

**WE ARE  
#CARDIFFMET**

**BA (HONS) PRIMARY EDUCATION  
WITH  
QUALIFIED TEACHER STATUS  
SCHOOL OF EDUCATION AND  
SOCIAL POLICY**

**Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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## Welcome from your Teaching Team

We are delighted that you have chosen to study in the School of Education and Social Policy at Cardiff Metropolitan University.

The staff team would like to welcome you to your studies. Staff members are here to support you to attain your goals. It is likely that you will encounter many opportunities and some challenges along the way. Please be assured that we, as staff, are here to help you as much as possible, from your first day as a Fresher to Graduation Day and beyond.

We have worked closely with colleagues across the School of Education and Social Policy and schools across our Initial Teacher Education partnership to ensure that this course is stimulating and well organised, and delivered by tutors who have good knowledge of what they are teaching and show passion for wanting their students to do well - and we're committed to ensuring this is the experience you have!

Your first week is all about familiarising yourself with your course, your tutors, the campus and city, and of course to make new friends. You will meet the staff who will teach you and, importantly, you will also meet others in your year group. You will also get to know your personal tutor, who will explain your timetable, check everything is going well and sort out any issues you may be having.

We look forward to meeting you and supporting you in achieving your personal and career goals.



Jordan Allers  
[jallers@cardiffmet.ac.uk](mailto:jallers@cardiffmet.ac.uk)  
@jordan\_allers



Dr Jennifer Clement  
[jclement@cardiffmet.ac.uk](mailto:jclement@cardiffmet.ac.uk)



Bethan Rowlands  
[BRowlands2@cardiffmet.ac.uk](mailto:BRowlands2@cardiffmet.ac.uk)  
@rowlands\_bethan

## **Pre-induction Tasks**

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.

### **DBS Update Service**

It is recommended that applicants register with the Update Service, so the disclosure can remain up to date for the duration of studies and may cover placements, if undertaken. Some placement providers may also not accept your current DBS certificate through Cardiff Metropolitan University unless you have signed up to the Update Service.

The Update Service allows individuals to apply to have their criminal record check kept up to date and employers to check that the information is current and valid, if they choose to do so. Individuals can apply for the Update Service at the same time as the DBS application, or up to 30 days after the issue of the DBS Certificate.

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



## Summer Tasks

There is no special equipment to be purchased for this programme.

However, please be aware that all students will be involved in some outdoor activities in the forest school area during induction week so make sure that you bring appropriate clothing (waterproof jacket, trousers and wellies or waterproof boots). We will be out there regardless of the weather and it can get very muddy! Students on the Primary Education with QTS course will also be using that space throughout the year so will need appropriate clothing for the duration.

## Books

Each module has required and recommended reading. All these texts are available via the library, most of them as E-Books. **There is no requirement to buy any of these texts** (although some students prefer to own their own copies). Please see below for a sample of key reading across your four modules in Year 1 (level 4):

### Successful Futures (I) Module:

Donaldson, G. (2015). *Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales*. Cardiff: Welsh Government  
(<https://gweddi.gov.wales/docs/dcells/publications/150225-successful-futures-en.pdf>)

### Areas of Learning and Experience (I) Module:

Cope, B., & Kalantzis, M. (Eds.). (2016). *A pedagogy of multiliteracies: Learning by design*. Springer.

### Exploring Play and Early Learning Module:

Wood, E. (2013) *Play, Learning and the Early Childhood Curriculum*, 3<sup>rd</sup> edn. London: SAGE

### An Introduction to Child Development and Clinical Practice Module:

Papatheodorou, T., Luff, P., & Gill, J. (2011). *Child observation for learning and research*. Harlow: Longman. – (Available as e-book).

## 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](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) 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](#).

## Induction Week

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 several 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 several different societies and clubs, and the MetFest social event on Friday afternoon.

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

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.

## Draft Timetable / Typical Attendance

Your degree is made up of separate modules, each covering different subject matter with its own approach to delivery and assessment. The focus of each module is broken down for you in the module handbook, which can be found on Moodle. Most modules are of either 20, 30 or 40 credits, with 10 credits equivalent to 100 hours of academic study. This includes a combination of formal timetabled sessions and independent study. Attendance at all taught sessions is compulsory.

