



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Postgraduate CPD Framework in Education

SCHOOL OF EDUCATION & SOCIAL POLICY

Induction & Enrolment Information PART TIME STUDENTS

Academic Year 2018/2019

CONTENTS

1. [Welcome from your Teaching Team](#)
2. [Pre-enrolment Conditions](#)
3. [Preliminary Reading List](#)
4. [Enrolment / ID Card Collection](#)
5. [Induction Week Timetable](#)
6. [Timetable](#)
7. [Useful links](#)

1. Welcome from your Teaching Team

A very warm welcome to the Postgraduate CPD Framework at Cardiff Metropolitan University's **Cardiff School of Education and Social Policy**.

We are a team of experienced professional educators dedicated to the academic and professional development needs of a range of education professionals.

Our teaching team consists of staff employed as full-time lecturers and researchers, augmented by a range of part-time colleagues who bring additional perspectives from contemporary education policy and practice.

Each year we welcome a diverse group of students to our postgraduate learning community, including practising teachers, youth and community workers, and other education professionals who study with us part-time. We also welcome our full-time students from the UK and a variety of international locations.

Our students tell us that this diverse mix of students offers tremendous peer learning opportunities, and we hope you will be encouraged to learn and develop lasting connections with other students.

Our teaching staff are experienced in recognising and responding to the requirements of postgraduate students. It is our job to encourage and support you to fulfil your academic and personal potential. Every student is allocated a personal tutor at the start of the academic year to help with goal setting, to be a point of contact for reviewing academic and professional progress, and to respond flexibly to any issues which may be affecting academic progress.

We would like to extend our best wishes for a successful and enjoyable experience as you embark on the MA.

CPD Framework Team

2. Pre-enrolment Module Choices

Our programme has been revised this year to include a range of module types. Some of the modules have assessment tasks which can be completed without the need for work experience. Other modules will have assessment tasks that require students to engage with education practice in order to demonstrate application of theory to practice. As part-time students, most of you will be in some form of employment in an education organisation, and can fulfil practice requirements within your workplace context.

If you are not likely to be employed within an education organisation during the time you are enrolled on the MA, you should discuss this with the Programme Director as soon as possible so we can make sure you have all the help and support you need in choosing the right modules for your situation.

Information about module choices and timetables is currently being prepared and will be forwarded to you as soon as possible.

Please contact Jan Huyton by email at JHuyton@cardiffmet.ac.uk. Jan will be able to advise on module choices and any work experience requirements. Jan would particularly welcome having an informal discussion about this before the start of term.

OPPORTUNITY TO STUDY THE CREATIVE RESEARCHER (Research Methods) IN AUGUST

The module MAE7121 The Creative Researcher is compulsory for all students taking the dissertation, and it is assessed by preparing a research proposal so you can start your dissertation as soon as possible. The module will be delivered in a teaching block on 7th, 8th, and 9th August, 9.30-4.30 at Cyncoed Campus. We already have quite a few students wishing to make this early start. If you would like to take this option, or discuss/ask questions re attendance requirements, please contact Jan Huyton by email at JHuyton@cardiffmet.ac.uk

3. Preliminary Reading List

Here is some suggested reading that might be useful to prepare you for your programme of study. This is not a requirement, but might help to shape your thinking and prepare you for your studies.

Reflective Practice Techniques

Bolton, G. (2014) *Reflective Practice: Writing and Professional Development*. London: Sage

Researching Your Own Practice

Mason, J. (2002) *Researching Your Own Practice: The Discipline of Noticing*. London: Routledge Falmer

Education Policy

Ball, S. (2013) *The Education Debate*. 2nd edn. Bristol: The Policy Press

Welsh Government (2014) *Qualified for Life: An Education Improvement Plan for 3 to 19 year olds in Wales*. Available at <http://gov.wales/topics/educationandskills/allsectorpolicies/qualified-for-life-an-educational-improvement-plan/?lang=en>

Donaldson, G (2015) *Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales*. Available at <https://gov.wales/docs/dcells/publications/150317-successful-futures-en.pdf>

Critical Thinking Skills

Cottrell, S. (2011) *Critical Thinking Skills*. Basingstoke: Palgrave Macmillan.

Research Methods

Thomas, G. (2013) *How to do Your Research Project*. London: Sage

Websites

The Times Educational Supplement-the online version of this education newspaper
<http://www.tes.co.uk/>

Also look at TES Cymru the specific Welsh version.

National College for Teaching and Leadership
<https://www.gov.uk/government/organisations/national-college-for-teaching-and-leadership>

Infed (academic articles on a range of educational topics, including informal education, youth and community work and philosophy of education) <http://infed.org/mobi/aboutus/>

Concept (The Journal of Contemporary Community Education Practice Theory)

<http://concept.lib.ed.ac.uk/index.php/Concept/index>

Newspapers: Times Educational Supplement; Times Educational Supplement (Cymru)

4. Enrolment / MetCard Collection

Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard.

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 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 in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

Module Selection

As mentioned above, final information about module selection and timetables is currently being prepared and will be sent out to you as soon as possible. When the information is ready you will be asked to select your modules. The final offer of modules will be dependent on the number of students who have chosen each module.

MetCard Collection

Arrangements will be made for you to have your photograph taken and collect your MetCard on induction day (Thursday September 20th). This is very important as it will give you access to library facilities as well as other university services and access through security doors.

5. Induction Timetable

All students are invited to attend an induction event to be held on **Thursday September 20th 2018, at 5pm on Cyncoed Campus. You will be advised of the room number when this has been confirmed, and the Main Reception will be able to direct you.**

At this event the following information will be delivered:

- 5.00 Arrive and settle in
- 5.15 Welcome and introduction from Programme Director
- 6.00 Hopes and expectations
- 6.30 Library and Academic Skills
- 7.00 Other facilities and services
- 7.15 Questions and individual admin issues

If we require you to bring any documents with you, such as letters from employers and proof of qualifications, we will inform you of this in advance.

6. Timetable

Timetables are currently being prepared and will be sent to you as soon as they are ready, in conjunction with the information about module choices.

7. 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 Sport & 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