

**WE ARE
#CARDIFFMET**

BSc (HONS) SOCIAL 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

A very warm welcome to the BSc (Hons) Social Work at Cardiff Metropolitan University from myself as Programme Director, and from all of the teaching team.

Cardiff Metropolitan University has a long history of providing social work education and qualifications at both Undergraduate and Post Qualifying levels, all of which are professionally accredited by Social Care Wales. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong connections with peers on the degree and embracing opportunities that are available to you to develop academically, personally and professionally.

As the first social work degree programme to be validated in Wales in 2004, the Programme is delivered and managed by social work academics with a wealth of practice experience; alongside local authority partners and individuals that receive social work services, all with the overall aim of enriching and enhancing the experience that you have with us as an Undergraduate student.

This Induction and Enrolment information will give you a feel for the Programme that you are joining, and will be continually supplemented throughout your time on the degree. Your time as a student on the BSc (Hons) Social Work is very important to us as a teaching team, so please do not hesitate to take the opportunity to ask if there are any questions that we have not answered.

We very much look forward to welcoming you in person during Induction week in September.

Sarah Thomas

Programme Director

slthomas@cardiffmet.ac.uk

2. Pre-Entry Conditions

Enhanced DBS and Declaration of Health information:

As you should already know, all students have to complete a health check and police check declaration form for criminal convictions. We ask you to disclose any criminal convictions, bind-over orders, cautions or warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You should note that satisfactory completion and return of the self-declaration forms is a condition of entry to the social work degree. If a conviction is indicated you will be invited to attend for a follow up interview in order to discuss this with Maggie Thomas, Selection tutor and a representative from one of our host agencies.

The University reserves the right to take into account all information contained in the Enhanced DBS results in determining the suitability of an applicant and where something is disclosed on the Enhanced DBS form that has not been considered by the University previously, it may be taken into account when determining whether to allow a student to start or continue with a programme of study.

There is also an expectation that students will keep the programme informed about any changes in their personal and professional situation, which may affect their progression through the programme and their hosting by the Local Authority providers of practice learning opportunities (placements).

Registration with Social Care Wales as a Social Work student

It is a requirement of the social work degree that all students register with Social Care Wales prior to commencing their studies. Students are also required to sign up to ‘SCWonline’ which provides online services for applicants, registrants, employer signatories and social work degree provider signatories. To access these services students are required to go to the Social Care Wales website and select SCWonline from the menu. This will list the options within SCWonline and provide guidance on how to make best use of them. Students will need to create an account first and after that will have their own personal and secure SCWonline access. This will enable students to see and update the details that the Care Council hold for them on the Register. <https://socialcare.wales/>

3. Pre-Entry Summer Task

All students joining the BSc (Hons) Social Work are required to write a 'Summer Assignment' to be submitted via the virtual learning environment Moodle in the first term. . This is a non-graded piece of work that personal tutors mark, offering electronic feedback to support students to develop in relation to academic learning and the skills required for year 1 of the social work degree. The summer assignment task also offers students the opportunity to discuss with their personal tutor any specific areas for development that they may have in relation to academic writing and meeting the academic demands of a social work degree.

SUMMER ASSIGNMENT

Title: Discuss the role and task of the social worker within the Welsh context.

Word Limit: 1000 words

Submission date: Monday 23rd September 2019

Marking criteria:

- Understanding of the role and task of the social worker. 40%
- Understanding of ethical issues and anti-oppressive practice and the Welsh context. 40%
- A clear argument and presentation of information, incorporating a range of sources and a variety of methods whereby information has been gathered. 20%

Guidance for writing the assignment:

Remember that writing an academic piece of work takes time – set time aside rather than working to 'last minute' deadlines.

Before you start writing:

- Analyse the question and make sure you understand its meaning and what is required. For module assignments, you will also be given specific marking criteria to clarify what is required in the assignment.
- Find and read some books, articles and/or magazines with the question in mind. Take some notes, including appropriate quotes and page references.
- Reflect on your own practice in social care and your observations of other social care/social work practitioners. How does this relate to your reading and to the assignment question. Can you draw on examples from practice to illustrate your point/argument?
- Plan your answers by jotting down ideas and organising them in a logical order.

A helpful plan is:

Introduction: Comment on the topic and how you are going to tackle it.

Main body: Develop your main points and examples into a coherent argument

Conclusion: Summary and final comments

Writing the assignment:

Write a first draft, making sure you express your ideas clearly and logically.

Make sure you really answer the question and do not leave out important parts. Is there a logical order to your arguments?

Alter and cut as necessary, keeping to the required length and ensuring that spelling and grammar are accurate.

Print your final copy, with the appropriate references in the reference section. You may want to refer to Harvard Referencing which is the format used on the Programme.

