

**WE ARE  
#CARDIFFMET**

**BSc (HONS) / HND / HNC  
HEALTH AND SOCIAL CARE**

**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**

A very warm welcome to the Cardiff School of Education & Social Policy.

The Health and Social Care programme sits within a Department which includes Social Work and Housing programmes. You will be joining a vibrant community of over 2000 students with 160 staff committed to delivering a first class education on our broad portfolio of health courses.

Your time at University is important and will give you the opportunity to develop lifelong friendships and develop a range of skills and experiences. We provide an environment in which your academic, professional and social developments thrive and Cardiff, as the capital city of Wales with a large student population, is well placed to meet all your social needs.

As a staff group, we are looking forward to welcoming you in person during Freshers' Week. The team is made up of academic staff, from diverse professional backgrounds and with a wide range of expertise. As a team we are committed to helping you to make the most of your time at university. We look forward to working with you over the coming year.

**Dr Jo Aubrey [Programme Director]**

**Dr Joann Warner**

**Dr Kate Attfield**

**Kirsten Stevens- Wood**

**Dave Miller**

**Huw Evans**

## 2. Summer Task

We recommend that all students undertake work experience in the Health and Social Care sector throughout their studies and you may find it helpful to think about making arrangements for this before you begin. However, if you are unsure how to do this or are moving to Cardiff from elsewhere, don't worry, we will support you with this during the first term.

Reading:

Please read – Understanding Health and Social Care: An Introductory Reader (Published in association with The Open University) Edited by Corinne De Souza

AND

Making Sense of Research: An Introduction for Health and Social Care Practitioners by Pam Moule and published by Sage

### 3. 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. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures and guidance on learning for practice with information on all modules to be undertaken and reading lists.

#### 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) 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 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](http://www.cardiffmet.ac.uk/additionalcosts). You should already be aware of these costs.

#### 4. Induction Week Timetable

Your first semester as a new student starts with Induction Week, where you will settle into your accommodation, 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 your personal tutor to make your academic transition as smooth as possible.

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

**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 timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

## 5. Draft Timetable / Typical Attendance

As a first year 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.

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

*At present we anticipate you will need to be in lectures/seminars on Tuesday, Wednesday and Thursday in Term 1 and on Tuesday and Wednesday in Term 2. However, you will also need to be available for tutorials, work experience and self-directed learning on the other days.*

## **6. Progression Information – Foundation Students**

If you are progressing from the Foundation in Social Sciences programme, then you will complete the Enhanced DBS application process before being allowed to enrol onto the Housing Studies programme. You will be prompted to complete this process by Admissions once Enrolment have been notified of your intended progression.

Once the DBS process has been completed, and once your Foundation year marks have been confirmed at Exam Board, you will then be contacted via email to sign our Terms and Conditions as a final confirmation of your chosen degree.

Once these Terms and Conditions have been returned, the Enrolment Team will then enrol you on your chosen course.

**You will need to attend the Induction programme, as detailed in [Section 4](#).**



## 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 14<sup>th</sup> 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: Health & Social Care**  
**CAMPUS: Llandaff**

MONDAY 16 <sup>th</sup> SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 <sup>th</sup> SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 <sup>th</sup> SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 <sup>th</sup> SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 <sup>th</sup> SEPTEMBER Dydd Gwener 20 Medi
<p><b>9:30 -10:00</b> Arrival Llandaff Reception</p> <p><b>10:00</b> Welcome and Introductions (Jo) Room C022</p> <p><b>10:15</b> Icebreakers (Dave)</p> <p><b>10:45</b> Group Introduction Session – Meet your Cohort! (Jo and Kirsten)</p> <p><b>11.15 -11.45</b> Campus Treasure Hunt (Kirsten)</p> <p><b>11.45 – 12.30</b> Student Metcard Collection Learning Centre</p> <p><b>12:30</b> Reassemble and Introduction to the Course (Jo)</p> <p><b>13:00</b> Lunch</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00-11:00</b> Room C022 Student and Tutor Expectations Group Activity (Jo)</p> <p><b>11:00 -12:00</b> Introduction to Moodle, timetables, student room etc (Dave)</p> <p><b>12:00 – 1:00</b> Social Care Code of Practice [Dave]</p> <p><b>13:00</b> Lunch</p> <p><b>Professional Services DAY 1</b> Llandaff &amp; 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><b>Evening</b> SU Activities</p>	<p><b>10:00 – 16:00</b></p> <p><b>Freshers Fayre</b></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><b>Evening</b> SU Activities</p>	<p><b>10:00-11:00</b> Group Personal Tutor Meeting Room C022</p> <p><b>11:00 -12:00</b> Hopes and Fears Session</p> <p><b>12:00 -13:00</b> Project Activity</p> <p><b>13:00</b> Lunch</p> <p><b>Professional Services DAY 2</b> Llandaff &amp; 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><b>Evening</b> SU Activities</p>	<p><b>14.00 - 19.00</b></p> <p><b>MetFest</b> Llandaff Campus</p>

Course specific events

Social Events