

COURSE JOINING INFORMATION



**PG DIPLOMA IN
PRACTITIONER FORENSIC PSYCHOLOGY**

**CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

WELCOME FROM THE PROGRAMME DIRECTOR

Dr Nicola Bowes, Forensic Psychologist

On behalf of the teaching team, I am delighted to welcome you onto our Post Graduate Practitioner Programme in Forensic Psychology. The Cardiff School of Sport & Health Sciences carries out teaching and research in a large number of different areas of applied psychology. As a forensic team we have developed good, strong relationships with the Forensic Psychological Services, HMPPS in Wales team, HMPPS England, Northern Ireland Prison Service Psychology team, Scottish Prison Service Psychology, NHS and private health care providers and many other forensic psychology teams all over the UK. Many of these organisations partner with us now to provide training to their staff and to develop the provision of forensic psychology services for service users and stakeholders. You will be able to draw upon these areas of expertise during your taught programme. There are three main themes to the research within the Forensic Psychology teaching team; offenders' motivation, trauma and in violence, aggression and substance misuse.

Our team are passionate about forensic psychology; we are all practitioners and are all enthusiastic about developing and extending the practice of forensic psychology both in the UK and internationally. We are also passionate about quality, so you can expect us to encourage you to do your best, think and reflect on your skills and practice and improve what we do together as a profession. This programme will equip you to develop the skills needed to work as a forensic psychologist, as an autonomous clinician working with very vulnerable service users. Your journey in developing the skills necessary to do this work safely and ethically is something we take very seriously and are very proud to be a part of.

This booklet is intended as an introduction to Cardiff Metropolitan University, the Cardiff School of Sport & Health Sciences, the Psychology Department and the Post Graduate practitioner programmes. Your **Programme Handbook** will provide you with more detail and I am your first point of contact if you need any further information or advice.

I hope you enjoy the challenges and the successes of your studies with us. We look forward to working with you and encouraging you to grow, learn and develop.

Nic



2. Pre-enrolment Conditions

Before enrolling on the programme all students must have completed the Enhanced 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



3. Pre-Entry Summer Tasks

In order to enrol to the programme on Induction day you must bring with you evidence or be in the process of acquiring evidence of the following:

- Provide an enhanced Disclosure and Barring Scheme check (Cardiff Met will undertake this)
- Ability to meet the expected health requirements of both Cardiff Met and the placement provider
- Completed consent for role play form (provided at the end of this document)
- Evidence of academic qualification if not achieved at Cardiff Met

Because of the COVID-19 situation, we will be delivering induction electronically this year. This will run on the 9-10th September only (we previously stated week commencing 7th September please let us know if this change creates any problems/issues for you). Induction will be delivered using MS Teams. Please ensure you have access to a computer with speakers/headphones and a microphone so that we can interact with you during this process.



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) 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.

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.



5. 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](#).



6. Programme Delivery

The programme of study is built around the students work placement and is primarily supported by academic and practitioner supervision. However, the supervision will be supported by 10 academic workshops that will generally be delivered online with some exceptions. These can be accessed by students at a time agreed to be appropriate to their particular circumstances by their academic supervisor. The structure of the programme is very simple and is represented below in figure 1.

Figure 1: The structure of the programme of study towards the Postgraduate Diploma in Practitioner Forensic Psychology

| Learning experience | Learning Support | Module | Assessment (240 credits) |
|---|---|---|---|
| 360 days of professional practice Workshops 1 – 10 | 1) Academic Supervision 2) Placement Supervision 3)10 workshops on various aspects of practice: | Professional Practice Portfolio in Forensic Psychology 1 Portfolio 2 Advanced Applied Research Module | 1) Practice portfolio (100 credits) including: Case studies to include case formulation providing evidence for at least two examples of the process of assessment, intervention, evaluation and recommendations ensuring breadth. 2) Portfolio 2 (40 credits) Practice Diary and Supervision Diary of professional practice and CPD log 3) Evidence of students advanced ability to consume and apply forensic psychological research to their practice. Demonstrated by either original research, Rapid Evidence Assessment or Systematic Review addressing an issue of professional psychological practice.(40 credits) 4) Reflective report on ethical and professional practice (20 credits) 5) Reflective report on teaching or training practice (20 Credits) |



| | | | |
|--|--|-----------------------------------|---|
| | | Ethical and professional practice | 6) Reflective report on consultancy practice (20 Credits) |
| | | Teaching and Training | |
| | | Consultancy | |

*Workshop 1 is an introduction to the programme, the assessment, the supervision process and the Health Professions Council and therefore will not provide the student with 'work experience opportunities'.

