



## **Postgraduate Diploma in Youth & Community Work**

**With JNC Professional Qualification in Youth Work**

**Information for Part-time Students**

**Academic Year 2018-2019**

Dear Student

Welcome to the PG Diploma in Youth and Community Work. We look forward to working alongside you for the next two years.

### **Induction**

The induction programme will commence at **4pm on 24<sup>th</sup> September 2017 at the Cyncoed Campus** when you will meet with your Programme Director, and where you will be introduced to the programme and the requirements of Masters level study. Your identification cards will be issued on that day. Lectures will begin at 5pm on the 24<sup>th</sup> September.

### **Enrolment**

Enrolment is an essential process that confirms your status as a Cardiff Met student and gives you access to Cardiff Met IT systems, to include Moodle the Cardiff Met learning platform, payment of fees, and, importantly, enables you to obtain your Student MetCard. ID Cards will be issued during induction.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment) webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. Please input the same username and password you originally used to apply with. Guidance is provided for forgotten usernames/passwords. Please note that to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met, and place accepted.

### **Accreditation of Prior Learning**

Students may apply to accredit previous Masters level study within the PG programme. This may provide them with exemption from taught modules. Applications should be submitted to Admissions and the programme leader before the programme begins (please visit [www.cardiffmet.ac.uk/RPL](http://www.cardiffmet.ac.uk/RPL) for further information). Please note that this provision does not apply to the fieldwork modules on the PG programme

Applications should include; the transcript of previous results (available from the awarding university's registry) including the number of credits and their level, and module details and learning outcomes of the previous programme. Late applications will not be considered.

### **Programme Outline**

Detailed information about the course structure will be provided, along with copies of the programme handbook, upon arrival. The following brief information may be of use to you however as you prepare to commence your course.

All sessions are delivered on Monday evenings, with the taught modules taking place between 5pm and 7pm and fieldwork sessions between 7pm and 9pm. All teaching will take place at the Cyncoed Campus.

### **Teaching Expectations and Strategies**

A programme that claims it is operating at Masters' Level should be able to presume that its students are capable of:

[a] Working independently;

[b] Will welcome the chance to be self-directed learners and to set their own goals;

[c] Will wish to carry out on-going evaluation of their learning.

These principles also recognise that in their working lives our students frequently operate with a considerable degree of autonomy and are themselves responsible for the learning, development and support of others. This means that tutorial staff develop teaching and learning strategies that recognise the maturity and experience of their students.

The programme will include the following activities, approaches and techniques to maximise learning and create an enjoyable educational milieu:

- Formal lecture input and discussion.
- Student-led seminars and discussion
- Group work and critical group evaluation
- Paired learning exercises
- Critical analysis of practice based case studies
- Critical reflective exercises on self
- Self-directed private study, reading and open learning

### **Fieldwork**

Postgraduate students, if electing to undertake the pathway to achieve JNC Professional Youth Work status (endorsed by Education Training Standards Cymru and recognised by the Education Workforce Council for Wales), will be required to undertake a minimum of 300 hours practice in at least two settings working with young people over the course of the two years of study. The placements will need to give you scope to meet the National Occupational Standards in Youth Work (YWNOS) and you will need to ensure that at least half of the placement hours involve face-to-face contact with young people.

If you elect to undertake the Community Development pathway you will also be required to undertake 300 hours of practice in at least two settings setting over the two years of study, but working in community development settings, with scope to meet the Community Development National Occupational Standards (CDNOS). This pathway will not enable you to achieve JNC Professional Youth Work status on completion.

You will be allocated a fieldwork facilitator to assist your learning whilst on placement and will, in addition, need to attend the weekly tutorial session that run between 7pm and 9pm on a Monday evening. You will be engaged in a process of reflective learning throughout the two year duration of the course.

### **Programme Philosophy**

The programme has been designed to provide those working in youth and community work with an opportunity to develop and reflect upon their own practice and critically explore ways to influence the development of the field. Continuing Professional Development (CPD) is an important part of a youth and community worker's life in the twenty first century and the PG Dip programme actively supports CPD, but also opens windows into new developmental areas. We aim to provide a programme which is stimulating and relevant to the needs of the profession and remains at the forefront of developments in youth and community work research.

### **Attendance and punctuality**

Attendance at all lectures is compulsory unless agreed otherwise in advance with the module leader. It is a professional expectation for students to arrive promptly for the beginnings of sessions. Please remember that you are working amongst a group of professionals and conduct relationships and conversations with tutors and fellow students accordingly.

### **Financial Obligations**

The programme generally involves undertaking four modules per year. Details on costs can be found at [www.cardiffmet.ac.uk/pgfinance](http://www.cardiffmet.ac.uk/pgfinance). For modules worth 30 credits, for 2018/19 entry the fee is £1,500 per module.

