

# **COURSE JOINING INFORMATION**



**BA (HONS) EARLY YEARS EDUCATION (EYE)  
AND PROFESSIONAL PRACTICE (PP) WITH  
EARLY YEARS PRACTITIONER STATUS  
(EYPS)**

**CARDIFF SCHOOL OF  
EDUCATION AND SOCIAL POLICY**

**Induction & Enrolment Information**

**Academic Year 2020/2021**

**CardiffMet**

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## **1. Welcome from your Teaching Team**

We are delighted that you have chosen to study the BA (Hons) Early Years Education (EYE) and Professional Practice (PP) with Early Years Practitioner Status (EYPS) programme in the School of Education and Social Policy at Cardiff Metropolitan University.

The staff team would like to welcome you to your studies and reassure you that we are there to support you to attain your goals. It is likely that you will encounter many opportunities and some challenges along the way. Please be assured that we, as staff, are here to help you as much as possible, from your first day as a Fresher to Graduation Day and beyond.

The feedback from our past and current students says that our courses are stimulating and well organised, and delivered by tutors who have good knowledge of what they are teaching and show passion for wanting their students to do well - we are committed to ensuring that this is the experience you will have too.

Your first week is all about familiarising yourself with your programme, your tutors, the campus and city, and of course to make new friends. You will meet the staff who will teach you and, importantly, you will also meet others in your year group. You will also get to know your personal tutor, who will explain your timetable, check everything is going well and sort out any issues you may be having.

We look forward to meeting you, and supporting you in achieving your personal and career goals.

The EYE and PP with EYPS team



## Welcome from the Programme Director

I am delighted that you have chosen to study the BA (Hons) Early Years Education and Professional Practice with Early Years Practitioner Status (EYPS) programme in the School of Education and Social Policy at Cardiff Metropolitan University.

Starting your university studies is an exciting time for you with lots of new opportunities and experiences. You are embarking on a professional degree which will involve working alongside experienced and knowledgeable practitioners in a range of different settings. It is therefore important that you follow the guidance you are given about professional conduct. This is something that we will look at in our early sessions related to Professional Practice. We are extremely proud of our students and the way in which they conduct themselves when on placement.

Due to the situation we find ourselves in as a result of the COVID 19 pandemic, the start of the programme will look slightly to what you may have been expecting. Please do not worry about anything as a great deal is being done to ensure your safety. It is going to be different for us all, but we will work through things together. If you have any questions or concerns, please do not hesitate to contact me.

A range of activities have been planned for you to engage with during Induction Week, some of which will be face to face on the Cyncoed Campus whereas others will be done virtually. By combining such approaches, you will still be able to meet everyone and get to know each other.

I look forward to meeting you in September and supporting you throughout your study to achieve your personal and career goals.

Best wishes

*Cheryl*

Cheryl J Anthony  
Programme Director

BA (Hons) Early Years Education and Professional Practice with Early Years Practitioner Status (EYPS)



## 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](http://www.cardiffmet.ac.uk/dbs)



### 3. Pre-Entry Summer Tasks

There are three tasks that we would like you to engage with and complete over the summer in preparation for the start of the programme. You will be asked to share these during Induction Week and use will also be made of them during various modules. They will form the basis of discussions and be an opportunity for you to reflect on your experiences, knowledge and understanding of this important stage of young children's lives. Be reassured that there is no right or wrong way of doing this – it is very much your choice as to how you present the information.

#### **Task 1 – Children's Literature**

Books and reading are an important part of young children's lives. We would like you to find a story book that you particularly enjoyed as a young child or one that you think a young child might enjoy and complete a book review. The book would ideally need to cater for the 0 – 8 age group and could be a story book or a picture book. As part of your review you would need to include the title, author, publisher, an overall of the story or content and what you liked / enjoyed about this particular book. You can complete a written review of the book or choose to share your views in pictorial or audio form – whatever works best for you. We will then use these as part of a Story Sharing Session during the programme.