Modes of progress through the award

Students will set up individualised learning plans through the programme that best fit their own particular learning experience. To be eligible to enrol on the programme students will have already agreed a suitable draft work placement training plan which provides access to an appropriate learning experience.

Once enrolled the student and the academic and placement supervisor will collaborate on drawing up a final work placement training plan which clearly identifies how the work placement will enable the student to meet all the standards of proficiency that are linked to the practice portfolio assessment. The full details of how students plan and organise a work placement that meets all their learning needs is detailed in the Student Placement Handbook.

Programme Study Time

A student's study time is broken into three elements: class contact (workshops), work placement under supervised practice and independent study. Class contact time is comprised of 10 workshops, detailed above.

Supervised practice is outlined in the student work placement handbook and independent study time should be undertaken to develop the skills necessary to maintain fitness to practice – again, this is covered within the student work placement handbook. When appropriate, independent study time includes time when the students engage in additional problem-solving or research based activities that are related to a given module but where the activities are not directed by the module tutor(s). This includes all work towards assessments.



Modes of attendance

The programme is primarily placement based and students will be expected to work at the placement for an equivalent of 4 days per week for 45 weeks, therefore gain 360 days experience throughout the duration of the programme. Students can enrol on a full time basis for 2 years, or a part time basis and take up to 5 years to gather this experience.

Assessment methods

Assessment methods include a portfolio of evidence, reflective reports and a variety of supervision and practice logs. All of these are explained in the Programme Handbook.

Reading lists

No prior reading is expected before the start of the course and reading lists will be provided at the start of each module.



7. 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.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



8. 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](http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx)

[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 and 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.

[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 e mail 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. 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](#)



Post-graduate Certificate/Diploma in Practitioner Health/Forensic Psychology

Role Play and Shared Learning: Guidance and Consent Form

Information for Students

Participation in Workshops

The development of professional skills is integral to your development as a Practitioner Psychologist. Examples of the type of participation required as part of this programme is given below (please note, this list is not exhaustive):

Role-play

Interaction e.g. sharing of experiences, discussion, observation and feedback

Student consent

Students are required to indicate their consent for participation in an activity requiring them to act as patient or client such as the type of activity described above. Students have the right to refuse to participate in such activities. Furthermore, students also have the right to withdraw from any such activity at any time. Should this situation arise, the student will be referred to the Module leader to discuss and agree a course of action that supports alternative participation in practical classes. Such modifications will be recorded in the Student's file.

Students are required to complete the general consent form for role play and shared learning activities which accompanies this guidance. There after participation in each individual activity will be used as implied consent.

Students who are able to consent to role play activities and shared learning activities should complete the accompanying consent form and bring it to the programme induction event. Students who are unable to consent should alert the programme director to the situation as soon as is possible, and by the programme induction day at the latest. Procedures can then be put in place to support alternative participation and/or alternative learning experiences.



Role Play and Shared Learning Consent Form

I understand that the development of professional skills is integral to my development as a Practitioner Psychologist and I give my consent to participate in activities such as:

Role-play

Interaction e.g. sharing of experiences, discussion, observation and feedback

I understand that I may be asked to act as patient or client during activities such as those described above.

I recognise that I have the right to refuse to participate in such activities but at the current time am happy to agree to participate. I understand that if my position changes or if any specific activity is not acceptable to me, I maintain the right to withdraw from any such activity at any time. Should this situation arise, I will contact the relevant module leader or workshop facilitator as soon as possible.

I understand that if I do choose to withdraw from any activity this will be recorded in my student file and that I have a responsibility to work with the module leader to ensure that my learning experience is not compromised.

I (name) _____ consent to take part in any role play or shared learning activities that are integral to the programme of study

(programme) _____

that I am undertaking in the Department of Applied Psychology in Cardiff School of Sport and Health Sciences.

Date: _____

Signature of student: _____

Signature of Programme Director: _____

