MSC ADVANCED PRACTICE

CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES

Induction & Enrolment Information

Academic Year 2020/2021
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1. Welcome from your Teaching Team

As Programme Director of MSc Advanced Practice, on behalf of the team, I am delighted to welcome you to Cardiff Metropolitan University and the School of Sport and Health Sciences and to the programme. The purpose of this document is to give you some introductory information about the course you will be starting in October. Additional information will be provided during the induction week, including programme and module handbooks. These handbooks will provide you with more detail and help you to familiarise yourself with the programme. You will be supported by subject specific pathway leads and module leaders. If you need further information about your subject specific pathway you chose, please contact the pathway lead for advice.

Finally, welcome to Cardiff, our exciting capital city of culture and sport. Should you need a change of scene, wonderful countryside and seaside are never far away!

We are delighted that you have chosen us for the next step in your career and we hope that your experience on the Masters programme is all that you wished for.

Yours sincerely

Fei Zhao, MD, PhD

<table>
<thead>
<tr>
<th>Staff</th>
<th>Role to the Programme</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Fei Zhao</td>
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<td></td>
<td>Audiology pathway lead</td>
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<tr>
<td></td>
<td>Subject specific module leader</td>
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<tr>
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</tr>
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<td></td>
<td>Subject specific module leader</td>
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</tr>
<tr>
<td></td>
<td>Subject specific module leader</td>
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</table>
2. Programme Rationale and Information

This MSc Advanced Practice Programme is specifically designed for allied health professionals and social care practitioners, aiming to develop their professional knowledge, research experience, leadership skills, and consequently contribute to their own area of clinical practice, management, education or personal development. Therefore, the key rationale for the programme design and teaching philosophy are to meet the four pillars of Advanced Practice (i.e., www.weds.wales.nhs.uk/advanced-practice), which enable practitioners to develop a high level of academic knowledge and professional skills with research informed teaching approach.

On the basis of the nature of this programme, we intend to provide for flexible, variable progression that is responsive to student and employer continuous professional learning needs and the constantly changing practice environment. Accordingly, the modules will be delivered in a blended teaching and learning pattern (i.e., blocks of teaching with on-line resources), together with work-based learning. The course can be pursued by part time or full time routes.

All students on this programme will have opportunities to work together innovatively and collaboratively across disciplines by sharing their knowledge and skills, which will be beneficial for the students in terms of their engagement and experience.

Within the MSc Advanced Practice Programme, different specific pathways can be chosen, depending on student’s specific area of practice. These pathways are:

- MSc Advanced Practice (Audiology)
- MSc Advanced Practice (Dietetics)
- MSc Advanced Practice (Musculoskeletal Studies)
- MSc Advanced Practice (Speech and Language Therapy)

The course will have three defined exit points:

**Postgraduate Certificate** – provides students with the foundation of knowledge and skills required to begin to develop practice as an Advanced Practitioner

**Postgraduate Diploma** – provides students with the appropriate knowledge and skills to function as an Advanced Practitioner

**Master of Science** – this aimed at those students who wish to continue their academic study and undertake an extended applied research project which must be relevant to practice
The structure of the programme is designed, where appropriate, to be flexible and meet the needs of the individual learner. Students can also study individual modules on a CPD basis.

**Programme Structure**

1. **Enrol onto MSc Advanced Practice**
   - Study: 60 credits specific pathway modules
   - EXIT Postgraduate Certificate Advanced Practice (audiology/dietetics/housing/musculoskeletal studies/public health emergencies/speech and language therapy/sport and exercise nutrition)
   - OR Study 60 credits generic option modules
   - EXIT Postgraduate Certificate Advanced Practice

2. OR Continue: core modules - 40 credits and generic option module or further module from specific pathway - 20 credits
   - EXIT Postgraduate Diploma Advanced Practice (audiology/dietetics/housing/musculoskeletal studies/public health emergencies/speech and language therapy/sport and exercise nutrition)
   - OR Postgraduate Diploma in Advanced Practice

3. OR Continue: 60 credits Dissertation
   - EXIT MSc Advanced Practice (audiology/dietetics/housing/musculoskeletal studies/public health emergencies/speech and language therapy/sport and exercise nutrition)
   - OR MSc Advanced Practice