Useful introductory texts to support completion of the Summer Assignment:

- Adams, R. (2010) *The Short Guide to Social Work*. Bristol: Policy Press.
- Doel, M. (2012) *Social Work. The Basics*. Oxon; Routledge.
- Foote, S, Quinney, A, and Taylor, M. (2013) *The Social Work Assignments Handbook: A Practical Guide for Students*. Harlow, Pearson Education Ltd.
- Horner, N. (2013) *What is Social Work? (4e)*. Exeter: Learning Matters
- Trevithick P. (2012) *Social Work Skills and Knowledge a practice handbook (3e)*. Maidenhead: Open University Press.
- Walker, H. (2011) *Studying for Your Social Work Degree (2e)*. Exeter: Learning Matters.
- Williams, C. (ed) (2011) *Social Policy for Social Welfare Practice in a Devolved Wales (2e)*. BASW.
- Wilson, K., Ruch, G, Lymbrey, M and Cooper, A. (2011) *Social Work an Introduction to Contemporary Practice (2e)* Essex: Pearson Education.

Useful introductory text:

You will be advised on key texts in Programme Handbooks on commencement of each year of study and at the start of each module by the module team. However, the Learning Matters series of books have been written to relate specifically to the Social Work degree and Year 1 students often find these useful introductory texts. Please be mindful that there are differences in relation to Policy and Legislation between England and Wales and it is useful to consider how this might influence content of texts. You can order any of these books and view sample chapters at

<http://www.uk.sagepub.com/learningmatters/>

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).

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.

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 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

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. You should already be aware of these costs.

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. Draft Timetable / Typical Attendance

Students undertaking the BSc (Hons) Social work are required to undertake both academic study (attendance at University and directed study online) alongside periods of practice based learning (Practice Learning Opportunities, also referred to as Placements). The tables below offer an overview of the structure of the Programme (days of attendance, directed study (online) days and periods of practice based learning) and will be supplemented with detailed timetables on commencement of the degree.

In terms of attendance, it is expected that students attend ALL University based days and undertake their directed study as stated in the Programme structure. It is also expected that students notify regarding any absence(s) and the reason for absence e.g. to the Programme Administrator on socialwork@cardiffmet.ac.uk on University days and to both the Practice Learning Facilitator/Assessor and University on Practice Learning days. Failure to do so may call into question the student's suitability for practice, and/or as per academic regulations, the student may be deemed to have withdrawn from the Programme.

Programme Structure

Programme for taught weeks (2018/19)				
Year 1:	Friday	Monday	AM Tuesday Taught	PM Tuesday (14.00 – 16.00)
Taught Sept – February	Directed study day via Moodle (<i>This is online and you are not necessarily required to come into Uni</i>)	Taught day (10.00 – 13.00) & 14.00 – 17.00)	(10.00 – 13.00)	Compulsory Problem Based Learning/small group work activities
20 day PLO Third week of February until the end of April				
Taught Apr - J				

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 on what to do next.

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](#)

8. Meet your Programme Team



WELCOME 2019

induction week timetable

COURSE TITLE: BSc (Hons) Social Work
CAMPUS: Llandaff

MONDAY 16 th SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 th SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 th SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 th SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 th SEPTEMBER Dydd Gwener 20 Medi
<p>10.00 – 12.00 Programme Welcome – Get to know staff and share expectations/aspirations whilst engaging in the social work. (All staff) Room - O213</p> <p>11.45-12.30 ID card collection from the learning resource centre in Llandaff</p> <p>13.00 – 14.00 Programme Lunch/Mingle. Opportunity to meet with all other students on the social work degree. (All staff) Room – O213</p> <p>14.00 – 15.00 The Role of the Personal Tutor Incorporating Learner gain activity and the Student profile at entry document (ST) Room – O213</p> <p>15.00 – 16.00 Meet Your Tutor Tutorial Group Meetings Cardiff RG & SGL – Room – O213 Caerphilly ER & MT – Room – O215 Vale SS - Tutor room</p>	<p>10.00 – 11.00 Engagement with individuals that use services session (RG) Room – O213</p> <p>11.00-12.00 Student orientation on campus</p> <p>12.00 – 13.00 Introduction to the group work activity ST Room – O213</p> <p>13.00 – 15.00 Group activity on campus (All students)</p> <p>15.00 – 16.00 Feedback on group activity incorporating the setting up of problem based learning activity and groups. ST & RG Room - O213</p> <p>Professional Services DAY 1 Llandaff & Cyncoed Campus Running all day between 9 -5</p>	<p>10:00 – 16:00 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 Activites</p>	<p>Cross site Induction day for Llandaff and Bridgend College Social Work students</p> <p>10.00 – 11.30 Social Care Wales session – Meet members of SCW and learn more about the importance of registration as a social work student RG Room – O213</p> <p>13.00 – 14.00 Collaborative communication with individuals (SUC session) RG Room – TBC</p> <p>14.00 – 15.00 Tutor and student 'Question time'</p> <p>15.00 – 16.00 Hearing about a 'day in the life of a social worker. Guest talks from current social workers and (alumni) RG, MT, ST Room – O213</p> <p>Professional Services DAY 2 Llandaff & Cyncoed Campus Running all day between 9-5</p>	<p>10:00 – 13:00 Group activity on campus – interspersed with Personal tutorial sessions Individual session with personal Tutor</p> <p>Cardiff RG O213 SGL O115 ER O215 MT D302 (Tutor room) Vale ST - Cover for SS D307a</p> <hr/> <p>14.00 - 19.00 MetFest Llandaff Campus</p>

WELCOME
2019

induction week timetable

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Course specific events

Social Events