

**WE ARE  
#CARDIFFMET**

**BSc (HONS) HEALTHCARE SCIENCE**

**CARDIFF SCHOOL OF  
SPORT AND HEALTH SCIENCES**

**Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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## **1. Welcome from your Teaching Team**

Welcome to the Cardiff School of Sport and Health Sciences at Cardiff Metropolitan University. You have chosen to embark on a three-year extended programme of study with us that we hope you will find stimulating, engaging, enjoyable and rewarding. By the time you complete the programme and you are at the stage of graduation, you will have gained knowledge, understanding and will have developed skills and abilities that you will be able to draw upon throughout the rest of your life, both personally and in your future careers. Whilst you are studying at Cardiff Metropolitan University, the programme team will work in partnership with you and will help you to fulfil your potential.

The BSc (Hons) Healthcare Science programme will provide you with an invaluable opportunity to undertake integrated work-based training in NHS clinical laboratory environments and also provide you with the opportunity to apply for registration to the Health and Care Professions Council (HCPC) once you have fully completed your programme. In addition the programme is professionally accredited and/or approved by the Institute of Biomedical Science (IBMS), Health Education England (HEE), The Royal Society of Biology (RSB) and the Health and Care Professions Council (HCPC). This will enhance future employment prospects by allowing students to practice as Biomedical Scientists within the NHS after successful graduation.

Do not hesitate to contact me, your Year Tutor, your Personal Tutor or any of the other tutors at the earliest opportunity if you are experiencing problems with the programme or have other personal concerns which may affect your performance.

We look forward to working with you to achieve your personal goals and expectations for the programme.

Good luck and every success!

**Lowri Mainwaring and the teaching team**

**Programme Director**

**Room D2.01d**

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

### **OCCUPATIONAL HEALTH ASSESSMENTS**

Occupational health assessments are compulsory for students on Cardiff Met's healthcare-related programmes.

Students will be required to complete two health questionnaires. You will be emailed links and passwords to access and complete the questionnaires online via Medigold Health. You will not be able to enrol until you have completed the OHQ.

For late applicants, this will need to be completed as soon as possible to avoid any delays when starting your programme.

Further information on the occupational health assessment process can be found on the following: [www.cardiffmet.ac.uk/ohq](http://www.cardiffmet.ac.uk/ohq)

### **NHS Bursaries and Tuition Fees**

NWSSP Student Awards Services implements the NHS Wales Bursary Scheme, which provides funding for a range of health education courses in Wales, including the BSc (Hons) Healthcare Science programme.

The funding available through this scheme includes the cost of tuition fees, a bursary for living costs including a £1000 non means tested grant plus a means tested bursary and support for additional costs such as travel and accommodation.

Students commencing study in 2019 and who commit to work in Wales for the two years following completion of their course, will be able to access NHS funding as set out above to meet the cost of training. The bursary scheme for EU nationals includes the provision of tuition fees only, unless ordinarily resident in the UK for three years prior to the start of the course.

Individuals who do not feel they can commit to this specified period of employment will not be eligible to receive the benefits of the NHS Wales Bursary Scheme, however they will still be able to study in Wales and will be able to access the following support:

**Welsh domiciled students** who do not wish to commit to work in Wales on completion of their course will have access to the standard support package available from Student Finance Wales.

**Non-Welsh domiciled students** who do not wish to commit to work in Wales will still be eligible to study in Wales but will need to secure funding from an alternative source. This may include funding from the relevant funding body in their home country or self-finance.

The **deadline for applying** for funding is six weeks after the commencing the course. If you do not wish to commit to work in Wales, you will still need to register on the Welsh Health Education Registration System before applying for your student finance. There are a list of useful FAQs on the NWSSP Student Awards Service webpages –

<http://www.nwsspstudentfinance.wales.nhs.uk/new-students>

For information on the numbers of placements available for the course, i.e. the number of students we can accept, and how we allocate these places please visit our website –

[www.cardiffmet.ac.uk/nhsbursaries](http://www.cardiffmet.ac.uk/nhsbursaries).

### 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.

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

## 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

### Academic Structure

The BSc (Hons) Healthcare Science programme is offered as a 3 year full-time programme which contains an extended academic year. The programme consists mainly of 20 credit modules, with some 10 and two 30 credit modules undertaken in the final year of the programme.

