

**WE ARE
#CARDIFFMET**

**PROFESSIONAL TRAINING IN
COMPLEMENTARY HEALTHCARE**

**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 our Professional Training in Complementary Healthcare. The programmes of learning that you are about to embark on are designed to promote an integrated approach to health care.

You are joining a programme which is unique in the UK, providing academic learning integrated with professional training in holistic massage, clinical aromatherapy or reflexology. The programme is delivered by a core team who are all active therapists in their own field. You are encouraged to take every opportunity presented to you during your time with us to enhance your professional and personal development.

An integrated approach to learning will enable you to combine both complementary and conventional approaches to health care. When you have successfully completed your studies, you will have accrued many skills to allow you to work with a diverse range of clients: an applied knowledge and understanding of therapeutic bodywork, anatomy, physiology and pathology, basic research skills, entrepreneurial insights and an awareness of the importance of professional ethics and of working collaboratively for the benefit of patients or clients.

As a student you will be expected to take responsibility for your learning but the programme team will be available to help you with any individual concerns. During Induction Week you will be assigned a personal tutor for the duration of your studies. They will meet with you once or twice a term, or more frequently should the need arise. Do not hesitate to contact your personal tutor or myself as soon as possible if you are experiencing problems with your studies or of a personal nature that may affect your progress.

This programme aims to challenge you, however we are sure that you will find it a stimulating and exciting one that benefits you academically, personally and professionally.

We look forward to meeting you again in September.

Julie Duffy

Programme Director

jduffy@cardiffmet.ac.uk

2 Pre-enrolment Conditions - (DBS / Code of Practice)

All prospective students must have obtained 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.

You are strongly advised to register with the update service on application for the DBS.

Before enrolling on the programme all students must have completed these two processes:

1. DBS CHECK

The Disclosure and Barring service is a Government organisation which helps to prevent unsuitable people from working with children and vulnerable adults. Further information on DBS can be obtained by following this link: www.cardiffmet.ac.uk/dba

2. CODE OF PROFESSIONAL PRACTICE

Before enrolment and induction students are required to agree and sign the Centre for Complementary Healthcare Code of Professional Practice.

Details of this document can be found on pages 10-14.

3. Summer Tasks

INTRODUCTORY READING

We recommend that you familiarise yourself with one of these books before you start the programme.

- Germann, W.J. & Stanfield, Cindy L. (2013) *Principles of Human Physiology* (6th Edition). England. Pearson.
- Tortora, G. J. & Derrickson, B. H., (2017) *Principles of Anatomy and Physiology*. England Wiley & Sons

You may also like to familiarise yourself with the following books:

- Fox, S.I. (2015). *Human Physiology*. England McGraw Hill.
- Sherwood, L (2016) *Human Physiology: From Cells to Systems*. West Publishing Co.
- Silverthorn (2016) *Human Physiology: An Integrated Approach*. England Pearson.

KEY WEBSITES

You may also wish to visit the following important websites:

- Research Council for Complementary Medicine
<http://www.rccm.org.uk/>
- The Massage Training Institute
<http://www.massagetraining.co.uk/>
- The Association of Reflexologists
<http://www.aor.org.uk/>
- International Federation of Professional Aromatherapists
(<http://www.ifparoma.org/html/introduction.html>)

You will receive your Programme Handbook during your Induction session

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.

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

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

You will have been advised of your course fees for September 2019. We will be meeting with you during Induction Week to make arrangements for payment in full or by instalments. The Complementary Healthcare courses have essential additional costs attached to them. They are listed on www.cardiffmet.ac.uk/additionalcosts. You will already be aware of these costs from the information provided to you at interview.

5. 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.

6. Timetables 2019/20

Please remember that there is an 80% minimum attendance requirement.

Professional Training in Holistic Massage

September 13th & 14th AND 29th & 30th
October 13th & 14th
November 10th & 11th
December 1st & 2nd
January 10th & 11th
February 7th & 8th AND 28th & 29th
March 6th & 7th
April 3rd & 4th
May 1st & 2nd
June 5th & 6th AND 26th & 27th
July 17th (Theory examination TBC),
July 18th & 19th
September (Practical Examination TBC)

Professional Training in Reflexology

September 13th & 14th AND 29th & 30th
October 13th & 14th
November 10th & 11th
December 1st & 2nd
January 10th & 11th AND 24th & 25th
February 7th & 8th
March 6th & 7th
April 3rd & 4th
May 1st & 2nd
June 5th & 6th AND 26th & 27th
July 10th & 11th

Professional Training in Aromatherapy 2019/20

September 13th & 14th AND 29th & 30th
October 13th & 14th
November 10th & 11th
December 1st & 2nd
January 10th & 11th AND 24th & 25th
February 7th & 8th
March 6th & 7th
April 3rd & 4th
May 1st & 2nd
June 5th & 6th AND 26th & 27th
July 10th & 11th

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.

