

COURSE JOINING INFORMATION



BSC (HONS) PODIATRY

**CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

CONTENTS

- 1. Welcome from your Teaching Team**
- 2. Pre-enrolment Conditions**
- 3. Pre-Entry Summer Tasks**
- 4. Enrolment / Student MetCard Collection**
- 5. Induction Week**
- 6. Draft Timetable / Typical Attendance**
- 7. Changes to the Course due to COVID-19**
- 8. Useful links**



1. Welcome from your Teaching Team

It is our pleasure to welcome you to the Wales Centre for Podiatric Studies, Cardiff as you commence your studies for the degree of Bachelor of Science in Podiatry.

The degree programme is accredited by the Health and Care Professions Council (HCPC) for the purpose of providing eligibility to apply for registration with the HCPC as a podiatrist. Also graduates of accredited programmes in Podiatry are deemed to be fit for the profession of podiatry and as such they may join the College of Podiatry (COP) and, upon acceptance, will have the right to use the post-nominal letters: MCPod.

The team of staff who will guide you through your studies are organised as follows:

Professor

The Professor assumes overall responsibility for the operation and development of the Centre for Podiatric Studies.

Programme Director

The role of the Programme Director is to be sensitive to students' needs for resources, accommodation, class time-table, teaching strategies and assessment programmes. This will be facilitated by liaison with the Professor and the Year Tutors.

Year Tutors

Will liaise closely with the teaching team and Programme Director. Their roles are varied, but generally, they cover management and administration of each year, in particular covering clinical and academic practice, discipline and academic counselling.

Personal Tutors

Individual academic and pastoral care will be the role of personal tutors designated at the commencement of the course. Contact will be established by mutual agreement and will normally be based on one or two meetings per term. Students will also be encouraged to make their concerns known to other members of staff as and when required.

During your time with us you will study five core modules across the three years of the course, they are Podiatric Medicine, Musculoskeletal Studies, Professional Practice, Research and Governance and Clinical Practice. As part of the delivery of these modules you will experience a number of teaching and learning methods; our teaching strategies have been selected in order to facilitate and support a student-centred approach to learning and close integration within and between subjects. Emphasis will be placed on the students taking responsibility for their own learning using a case-based curricula.

Use of the teaching methods and their desired outcomes will facilitate the integration of subject matter in the core subject of clinical practice, where you apply and develop your problem solving, evaluation and judgmental skills. Each student is required to assess patients (at an appropriate level) in terms of their general medical, surgical, social and psychological status in addition to specific podiatric conditions. Each patient therefore becomes an individual problem solving exercise. You will undertake patient management in the Centre's clinics, from an early stage in the course. Placements undertaken in Years 1, 2 and 3 will provide opportunities for you to gain work experience outside the school.



Clinical tutorials will be used to present a number of selected conditions and techniques ensuring that you are exposed to a breadth and depth of key experiences, and that you have the opportunity to learn from each other in discussion.

Assignments in the form of case studies are used to facilitate the analysis of events or incidents encountered in clinical practice. Students are also introduced to the role of reflective practice and its application to podiatry. You will also be encouraged to attend lectures and meetings outside the Institute. You will be encouraged to join professional associations, and thereby receive your own copies of journals. Further benefits will accrue from the submission of correspondence and papers for publication in appropriate professional journals.

Details of the full syllabus content and the assessment methods used throughout the programme will be provided in your Programme Overview and Level 4 Handbook and the Module Handbooks. The pass mark for all theoretical assignment components and examinations is 40%. The pass mark for all practical clinical assessments and examinations is 50%.

Please note that Podiatry students are unable to trail a module except in exceptional circumstances dictated by the programme document. Each year will culminate in examination / assessment success prior to progressing to the next stage of the programme. All clinical hours must also be completed at each year stage prior to progression.

Induction sessions will take place during your first week which will endeavour to acquaint you with aspects of the course and also regional information. You will receive a copy of the Cardiff Met Student Handbook, a copy of your confirmed timetable for the 1st term and a comprehensive timetable for the remainder of the year of study 2020/21. You will additionally receive a Programme Overview and Level 4 Handbook Document during induction week.

Individual Module Handbooks will also be available on the Cardiff Met intranet virtual learning environment Moodle. To help you plan for the year a copy of the dates of the weeks used in the timetable and the dates of vacations and examinations will also be provided. In order to minimise excessive use of paper resources all of the above mentioned documentation will be available electronically.



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

OCCUPATIONAL HEALTH ASSESSMENTS

Occupational health assessments are compulsory for students on Cardiff Met's healthcare-related courses only. A list of these courses can be found at www.cardiffmet.ac.uk/ohq.