Students employed by partner organisations that manage student placements are eligible for financial support for up to 50% of the module costs in year one. Please register with [cjames@cardiffmet.ac.uk](mailto:cjames@cardiffmet.ac.uk)

## **Post Graduate Diploma in Youth and Community Work Timetable 18/19**

### **Induction & Introduction**

Monday 24<sup>th</sup> September 2018 – meet at Cyncoed Campus reception at 4pm to check your enrolment and get your 'metcard'.

**Autumn Term: Monday 24<sup>th</sup> Sept – Monday 10<sup>th</sup> Dec 2018**

**Spring Term: Monday 14<sup>th</sup> Jan – Monday 18<sup>th</sup> March 2019**

Sessions are held on Monday evenings and run throughout the autumn and spring terms.

Monday 24<sup>th</sup> September – 10<sup>th</sup> December:

*Developmental Relationships 5pm – 7pm*

Tutor: Gill Price

*Developing Reflective Practice (work placement) 7pm – 9pm*

Tutor: TBC

Monday 14<sup>th</sup> January – 25<sup>th</sup> March

*Principles of Community Development and Youth Work 5pm – 7pm.*

Tutor: Cez James

*The Community Context of Practice (work placement) 7pm – 9pm.*

Tutor: TBC

### **Preparation for the programme**

It would be helpful to begin some preliminary reading and internet research to familiarise yourself with current educational issues. To this end, a reading list and list of internet addresses is included.

### **Employment Prospects**

Graduates of the programme have an excellent chance of obtaining promotion or moving into new areas of the youth and community development work professions.

### **Contact Details**

Programme Director: Cez James

Tel: 029 20205948

E-mail: [cjames@cardiffmet.ac.uk](mailto:cjames@cardiffmet.ac.uk)

Address: Cez James PG Diploma Programme Director, Cardiff School of Education, Cardiff Metropolitan University, Cyncoed Campus, CF23 6XD

## Pre-Course Reading List

The following reading materials offer students a range of relevant pre-course reading to prepare for the course. It is not a requirement that students undertake the pre-course reading, but it is advised, and will be helpful in preparing for professional study.

### Internet

[www.infed.org](http://www.infed.org)

<http://gov.wales/topics/people-and-communities/communities/communitiesfirst/guidance/?lang=en>

<http://cdj.oxfordjournals.org/>

[www.jrf.org.uk](http://www.jrf.org.uk)

[youthandpolicy.org](http://youthandpolicy.org)

[youthworkwales.co.uk](http://youthworkwales.co.uk)

### Books

1. Banks S et al (Eds) (2003) *Managing Community Practice: Principles, policies and programmes*. Bristol. The Policy Press.
2. Bright G (Editor) (2015) *Youth Work, Histories, Policy and Contexts*. London. Palgrave/Macmillan.
3. Beck D & Purcell R (2010) *Popular Education Practice for Youth and Community Development Work (Empowering Youth and Community Work Practice)*. Exeter. Learning Matters.
4. Belton, B. (2009) *Developing Critical Youth Work Theory*, London: Russell House Publishing
5. Boud D, Keogh R & Walker D. (Eds) (1985) *Reflection: Turning Experience into Learning*. Kogan Page.
6. Butcher H, Banks S, Henderson P (2007) *Critical Community Practice*. Bristol. Policy Press.
7. Curran S, Harrison R & Mackinnon D (Eds) (2013) *Working with Young People (2e)*. London. Sage/Open University Press.
8. Dalrymple, J. & Burke, B. (2006) *Anti-Oppressive Practice. (2<sup>nd</sup> ed)* Buckingham: Open University Press.
9. Emejulu, A. (2015) *Community Development as Micropolitics: Comparing Theories, Policies and Politics in America and Britain*. Bristol. Policy Press.
10. Jeffs T & Smith M (Eds) (2010) *Youth Work Practice*. Houndmills. Palgrave.
11. Ledwith M (2011) *Community Development: A Critical Approach (2e)* Bristol. Policy Press.
12. Nicholls D (2012) *For Youth Workers and Youth Work: Speaking Out for a Better Future*. Bristol. Policy Press.
13. Ord J (Ed) (2012) *Critical Issues in Youth Work Management*. London. Routledge.
14. Somerville P (2016) *Understanding Community: Politics, Policy and Practice (Understanding Welfare: Social Issues, Policy and Practice)*. Bristol. Policy Press.

## Useful links

- [Academic Handbook](#)
- [Accommodation](#)
- [Additional Costs](#)

Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.
- [Admissions Policy](#)
- [Bike Shelters](#)

[Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.](#)
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [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 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.
- [Student Finance](#)

For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [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.
- [Term Dates](#)
- [Virtual Tours](#)

[Have another look around our campus and facilities with our guided virtual tours](#)