[International & Partnerships Office](#)

Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.

[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](#)

CODE OF PROFESSIONAL PRACTICE

This document must be signed and sent to the Programme Director before you begin your studies

Principles and Guidelines for Student Professional Practice

**All Complementary Healthcare Pathways
Cardiff School of Sport and Health Sciences,
Cardiff Metropolitan University**

Introduction

The programmes in Complementary Healthcare at Cardiff Met are concerned with developing the knowledge and aptitude required of someone working in a healthcare profession. They also provide therapy specific training, learning of higher education skills and opportunities for personal development.

The Code of Professional Practice is designed to support the above professional, academic and personal focus. We do this by helping to create and maintain a healthy learning environment and by requiring conduct that fosters high standards of behaviour as expected of students intending to work with people and their health.

This document aims to:

1. Explain to applicants the specific nature of the programmes in terms of the rules, responsibilities and expectations, so that you are aware of the requirements of the programme.
2. Provide a background to 'the Code of Professional Practice Declaration' that you will read, consider and sign as a new student before you are able to enrol on the programme.

Acceptance of the Declaration and the Code is a condition of entry.

Clinical Skills Development Classes

A key feature of learning and teaching is the use of the student group and shared personal experience. This is an important consideration when making a decision to study with us. It is especially important to realise what this group work means in the practical classes.

As a student enrolling on programmes in Complementary Healthcare you should be aware that, as part of some modules, you will be required to palpate and massage and be palpated

and massaged by other students and staff, both male and female. Palpation and massage involve physical touch within a medical context. Students may be required to undress partially, although they would only be required to expose appropriate sites on their body that feature as part of the learning activity.

The programmes require that all physical contact of this kind occurs in a mixed-gender class and with supervision from the module tutor. This is in order to ensure that students gain the most comprehensive practical knowledge and experience possible from these programmes. This further ensures that students are offered practical opportunities to reach professional standards of fitness to practice before they are expected to work with patients or clients.

Criminal Record, Fitness to Study & Fitness to Practice

All students on the programme will require an enhanced disclosure from the Disclosure and Barring Service (DBS) before commencing their studies, and 'fitness to practice' checks as follows:

As the programme involves active study of physical therapies there may be limitations regarding your fitness to practice the therapy or even to study it. All candidates for the programme are interviewed by the programme team and if necessary a further interview can be arranged with the team and an advisor from Cardiff Metropolitan's Disability Student Services. In most cases additional support can be arranged for disabled students.

Students are required to deliver treatments in the university's Complementary Healthcare clinic, which is open to the general public.

If you have any doubts or concerns about your suitability for the programme and subsequent professional practice you are advised to contact the Programme Director as soon as possible.

Professional Conduct: Confidentiality and Data Protection

Trust and respect are of paramount importance in therapeutic work with clients. Before coming onto this programme of studies you sign an undertaking to say that you will:

- Conduct yourself with respect for the fundamental rights, dignity and worth of all people, in your relations with the clients that you will meet in clinical work, with staff and with fellow students;
- Act with all reasonable care and under the direction of a clinical/practical tutor with respect of clients, whether they are members of the public or fellow students taking on this role in practical classes;
- Observe confidentiality with regard to information which is available to you through your participation in clinical environments or in class concerning both clients and fellow students.

Client Confidentiality

The issue of client confidentiality is a very important one and is enshrined in law. As a student practitioner of complementary healthcare you are legally obliged not to disclose to a third party any information about a client, including the identity of the client, either during or after

the lifetime of the client, without the consent of the client or the client's legal representative, unless it is required by due process of the law.

Data Protection

Under the Data Protection Act*, you must:

- Only collect information that you need for a specific purpose;
- Keep it secure;
- Ensure it is relevant and up to date;
- Only hold as much as you need, and only for as long as you need it;
- Allow the client to see it on request.

*source: Information Commissioner's Office

Reflective Journals: Case Studies

As part of your programme of studies you are required to collect information from clients for the purposes of treating them with massage, aromatherapy, or reflexology.

- You should only collect information that is necessary to the complementary therapy treatment you are conducting;
- No identifying features or personal information are to be included in the write up of any case study or any other assessed work.
- If you are unsure about any of the above then you must consult the module leader or programme director.

The inclusion of personal information about the client (for example, name, address, telephone number, date of birth and the like) in any assessed work will result in an automatic failure (with a mark of zero).

Expectations of Student Behaviour in a Clinical Setting

Clinical observation and practice is a key feature of the programmes and students are expected to show ethical awareness and behave appropriately in all clinical settings when interacting with clients and fellow students and concerning issues of confidentiality. All students will receive supervision and guidance from their clinical tutor as appropriate to their level of knowledge, skills and attitudinal development.