Students on these courses will be required to complete two health questionnaires. You will be emailed links and passwords to access and complete the questionnaires online via Medigold Health. You will not be able to enrol until you have completed the OHQ.

For late applicants, this will need to be completed as soon as possible to avoid any delays when starting your programme.

Further information on the occupational health assessment process can be found on the following: www.cardiffmet.ac.uk/ohq

NHS Bursaries and Tuition Fees

NWSSP Student Awards Services implements the NHS Wales Bursary Scheme, which provides funding for a range of health education courses in Wales, including the BSc (Hons) Healthcare Science programme.



The funding available through this scheme includes the cost of tuition fees, a bursary for living costs including a £1000 non means tested grant plus a means tested bursary and support for additional costs such as travel and accommodation.

Students commencing study in 2020 and who commit to work in Wales for the two years following completion of their course, will be able to access NHS funding as set out above to meet the cost of training. The bursary scheme for EU nationals includes the provision of tuition fees only, unless ordinarily resident in the UK for three years prior to the start of the course.

Individuals who do not feel they can commit to this specified period of employment will not be eligible to receive the benefits of the NHS Wales Bursary Scheme, however they will still be able to study in Wales and will be able to access the following support:

Welsh domiciled students who do not wish to commit to work in Wales on completion of their course will have access to the standard support package available from Student Finance Wales.

Non-Welsh domiciled students who do not wish to commit to work in Wales will still be eligible to study in Wales but will need to secure funding from an alternative source. This may include funding from the relevant funding body in their home country or self-finance.

The **deadline for applying** for funding is six weeks after the commencing the course. If you do not wish to commit to work in Wales, you will still need to register on the Welsh Health Education Registration System before applying for your student finance. There are a list of useful FAQs on the NWSSP Student Awards Service webpages:

<http://www.nwsspstudentfinance.wales.nhs.uk/new-students>

For information on the numbers of placements available for the course, i.e. the number of students we can accept, and how we allocate these places please visit our website: www.cardiffmet.ac.uk/nhsbursaries.



3. Pre-Entry Summer Tasks

In order to assist with the transition to studying on the BSc Podiatry programme, a pre-induction workbook will be emailed to all students that provides key information about the course, outlines learning and teaching materials that may be useful, as well as setting some tasks that will provide assist with background learning. It is anticipated that you will familiarise yourself with the content of this booklet and complete all the tasks before joining the induction week in September.



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

Due to the COVID-19 pandemic, Cardiff Met programmes have amended the delivery of their programmes in order to adhere to guidelines on social distancing and other measures set out by the UK and Welsh Governments. This section aims to outline what you can expect as a student studying an undergraduate programme within the Cardiff School of Sport and Health Sciences.

Your course will continue to be delivered through the core and optional modules that are specified for your programme. Crucially, this means that all of the learning outcomes for your programme will be maintained. In some instances, the order or duration of modules may have been changed to allow us to effectively deliver your programme to accommodate social distancing measures. Where we have made changes, they aim to provide support that maintains the quality of your learning experience.

To be inclusive of your individual circumstances, we are planning to offer your course through a mixture of learning opportunities that are either synchronous (delivered at a scheduled time and led by a member of staff) or asynchronous (activities designed and set by a member of staff, but completed in your own time). We are planning to use a mixture of campus-based and virtual-learning environments to offer you an enhanced and flexible learning experience.

Your programme will be delivered in a term-based model ([click here for term dates](#)), with a day of online synchronous (scheduled) and online asynchronous (in your own time) guided learning for each module. There will also be an on-campus contact point on a different day, where small group tutorials, seminars and / or practical sessions will bring the learning together. The purpose of these important on campus touch points will be to further support your learning and ensure that all module and programme learning outcomes can be addressed. The on-campus activities will prioritise activities linked to learning outcomes that can only be delivered through campus-based activity (i.e. practical, lab work etc). These sessions will additionally focus on successfully facilitating your integration within our academic community and developing your relationships with both key staff and fellow students on your programme of study. We are designing this curriculum to enable flexibility to be able to switch to fully online delivery if there are further local restrictions, or full on-campus delivery should government restrictions ease.

The programme delivery, as outlined above, will be focussed around a mixture of tutor-led, student-led, group working and seminar activities. This will complement your self-directed learning undertaken within virtual learning environments. We are currently busy establishing how much of your scheduled learning will be time spent on-campus. Once we have more detailed information about the timetable of your online and on-campus days we will communicate that to you.

Further details related to the changes for each programme can be found here www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx , and the [University COVID-19 page](#).



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](#)