**Modules Available**

**Pathway Specific Modules**

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Modules (all modules are 20 credits)</th>
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</thead>
</table>
| **Audiology** | APP7008 Balance Disorders and Rehabilitation  
               APP7009 Industrial and Environmental Audiology  
               APP7010 Paediatric Hearing Impairment  
               APP 7011 Advanced Diagnostic Audiology and Rehabilitation  
               ADP 7001 Work Based Learning 1(for students on part-time route only) |

The audiology modules focus on diagnosis and assessment in several specific areas of clinical audiology by providing advanced theoretical knowledge and training. The modules are intended to provide post-registration education and will be included in the accredited CPD training list of the professional body (British Academy of Audiology, BAA).
### Dietetics
The Dietetics pathway is intended to support and promote continuing professional development of dietitians and their practice. As such, it will help meet the needs of those wishing to progress and evidence their ability to work at Advanced Practitioner level in the NHS.

**ADP 7001 Work Based Learning 1**  
**ADP 7002 Work Based Learning 2**  
**ADP 7005 Advanced Clinical Educators Course**  
**ADP 7007 Nutrition in the Older Person (NAGE Course)**  
**ADP 7011 Nutrition and the Older Adult (NAGE Course)**

### Musculoskeletal Studies  
**MCH7003 Core plus any 2 others for PG Certificate, remaining module as optional module for PG Diploma**  

The Musculoskeletal Studies pathway is aimed at HCPC registered practitioners – or equivalent – who are involved in the management of lower limb musculoskeletal conditions across a range of patient groups. This has typically included Podiatrists and Physiotherapists. A key feature is the emphasis on developing an evidence-based approach to practice, and students are challenged to critically analyse a range of issues related to multiple facets of musculoskeletal practice.

**MCH 7003 Work Based Learning 1: Musculoskeletal Examination and Diagnosis**  
**MCH7004 Pathological basis of musculoskeletal disorders**  
**MCH7011 Sports Biomechanics and Injury Management**  
**MCH7006 Work Based Learning 2: Musculoskeletal Therapeutics**  
**MCH7013 Science of Footwear**

### Speech and Language Therapy
The Speech and Language pathway is intended to support and promote continuing professional development of Speech and Language Therapists and their practice. As such, it will help meet the needs of those wishing to progress and evidence their ability to work at Advanced Practitioner level in the NHS.

**APP 7010 Paediatric Hearing Impairment**  
**APP 7015 Clinical Decision Making**  
**APP 7005 Advanced Communication – Introduction to NLP**  
**APP 7001 Work Based Learning 1**  
**APP 7002 Work Based Learning 2**

### Core Modules

<table>
<thead>
<tr>
<th>For PG Diploma award</th>
<th>Credit Value</th>
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<tbody>
<tr>
<td>SHS7000 Applied Research Methods and Design</td>
<td>20</td>
</tr>
<tr>
<td>APP7026 Evidence Based Practice</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For MSc award</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP7004 Dissertation</td>
<td>60</td>
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</tbody>
</table>

### Generic Option Modules

<table>
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<tr>
<th>Title</th>
<th>Credit Value</th>
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</thead>
<tbody>
<tr>
<td>ADP7001 Work Based Learning 1</td>
<td>20</td>
</tr>
<tr>
<td>ADP 7002 Work Based Learning 2</td>
<td>20</td>
</tr>
<tr>
<td>HPL 7017 Changing Health Behaviour</td>
<td>20</td>
</tr>
<tr>
<td>APP7005 Advanced Communication – Introduction to NLP</td>
<td>20</td>
</tr>
<tr>
<td>APP 7015 Clinical Decision Making</td>
<td>20</td>
</tr>
<tr>
<td>APP 7024 Strategic Leadership and Management</td>
<td>20</td>
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</table>
How the Programme is Managed

The Programme Director is responsible for the overall planning and day-to-day running of the entire course.

Pathway Leaders are responsible for their specific pathways and give specific support to their students to ensure a coherent student experience.

Module Leaders are responsible for their particular module: what is taught, how it is taught and how it is assessed.

Each student is allocated a personal tutor who will arrange regular meetings. These provide an opportunity to discuss any general issues, both academic and non-academic which you wish to talk about. The personal portfolio is also discussed at these meetings.