In the spirit of equal opportunities, students will be expected to work with clients (and fellow students) in practical classes irrespective of age, body shape, disability, gender, sexual orientation, religion or belief, race, nationality, ethnic or national origins etc.

Any student who is under the influence of alcohol or other drugs, who is violent (including verbal violence) towards anyone, or who makes inappropriate advances towards a client will be excluded from the clinic setting immediately. Any such exclusion will be recorded at the time in the clinic incident book (student events) and in the student's file. In making such a

judgement the clinic tutor should work in consultation with another tutor at the earliest opportunity, this other person should also sign the incident book.

Students are expected to display appropriate behaviour for professional practice at all times and maintain appropriate boundaries between the client and practitioner. Where student behaviour is deemed unsuitable and/or unsafe for professional practice due to a state of mind or health, the programme team reserve the right to refer students for Occupational Health assessment before continuation of study can be considered.

When acts of student misconduct are of a minor nature every effort will be made to resolve the issues at a local level as quickly as possible. In the event of major misconduct or persistent low level misbehaviour, the Dean of School will be informed and the alleged misconduct will be formally investigated following the procedures outlined in Cardiff Met's Academic Handbook.

Dress Code

Part of being respectful and professional is refraining from imposing your view on others. Your personal appearance should be in keeping with these values. Furthermore, there may be health and safety considerations that work against some forms of dress. In general clothes should be clean, in good repair and maintain modesty. Each therapy has a dress code that must be adhered to. In clinical classes hair and/or head scarves need to be tied back. Faces should not be obscured so that confidence and trust can be established and observational skills learned. Scrupulous personal hygiene must be maintained; fingernails to be kept well-trimmed; no hand jewellery to be worn and any other jewellery worn must be discrete; no perfumes to be worn for clinics.

Code of Professional Practice

Confidentiality Agreement

I understand that as a student practitioner of Complementary Healthcare I am legally obliged not to disclose to a third party any information about a client, including the identity of the client, either during or after the lifetime of the client, without the consent of the client or the client's legal representative, unless it is required by due process of the law.

Student's signature:

Date:

I understand that, as part of my programme of studies, I am required to collect information from clients for the purposes of treating them with massage, aromatherapy, and reflexology. In doing so I agree to the following:

- I will only collect information that is necessary to the complementary therapy treatment I am conducting;
- No identifying features or personal information will be included in the write up of any case study or any other assessed work.
- If I am unsure about any of the above then I will consult the module leader or programme director.
- *I understand that if I include any personal information about a client in my assessed work, this will result in an automatic failure (with a mark of zero).*

Student Name:

Date:

Student signature:

Respect and Confidentiality

In all situations related to this programme in Complementary Healthcare, I undertake to conduct myself with respect for the fundamental rights, dignity and worth of all people, in my relations with the clients that I meet in clinical work, with staff and with fellow students.

In respect of clients, whether they are members of the public or fellow students taking on this role in practical classes, I will act with all reasonable care and under the direction of a clinical/practical tutor.

I will observe confidentiality with regard to information concerning both clients and fellow students, which is available to me through my participation in clinical environments or in class.

If a supervisor feels it is necessary to intervene in my work with a client while I am observing or practising in a clinic situation, I will not react in any way that might communicate concern to the client.

In my dealings with clients, I will not criticise or denigrate practitioners, fellow students, or other therapeutic systems.

Attendance and Participation

I will attend all the sessions in the clinic and clinical skills development classes for which I am scheduled. I will notify the module leader of any non-attendance and where possible organise replacement.

I will participate fully in all elements of my programme and work with the diversity of the student group in practical classes irrespective of age, body shape, disability, gender, sexual orientation, religion or belief, race, nationality, ethnic or national origins etc.

Criminal Record and Fitness to Practice

I agree to declare any health or criminal records (or cautions) and inform my Programme Director of any change in my status as regards criminal convictions (and cautions) and any health issues that might affect my 'fitness to practice' the specific therapy I am learning.

Dress Code

While in the clinic environment, I will dress to an appropriate professional standard as set out in my programme and clinic handbooks. In practical classes I will dress appropriately for the specific activity and with respect of other people. I agree that:

- My clothes will be clean, in good repair and maintain modesty;
- My hair and/or head scarves will be tied back and my face will not be obscured in practical/clinical skills classes, clinic and laboratories;

- I will remove all hand jewellery and any other jewellery worn will be discrete.
 - I will maintain scrupulous personal hygiene, keeping perfumes to a minimum.
 - I will keep my fingernails short.
- I have obtained or completed an application form to obtain an enhanced disclosure from the Disclosure and Barring Service (DBS).
- I have read and understood the full code of professional practice and agree to abide by it.

Name (print):

Signature:

Date: