions. These sessions will give you the opportunity to start to settle into Cardiff Metropolitan University. You will have the opportunity to get to know other members of the group as well as staff. You will also meet your personal tutor.**

**Most importantly, you will receive information about the programme, how it operates, our expectations of you and how we can help you to fulfil your goals; full attendance is required, even if you have studied at Cardiff Met prior to coming on the programme.**

A draft induction programme is given below; a final version detailed will be sent to you in early September.

### 4. Immunisation for Students Undertaking Dietetic Placements

The further and higher education establishments and the NHS have a statutory and ethical duty to safeguard, so far as reasonably practicable, the health and safety of students in training. There is a parallel duty to prevent harm to patients and the wider public arising from training activities. Therefore, if you become a Cardiff Metropolitan University student on the programme you must adhere to immunisation requirements before you begin training on placements.

At the start of term you will be required to attend at a local health centre for an appointment with an occupational health nurse. She will check your immunisation status and discuss any other factors that could influence your fitness to practice on placement. **Please bring with you any documentation relating to past immunisations.**

## 5. TERM AND PLACEMENT DATES

### 2019-20 Year 2 BSc/ Year 1 PG Diploma

Placement	Start Date	End Date
Placement 1 - 6 weeks	04/05/2020	12/06/2020

### 2019-20 Year 2 PG Diploma

Placement	Earliest Start Date	Latest End Date
Placement 2 - 8 weeks	02/09/2019	01/11/2019
Placement 3 - 14 weeks	9/12/2019 (PG)	27/03/2020 (PG)**

\*\*End dates for the postgraduate Placement 3 actually equal a 15-week period to allow a 1-week break over Christmas.

**PLEASE BE AWARE THAT THESE DATES MAY CHANGE AND YOU NEED TO CHECK WITH THE PLACEMENT ADMINISTRATOR PRIOR TO BOOKING HOLIDAYS**

#### Local Placements –

**NHS Visit Week:** Week beginning Monday 28<sup>th</sup> October 2019

**NHS Visit Weeks 2:** Weeks beginning 27<sup>th</sup> January 2020, 3<sup>rd</sup> February 2020 and 10<sup>th</sup> February 2020.

## 5. 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 Sport & 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

**PG Diploma in Dietetics Induction Programme - 2019****Monday 16 September 2019**

Time	Event	Lecturer/Speaker	Venue
10-12noon	Programme Welcome Course details	Rhiannon Harris Course Director	A019
12-1pm	Lunch		
1-2 pm	Nutrition Update	Shirley Hinde	A019
2-3 pm	ID cards	Rhiannon Harris	Learning Centre T103
3.15-4 pm	Nutrimen dietary analysis software	Hilary Wickett	A019
4-4.30pm	Campus orientation – Self directed		Meet outside the Zen

**Tuesday 17 September**

9-10.45 am	Course details	Rhiannon Harris Course Director	A014
10.45-11am	NHS Bursary and Occupational Health Details	Hannah Kinasz	A014
11-12 noon	Dietitians in practice	Vicky Krawec/ Rhiannon Harris	A119
12-1 pm	Lunch		
1.30-2.30pm	Personal Safety Session	Jacqui Davis	A031
1-5 pm	Professional Services	Professional Services	N/A

**Wednesday 18 September**

All Day	Freshers fayre	Whole Cardiff Met Event	NIAC, Cyncoed Campus
---------	----------------	-------------------------	-------------------------

**Thursday 19 September**

10.00- 10.30am	Nutrition Resources	Shirley Hinde	A031
10.30- 11.30am	Academic Skills	Academic skills team	A031
11.30-12.00	Meet the team over juice and welsh cakes	Nutrition and Dietetics Teaching Team	D125 Kitchen
12.00- 12.30pm	Meet your personal tutor as a group	RH, HW, AS, VG, SH, KG	A031
12.30-1 pm	Lunch break		
1.00 -3.00pm	1 to 1 appointment with your personal tutor - PART 1	Shirley Hinde, Hilary Wickett, Rhiannon Harris, Amanda Squire, Katherine Gallimore, Vicky Gould	A017a and Tutor's offices

**Friday 20 September**

12-5pm	Met Fest		Llandaff Campus
--------	----------	--	--------------------