In order to obtain an honours degree, each student is required to successfully achieve a total of 360 credits. To achieve this, students study 120 credits per year: 120 credits at Academic Level 4, 120 credits at Academic Level 5 and 120 credits at Academic Level 6. Students will also be required to pass their laboratory competences as outlined in the programme handbook for Healthcare Science.

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.

### Placement structure for 2019/20 starters

#### Year 1 – Generic Placement

Students will undergo a series of 'taster' visits to NHS laboratories and will partake in simulated laboratory scenarios/experiences as part of the Professional Studies module.

Term	Duration	Start	End
3	6 weeks	June 2020*	July 2020*

#### Year 2 – Specialised Placement

Term	Duration	Start	End
3	15 weeks	May 2021*	September 2021*

#### Year 3 – Specialised Placement

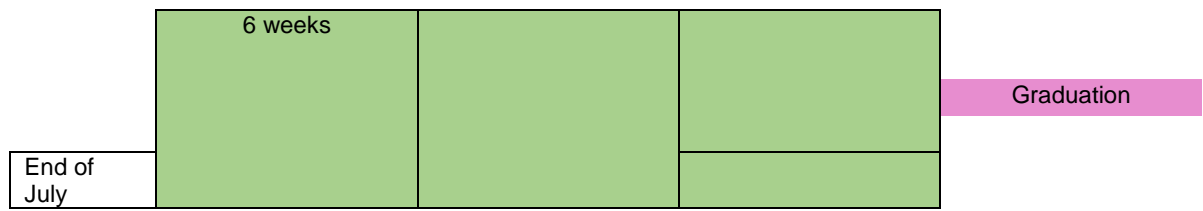
Term	Duration	Start	End
2	25 weeks	January 2022*	September 2022*

\*Dates to be confirmed by Programme Director



**Programme structure – extended 3 year programme**

August			Retrieval Exams Retrieval Exams		
September		Retrieval Exams			
		Retrieval Exams			
					Final Exam Board
	Induction week (Week 8)				
TERM 1 12 weeks	Year 1 (Week 9)	Year 2 (Week 9)	Year 3 (Week 9)		
	Student Winter Break	Student Winter Break	Student Winter Break		
	Assessment/Exam week	Assessment/Exam week	Work-Based Training 25 weeks		
TERM 2 12 weeks	Year 1 (Week 25)	Year 2 (Week 25)			
	Student Spring Break	Student Spring Break			
TERM 3 1 week					
		Exams	Exams		
		Exams	Exams		
		Exams	Exams		
			Work-Based Training 15 weeks		
		Work-Based Training			



Students are expected to achieve 100% attendance throughout the period of work-based training for the three years. If students are absent from work-based training they must inform the Programme Director and the placement co-ordinator as well as their work-based trainers. They must also submit documentary evidence explaining the reason for their absence and follow the Cardiff Metropolitan mitigating circumstances procedures if appropriate.

## 6. 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.

### [Occupational Health](#)

To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Sport and 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.

### [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:** Healthcare Science

**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>11:00 - 12:00</b> PD Meet and Greet and campus tour (Room: A013)</p> <p><b>13:00 – 14:00</b> Bursary, Occ Health and Placement Talk (Room: A119)</p> <p><b>14:00 – 14:45</b> Metcard Collection (Room: Learning Centre T1.03)</p> <p><b>Evening</b> SU Activities</p>	<p><b>11:00 - 13:00</b> Programme Talk (Room: A014)</p> <p><b>13:50 – 14:10</b> Sport kit pick up (Room: CO.21)</p> <p><b>14:30 - 16.30</b> BMS Departmental Social event (Room: T.B.C.)</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 16:00</b> <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>11:00 – 12:00</b> Meet your Personal Tutor Groups (Room: A013)</p> <p><b>13:00 – 13:30</b> WHSF talk Natalie Cox (Room: A031)</p> <p><b>13:30</b> Bus Tour CSSHS Llandaff Students (T.B.C.)</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 12:00</b> Individual P/T sessions (Room: Staff Offices)</p>
				<p><b>14.00 - 19.00</b> <b>MetFest</b> Llandaff Campus</p>

Course specific events

Social Events