### Year 1 - Blwyddyn 1

Areas of Learning and Experience (I) – 30 credits

Successful Futures (I) – 40 credits

Exploring Play and Early Learning – 20 credits

Introduction to Child Development and Clinical Practice – 30 credits (includes 15 days on Clinical Practice)

Please remember that you are joining a learning community where you will learn from and support each other in your academic and skills development. It is essential that you behave in a professional manner and engage in your studies in ways that facilitate not only your own progress but that of others. If you are having difficulty managing your time and workload effectively then please discuss this with your Personal Tutor.

Timetable sessions take place between 9am and 6pm, Monday to Friday. Please note that 'space' between timetabled sessions is time you are supposed to invest in personal research and study.

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

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 who can advise.

As part of the module 'Exploring Play and Early Learning', *we are delighted to offer you the exciting opportunity to obtain the accredited Forest School Level Two Agored Cymru award.* The usual cost for external candidates is approximately £500. However, this is subsidised for Cardiff Metropolitan students and will cost only £26 (approximately). This is an optional extra that runs alongside your study.



## 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 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](#)

## **Worked-based Learning**

Work-based learning for Initial Teacher Education (ITE) programmes is referred to as clinical practice in the Cardiff Partnership Model. Clinical practice is a core element and integral part of the BA (Hons) Primary Education with QTS programme enabling student teachers to develop their practical teaching skills as well as testing and developing their own personal theories of teaching and learning. As with all other areas of the Programme, clinical practice has been designed jointly with Lead Partnership Schools/Alliances (LPS/A) and student teachers will experience placements in two clinical practice settings: one in a LPS/A school and one in a Clinical Practice School (CPS). LPS/A are schools which have been identified as leading providers of education and professional development. These settings will be primarily based within the regions associated with Central South Consortium and EAS.

At level 4, clinical practice forms part of the “Introduction to Child Development and Clinical Practice” module, which is partly taught within University. This will include 15 days, one day a week, in school and student teachers will mainly engage in research and enquiry at a micro and macro level, and engage in some team teaching to build their learning and teaching skills. Further detail regarding the kinds of tasks required of them will be available via the module handbook but there will be no expectation at this stage for student teachers to be engaged in independent teaching.

## induction week timetable

**CAMPUS: Cyncoed**

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	
<b>9.00 - 10.00</b> School Welcome and Personal Tutor Introductions Room: CY-C111 [All students]		<b>10.00 – 12.00</b> Programme Overview/Outline Room: CY-S101 [All students/ groups]		<b>10:00 – 16:00</b>		<b>11.00 – 13.00</b> Group Tutorial Meetings Room 1: CY-C105 [BR’s group] Room 2: CY-S103 [JA’s group] Room 3: CY-D024 [JC’s group]		<b>10.00 – 12.00</b> Group Orientation Part 2 Room: S101 [All students/ groups]	
<b>10.00 - 10.30</b> Campus Orientation Tour [All students]				<b>Freshers Fayre</b>					
<b>10.30-11.00</b> Student MetCard can be picked up from the Learning Centre				Cyncoed Campus National Indoor Athletics Centre (NIAC)					
<b>11.00 – 12.00</b> Programme Welcome/Induction Room: CY-S101 [All students] -Within this session, you will be grouped for the remainder of the day/week/academic year		<b>Professional Services DAY 1</b> Llandaff & Cyncoed Campus		<i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i>		<b>Professional Services DAY 2</b> Llandaff & Cyncoed Campus			
<b>13.00 – 15.00</b> Group Orientation Part 1 Room 1: CY-S103 [Groups A + D + half of W] Room 2: CY-V008 [Groups B + C + half of W]  [BR to meet with Group W separately, at some point throughout the week]		Running all day Between 9 -5 for all students		<b>Evening</b> SU Activities		Running all day between 9-5 for all students			
		Further details will be provided either in your Joining Booklet, which you will receive in the post in September, or within the Programme Welcome				Further details will be provided either in your Joining Booklet, which you will receive in the post in September, or within the Programme Welcome			
								<b>14.00 - 19.00</b>  <b>MetFest</b>  Llandaff Campus	
		Course specific events		Social Events					