

**WE ARE
#CARDIFFMET**

**FOUNDATION CERTIFICATE IN
YOUTH AND COMMUNITY WORK**

**CARDIFF SCHOOL OF
EDUCATION AND SOCIAL POLICY**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

Welcome message from the Programme Director

We're delighted that you are coming to join us in September as part of the Foundation Certificate in Youth and Community Work programme. Our course is part of the School of Education & Social Policy. We are committed to the theory and practice of youth and community work set within the context of holistic informal learning experiences and a focus on social education, participation and empowerment.

In this short introduction pack we've included details of the Induction Week, online enrolment, timetables and the fieldwork placement – and given you a few ideas for some useful background reading. We hope you find it useful.

We have an Induction Programme planned for the week of 16-20 September which will include Freshers Fayre and MetFest events. We will be keen to put faces to names again and there will be lots of opportunities to get to know your fellow students and the tutor team. Your first day at university will be Monday 16 September and members of the team will meet you in the Main Reception area of the Cyncoed Campus at 9.45am.

In the meantime should you have any queries about the programme, please contact me, Gill Price, on 029 20417247 and by email: gprice@cardiffmet.ac.uk or Julia Rooney on 029 20416504 and by email: jrooney@cardiffmet.ac.uk or Louise Cook on 029 20205947 and by email: lcook@cardiffmet.ac.uk and we'll be happy to help. If you can't get hold of us drop an email to our colleagues in the Programme Support Team ccprogadmin@cardiffmet.ac.uk and they'll answer your questions or pass you on to one of my colleagues in the Youth and Community Work team.

See you soon!

Gill Price

Programme Director – Foundation Certificate in Youth & Community Work

2. Pre-Enrolment Conditions

Before enrolling on the programme all students must have completed the DBS process.

DBS CHECK

The Disclosure and Barring Service is a Government organisation which helps to prevent unsuitable people from working with children and vulnerable adults.

All prospective students will obtain an Enhanced Disclosure through the Disclosure and Barring Service (DBS), prior to enrolment on the programme. Where a problem is identified the results of the disclosure will be referred to a panel for consideration and the prospective student advised accordingly. Students applying for the programme, where Britain is not their country of origin, must provide this information through a comparable source from their home country prior to enrolment.

Further information on DBS and how to complete the process online can be obtained by following this link: www.cardiffmet.ac.uk/dbs

3. Summer Tasks / Work Experience

Professional Experience:

Gaining recent and relevant experience in the field of youth work is useful and will inform your studies on the course. If you are considering volunteering over the summer and need any help to identify a suitable volunteering experience prior to university entry please contact Louise Cook on 029 20205947 and lcook@cardiffmet.ac.uk or another member of the team on one of the telephone numbers or emails detailed in Section 1.

Preliminary Reading:

REFERENCING

This is an essential part of writing essays, reports and any other form of presentation you may use. We use the Harvard Referencing method, which some of you may be familiar with. Cardiff School of Education & Social Policy has adopted Cite Them Right as its standard referencing guide. Here is the reference:

Pears, R. & Shields, G. (various editions) *Cite Them Right: the essential guide to referencing and plagiarism*.

There are various paper editions and an online version available from Cardiff Met Libraries.

We strongly recommend that you purchase Cite Them Right (2019 - 11th edition) as demand from the Library is very high once term starts – it costs around £13.99 recommended retail price but may be available cheaper.

STUDY SKILLS

Cottrell, S. (2019) *The Study Skills Handbook*. 5th edn. UK: MacMillan Education.

OTHER READING

The following websites may be helpful for background information and articles:

- www.infed.org.uk *this includes information about theories and practices associated with informal education (youth and community work).*
- www.irf.org.uk *the Joseph Rowntree Foundation is an independent organisation working to inspire social change through research, policy and practice.*
- www.youthandpolicy.org *the Youth & Policy Journal offers a critical space for the discussion of youth policy and youth work theory and practice. Other activities include the organisation of related conferences, research and book publication. Regular activities include the biannual 'History of Community and Youth Work' and the 'Thinking Seriously' conferences.*
- <http://www.youthworkwales.org.uk/> *this is a very useful resource base for youth and community workers in Wales with a range of useful documents and history. It also contains the National Occupational Standards for Youth Work.*
- http://www.etswales.org.uk/home.php?page_id=5151 *for the Code of Occupational Ethics for the Youth Service in Wales (February 2012. Cardiff: ETS Wales; YMCA Wales Community College).*

- www.nya.org.uk this is the website of the National Youth Agency which deals mainly with English issues, but gives some general information about the principles of youth work.
- <https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=568> for the *Youth Work in Wales: Principles and Purposes (2018)* document United Nations Convention on the Rights of the Child (UNCRC) (1989), [Online]. Available at: <http://www.unicef.org.uk/UNICEFs-Work/UN-Convention/>.

The following books provide a useful introduction to youth work:

- Curran, S., Harrison, R. & Mackinnon, D. (eds) (2013) *Working with Young People*. 2nd edn. London: Sage/Open University Press.
- Jeffs, T. & Smith, M. (eds) (2010) *Youth Work Practice*. Basingstoke: Palgrave MacMillan
- Sapin, K. (2013) *Essential Skills for Youth Work Practice*. 2nd edn. London: Sage Publications.
- *Young, K. (2006) *The Art of Youth Work*. 2nd edn. Lyme Regis: Russell House Publishing.

*Please note that this book is required reading during Term 1.

4. 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) 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.

The Programme Handbook will be available from Induction Week onwards.

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 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.

Your Student MetCard

If you haven't managed to enrol or you don't have your MetCard then the Youth & Community Work (YCW) team will support you to address any enrolment issues and collect your MetCard during **Induction Week**. 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

For full-time students 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. Induction Week Timetable

Induction Week: 16-20 September (5 days)

Your first semester as a new student starts with Induction Week, where you will settle into your accommodation (if applicable), course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your course, library services, IT, student services and students union. You will also meet, and have a number of sessions, with the YCW programme team and your personal tutor to make your academic transition as smooth as possible.

There is the Freshers Fayre on Wednesday where you can sign up to a number of different societies and clubs, as well as the MetFest social events on Friday.

Don't forget to get involved on Twitter with we are #cardiffmet.

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

Your events and confirmed Induction timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you. However, please note that Induction Week begins on Monday 16 September. Members of the programme team will meet you in Main Reception on the Cyncoed Campus at 9.45am on the Monday.

6. Draft Timetable / Typical Attendance

University Studies

The university study pattern for Level 3 (Foundation Certificate) is as follows:

Lectures are on Mondays & Tuesdays

So, the first week of lectures / tutorials:

Monday 23 September and Tuesday 24 September

All lectures and tutorials are delivered on the Cyncoed Campus.

Detailed timetables and study patterns will be presented and discussed during Induction (16-20 September). Please note that finishing dates will vary between year groups. Most year groups will finish during May. Please check with your lecturers for further information.

NB: Timetables are subject to change, right up to and including the start of term.

As a Foundation Certificate student, you will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching. Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.

Placement

It is important to remember that, alongside your university based studies at Level 3 (Foundation Certificate), all students will need to undertake 100 hours of concurrent placement with two placement patterns.

When studying on the Foundation Certificate programme the work placement is a very important part of your experience on this programme, and it is very important that we get it right. We will help you find a placement if you don't have one or have difficulty finding one. There will be an opportunity to discuss placements during Induction with your Professional Tutor and other members of the programme team. In addition, this will be a focus of the tutorials throughout the academic year. Also, there is an opportunity to meet with youth and community providers regarding potential placements as part of the **Placement Fair on Thursday 10 October**. Please make sure you keep this day free. If you have an idea for a placement already, that's great – just let us know.

Your work placement must be agreed by one of the Cardiff Met tutors. In particular we will need to make sure the placement is appropriate in terms of the work experience offered and the learning support provided; for example, the person supporting you in the placement should ideally be a professionally qualified youth and community worker.

7. Useful Links

[Timetable](#)

This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available

[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.