#### **Task 2 – Rhymes and Songs**

Young children love singing rhymes and songs and many of these stay with us throughout childhood and into adulthood. We would like you to choose a favourite rhyme or song from your early childhood and create a visual representation that can be shared with others. This can be done in any format of your choice but you will need to include the words of the rhyme or song and any actions if appropriate. We will share these in our Sing-along session during the programme.

#### **Task 3 – The ABC of Early Years Scrapbook**

Create an alphabetically arranged scrapbook (paper or electronic copy), capturing your experiences, memories and knowledge of the Early Years sector of education. You can use any media you like, including photographs, drawings, media reports, written words (in any format, such as reflections, descriptions, poems, captions etc.) to present what you know, have heard about or experienced in relation to Early Years Education.

For example:

- A could be Attachment Theory – with a few sentences or short paragraph to explain what it is. You could include a reference to literature too – something we would expect in your assignments.
- B could be for behavior and ways to promote it or bicycle and how it is important for physical development.
- C could be for creativity and why this is important when we are working with young children.

There is no limit on the number of items you can include for each letter of the alphabet but you will need to have something for each letter. Wherever possible, try and include a reason or reflection for each item you include.

There is no special equipment to be purchased for this programme. However, you will be involved in outdoor activities in the forest school area regardless of the weather. Such activities will take place during Induction Week and throughout the programme. You are therefore advised to have a waterproof jacket and trousers and a pair of wellies or waterproof boots. These items will also be useful for placement too as you will be asked to accompany the children outdoors.



## **Books**

There are no compulsory course texts for the programme, however, each module does have required and recommended reading. All of these texts are available via the library, most of them as EBooks.

**There is no requirement to buy any of these texts** (although some students prefer to own their own copies). You can find details of required and recommended reading for particular programmes on your pre-arrival Moodle.



#### 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](http://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](mailto: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](http://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](http://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 Education and Social Policy will commence on Monday 28<sup>th</sup> 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. Draft Timetable / Typical Attendance

Your degree is made up of separate modules, each covering different subject matter with its own approach to delivery and assessment. The particular focus of each module is broken down for you in the module handbook, which can be found on Moodle. Most modules are 20 credits, with the exception of the Professional Development module which is 60 credits. This includes a combination of formal timetabled sessions and independent study. Attendance at all taught sessions is compulsory.

Please remember that you are joining a learning community where you will learn from and support each other in your academic and skills development. It is essential that you behave in a professional manner and engage in your studies in ways that facilitate not only your own progress but that of others. If you are having difficulty managing your time and workload effectively then please discuss this with your Personal Tutor.

Timetable sessions take place between 9am and 6pm, Monday to Friday. Please note that 'space' between timetabled sessions is time you are supposed to invest in personal research and study.

*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 who can advise.

As part of the Early Learning module we are delighted to offer you the opportunity to obtain the accredited Forest School Level Two qualification. We will cover the content required for this accreditation within the module and so there will be no charge for undergoing the training. However, the accrediting body, AgoredCymru, will require an administration fee to be paid to them for processing your qualification on successful completion. The fee is approximately £25 but may be subject to change.

There is also the opportunity to undertake additional qualifications which may involve a cost e.g. the NSPCC Safeguarding qualification as an optional extra during your degree. This qualification currently incurs a charge of approximately £20 but may be subject to change.

On successful completion of your degree, will be awarded the Early Years Practitioner Status, accredited by Social Care Wales. To gain this qualification, you will be required to carry out 700 hours of work experience during your degree. There is likely to be some travel costs associated with placement.

Please see [www.cardiffmet.ac.uk/additionalcosts](http://www.cardiffmet.ac.uk/additionalcosts) for information. You may also be required to purchase a suitable placement file, further details concerning this will be shared with you during Induction Week.



## 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.

### [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 28<sup>th</sup> 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 1<sup>st</sup> 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](#)

