

COURSE JOINING INFORMATION



BSC (HONS) SOCIAL WORK

**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

A very warm welcome to the BSc (Hons) Social Work at Cardiff Metropolitan University from myself as Programme Director, and from all of the teaching team. Cardiff Metropolitan University has a long history of providing social work education and qualifications at both Undergraduate and Post Qualifying levels, all of which are professionally accredited by Social Care Wales. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong connections with peers on the degree and embracing opportunities that are available to you to develop academically, personally and professionally.

As the first social work degree programme to be validated in Wales in 2004, the Programme is delivered and managed by social work academics with a wealth of practice experience; alongside local authority partners and individuals that receive social work services, all with the overall aim of enriching and enhancing the experience that you have with us as an Undergraduate student.

This Induction and Enrolment information will give you a feel for the Programme that you are joining and will be continually supplemented throughout your time on the degree. Your time as a student on the BSc (Hons) Social Work is very important to us as a teaching team, so please do not hesitate to take the opportunity to ask if there are any questions that we have not answered.

We very much look forward to welcoming you during Induction week in September.

Suzanne Gannon-Lewis
Programme Director
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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

Additional Important Information

As you should already know, all students have to complete a health check and police check declaration form for criminal convictions. We ask you to disclose any criminal convictions, bind-over orders, cautions or warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You should note that satisfactory completion and return of the self-declaration forms is a condition of entry to the social work degree. If a conviction is indicated you will be invited to attend for a follow up interview in order to discuss this with Maggie Thomas, Selection tutor and a representative from one of our host agencies.

The University reserves the right to take into account all information contained in the Enhanced DBS results in determining the suitability of an applicant and where something is disclosed on the Enhanced DBS form that has not been considered by the University previously, it may be taken into account when determining whether to allow a student to start or continue with a programme of study. There is also an expectation that students will keep the programme informed about any changes in their personal and professional situation, which may affect their progression through the programme and their hosting by the Local Authority providers of practice learning opportunities (placements).



Registration with Social Care Wales as a Social Work student

It is a requirement of the social work degree that all students register with Social Care Wales prior to commencing their studies. Students are also required to sign up to 'SCWonline' which provides online services for applicants, registrants, employer signatories and social work degree provider signatories. To access these services students are required to go to the Social Care Wales website and select SCWonline from the menu. This will list the options within SCWonline and provide guidance on how to make best use of them. Students will need to create an account first and after that will have their own personal and secure SCWonline access. This will enable students to see and update the details that the Care Council hold for them on the Register. <https://socialcare.wales/>



3. Pre-Entry Summer Tasks

All students joining the BSc (Hons) Social Work are required to write a 'Summer Assignment' to be submitted via the virtual learning environment Moodle in the first term. This is a non-graded piece of work that personal tutors mark, offering electronic feedback to support students to develop in relation to academic learning and the skills required for year 1 of the social work degree. The summer assignment task also offers students the opportunity to discuss with their personal tutor any specific areas for development that they may have in relation to academic writing and meeting the academic demands of a social work degree.

SUMMER ASSIGNMENT

Title: Discuss the role and task of the social worker within the Welsh context.

Word Limit: 1000 words

Submission date: Monday 12th October 2020

Marking criteria:

- Understanding of the role and task of the social worker. 40%
- Understanding of ethical issues and anti-oppressive practice and the Welsh context. 40%
- A clear argument and presentation of information, incorporating a range of sources and a variety of methods whereby information has been gathered. 20%

Guidance for writing the assignment:

Remember that writing an academic piece of work takes time – set time aside rather than working to 'last minute' deadlines.

Before you start writing:

- Analyse the question and make sure you understand its meaning and what is required. For module assignments, you will also be given specific marking criteria to clarify what is required in the assignment.
- Find and read some books, articles and/or magazines with the question in mind. Take some notes, including appropriate quotes and page references.
- Reflect on your own practice in social care and your observations of other social care/social work practitioners. How does this relate to your reading and to the assignment question. Can you draw on examples from practice to illustrate your point/argument?
- Plan your answers by jotting down ideas and organising them in a logical order.

A helpful plan is:

Introduction: Comment on the topic and how you are going to tackle it.

Main body: Develop your main points and examples into a coherent argument

Conclusion: Summary and final comments



Writing the assignment: Write a first draft, making sure you express your ideas clearly and logically. Make sure you really answer the question and do not leave out important parts. Is there a logical order to your arguments?

Alter and cut as necessary, keeping to the required length and ensuring that spelling and grammar are accurate.

Print your final copy, with the appropriate references in the reference section. You may want to refer to Harvard Referencing which is the format used on the Programme.

Useful introductory texts to support completion of the Summer Assignment:

- Cox, E., Tice, C., Long, D. (2015) *Introduction to Social Work: An Advocacy-Based Profession (Social Work in the New Century)* London: Sage
- Holland, S., & Scourfield, J. (2015) *Social Work: A Very Short Introduction*. Oxford: Oxford University Press.
- Horner, N. (2018) *What is Social Work?* (5e). Exeter: Learning Matters.
- Lishman, J., Yuill, C., Brannan, J. & Gibson, A. (2018) *Social Work. An Introduction* (2e). London: Sage
- Social Care Wales; Information and Learning Hub. <https://socialcare.wales/hub/resources>
- Walker, H. (2011) *Studying for Your Social Work Degree* (2e). Exeter: Learning Matters.
- Williams, C. (ed) (2011) *Social Policy for Social Welfare Practice in a Devolved Wales* (2e). BASW
- Wilson, K., Ruch, G, Lymbrey, M and Cooper, A. (2011) *Social Work an Introduction to Contemporary Practice* (2e). Essex: Pearson Education

Useful introductory text:

You will be advised on key texts in Programme Handbooks on commencement of each year of study and at the start of each module by the module team. However, the Learning Matters series of books have been written to relate specifically to the Social Work degree and Year 1 students often find these useful introductory texts. Please be mindful that there are differences in relation to Policy and Legislation between England and Wales and it is useful to consider how this might influence content of texts. You can order any of these books and view sample chapters at <http://www.uk.sagepub.com/learningmatters/>.



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. Draft Timetable / Typical Attendance

Students undertaking the BSc (Hons) Social work are required to undertake academic study alongside periods of practice- based learning (Practice Learning Opportunities, also referred to as Placements). The tables below offer an overview of the structure of the Programme (days of study self - directed study days and periods of practice- based learning) and will be supplemented with detailed timetables on commencement of the degree. All students are expected to engage with all aspects of University and practice- based learning as outlined in the programme structure.

Programme Structure

Programme for taught weeks 2020/21			
Year 1:	Friday:	Monday:	Tuesday:
Taught: Sept – February 20 day Practice Learning Opportunity: Third week of February until the end of April	Directed Study day via Moodle (This is online and you are not necessarily required to come into uni). This learning feeds into the Monday and Tuesday teaching.	Taught day	Taught Day

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 on what to do next.



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 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](#)



9. Placement Information/Work-based Learning

All social work students are required to undertake 200 days of learning within practice:

Year 1 – 20 days – Block: usually starts last week of February

Year 2 - 80 days - Block period of placement: usually January onwards.

Year 3 - 100 days – Block period of placement: usually beginning of November

This will be organised in partnership with our Local Authority Partners and all students will gain experience in both statutory and third sector agencies.