[Additional Course Costs](#)

Additional costs are the mandatory or optional expenses, additional to tuition fees, that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

[Accommodation](#)

Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held throughout Induction, information of will be sent to you by Accommodation when confirmed.

[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.

[Student Finance](#)

For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

[Cardiff Met Sport & Facilities](#)

[Cardiff Met SU](#) *including Freshers information & wristbands*

[Term Dates](#)

[Campus Maps, Bike Shelters & Met Rider](#)

Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.

[Safe Taxi Scheme](#)

Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.

[Virtual Tours](#)

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

[Student Handbook](#)

[Academic Handbook](#)

[Admissions Policy](#)

WELCOME 2019

induction week timetable

COURSE TITLE: FdN Certificate in Youth & Community Work

CAMPUS: Cyncoed

<p>MONDAY 16th SEPTEMBER Dydd Llun 16 Medi</p>	<p>TUESDAY 17th SEPTEMBER Dydd Mawrth 17 Medi</p>	<p>WEDNESDAY 18th SEPTEMBER Dydd Mercher 18 Medi</p>	<p>THURSDAY 19th SEPTEMBER Dydd Iau 19 Medi</p>	<p>FRIDAY 20th SEPTEMBER Dydd Gwener 20 Medi</p>
<p>9:45 Meet at Cyncoed Campus Main Reception</p> <p>10:00-11.15 Welcome and introductions Lots of activities that will enable you to get to know the programme team and your fellow students.</p> <p>11.15-12.15 Campus Orienteering There will be a treasure hunt to orientate yourselves with the campus and teaching spaces.</p> <p>12.00-12.45 Student Metcard collection – Learning Centre</p> <p>12.15 – 13.15 Lunch Break</p> <p>13.15-15.30 Timetables & tutor groups Timetables will be issued and explained. You will join your tutor group and meet your Professional (personal) Tutor. There will be an opportunity to look at the EDGE pre-induction survey.</p> <p>15.30-16.00 Question Time An opportunity to ask any questions</p>	<p>10.00 – 11.00 Welcome back Adult Learning Wales (ALW) Introduction to colleagues from ALW and the Level 3 qualification route.</p> <p>11.00-12.00 Library Library tour and introduction to the e-library (Metsearch)</p> <p>12.00 – 14.15 Adult Learning Wales (ALW) Flexible lunch break</p> <p>14.15 – 14.30 Group work task Introducing the group work task (Thursdays group activity)</p> <p>14.30-16.00 Developing a youth & community work programme Group activity. Case study exercise developing a programme and bidding for cash!</p> <p>Professional Services DAY 1 Llandaff & Cyncoed Campus</p> <p>Running all day between 9 -5</p> <p>Further details will be provided in your Joining Booklet, which you will receive in the post in Sept.</p>	<p>10:00 – 16:00</p> <p>Freshers Fayre</p> <p>Cyncoed Campus National Indoor Athletics Centre (NIAC)</p> <p><i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i></p> <p>Evening SU Activities</p>	<p>10.00 – 10.30 Welcome back Course handbooks and information An introduction to Programme & Module Handbooks. An opportunity to discuss the importance of the placement and the placement fair.</p> <p>10.30-13.00 Group Work Task Individual Tutorials (Appointment basis)</p> <p>13.00-13.45 Lunch Break</p> <p>13.45 -14.15 Kate Cox – Cardiff Met Careers Service</p> <p>14.15-15.45 An introduction to reflective practice An opportunity to explore reflection - an essential skill for the youth & community worker.</p> <p>15.45-16.00 Question Time An opportunity to ask any questions</p> <p>Professional Services DAY 2 Llandaff & Cyncoed Campus</p> <p>Running all day between 9-5</p> <p>Further details will be provided in your Joining Booklet, which you will receive in the post in Sept.</p>	<p>10.00 – 13.00 An opportunity to book an individual appointment with a member of the programme team, if required.</p> <p>14.00 - 19.00</p> <p>MetFest Llandaff Campus</p>

WELCOME
2019

induction week timetable

Course specific events

Social Events