Student Consultations

The views of the students are very important in the operation and monitoring of the course. To enable the programme team to obtain these views, each year group is represented by a student member of the cohort. They act as spokesperson for the group, and may also be asked to provide the group with information from members of staff. They are also members of the Programme Committee which meets three a year, and which is responsible for the academic issues relating to the course.

Student representatives are asked to give a report from their year group at the meeting.

Further information from students about the operation of the programme is collected via questionnaires issued at the end of each year. These are summarised by the Programme Director and form part of the Annual Programme Monitoring Report. Any actions which are required as a result of the consultations are implemented and also monitored through this system.

How the Programme Team Will Help You To Learn

A wide variety of teaching and learning strategies are used in the programme. These include lectures, tutorials, workshops, seminars, team learning and the Work Based Learning modules.

Lectures convey information to students, and are interactive. Tutorials are an opportunity to work in small groups in order to expand and consolidate course materials.

Seminars are opportunities for student centred learning. They provide the students with a forum to practise team work and communication skills.

Workshops, case studies and team projects provide further experience of reflective thinking and critical evaluation.

Throughout all of these teaching and learning processes, students are supported by the subject tutors, and resources from the library.
The library provides access to a large range of learning technology, which offers students the opportunity to use many on-line data sources. An interactive ‘Study Skills’ support package is available.

There is also a specialist computer laboratory, which allows students access to the latest computer packages and the World Wide Web.

**Methods of Assessment**

Each module you undertake is assessed. All examinations and course work (where appropriate) are anonymised. This helps to provide equality of opportunity which is a key element of Cardiff Met teaching policies.

The nature of the assessment will vary according to the subject, and the aims and objectives of the module.

A wide variety of methods are used to assess students. These include:

- Portfolios
- Essays;
- Problem solving practical reports;
- Case studies;
- Oral presentations;
- Critical assessments of published work.

Details of the Assessment Regulations will be given to you at the beginning of the course.

**Codes of Conduct Pertaining to the Programme - What is Expected of You**

Students are expected to comply with all of the General Regulations of the University, together with Cardiff Met Health and Safety Regulations. In addition, all members of the University are expected to comply with the policies on Equal Opportunities and Harassment.

**Programme Related Expenses**

**Books:**

There is no need to purchase books before the beginning of the programme. You will be given details of which textbooks you require as lectures commence.

**Photocopying and Printing:**

Students are responsible for the cost of any photocopying which they require as part of their studies. Cards may be purchased in the Library to use in the copying machines. There is also a Print Studio on site in Llandaff, which carries out copying on request, at a reasonable charge.

Printing from the computers within Cardiff Met will also be subject to a charge.
MODULE DELIVERY DATES

Core Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>SHS7000</td>
<td>Applied Research Methods and Design</td>
<td>Term 1 (Online)</td>
</tr>
<tr>
<td>APP7026</td>
<td>Evidence Based Practice</td>
<td>Term 2</td>
</tr>
<tr>
<td>APP7004</td>
<td>Dissertation</td>
<td>Individual tutorials</td>
</tr>
</tbody>
</table>

Subject Specific and Optional Modules: pathway leaders and module Leaders are responsible for making appropriate teaching arrangements.

Please note: due to COVID-19 there will be no sessions delivered on campus during the first term (October – December 2020) and all delivery and support sessions will be done online.
3. 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 be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the international student pages or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

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
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
Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our Fee Tables. If your programme has any additional costs attached to it, they will be listed on 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. You should already be aware of these costs.
4. **Induction Week**

Induction for all students within the School of Sport and Health Sciences will commence on Monday 28th September 2020. Your first term 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 programme, 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.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

For those in Halls of Residence, don’t forget to check out the programme offered through the [Residence Life Team](#).
5. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

6. 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.

**Global Engagement**
Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions -http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx

**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**
Student residential contracts will start on 28th September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an email letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which 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 SU Societies, SU Sports Clubs and the ability to access independent advice and support**

**Term Dates**
Campus Maps, Bike Shelters & Met Rider

Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to [www.cardiffmet.ac.uk/MetRider](http://www.cardiffmet.ac.uk/MetRider). 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.

Virtual Tours
Have another look around our campus and facilities with our guided virtual tours

Student Handbook

Academic Handbook

Admissions Policy

Frequently Asked Questions

Complaints