

COURSE JOINING INFORMATION



**BA (HONS) YOUTH AND COMMUNITY
WORK
FOUNDATION CERTIFICATE IN YOUTH
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

We're delighted that you are coming to join us in September as part of the BA Youth and Community Work programme, leading to professional qualification as a Youth and Community Worker.

Our course is part of the School of Education and Social Policy. We are committed to the theory and practice of youth and community work set within the context of holistic informal learning experiences and a focus on social education, participation and empowerment.

In this short introduction pack, we have included details of the induction week, online enrolment, timetables and the fieldwork placement. There is also some useful preliminary reading. We hope you find it useful.

We have some induction activities planned for the **week beginning the 28th September** which will include some getting to know you activities. We will be keen to put faces to names again and there will be opportunities to get to know your fellow students and the tutor team. We are waiting for confirmation about all our induction activities but please keep the week commencing the 28th September free.

When we invite you onto campus, we will make sure a member of our team is there to meet you in the Main Reception area of the Cyncoed Campus we will send further details as soon as we possibly can.

Your first teaching day with the Cardiff Met Youth and Community Work Team will be:

- **Monday 5th October if you are starting the Foundation Certificate in Youth Work**
- **Tuesday 6th October if you are starting the BA (Hons) Youth & Community Work**

In the meantime, should you have any queries about the programme, please contact me, Louise Cook on lcook@cardiffmet.ac.uk and I will do my best to help. If you can't get hold of me for any reason drop an email to our colleagues in the Programme Support Team ccprogadmin@cardiffmet.ac.uk or askadmissions@cardiffmet.ac.uk and they'll answer your questions or pass you on to one of my colleagues in the Youth and Community Work team.

I look forward to seeing you soon!

Louise Cook

Programme Director – BA (Hons) & Foundation Certificate Youth and Community Work



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.

In the case of part-time Youth and Community Work students you should still complete a Cardiff Metropolitan University DBS. Further information on DBS and how to complete the process online can be obtained by following this link: www.cardiffmet.ac.uk/dbs

For Youth and Community Work Foundation Certificate and BA students 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). If a conviction is indicated, you will be invited to attend for a follow up interview in order to discuss this. 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 our partner placement provider organisations.

Registration with Education Workforce Council (EWC) is a requirement of anyone working as a Youth Support Worker or Youth Worker in Wales so we recommend you familiarise yourself with the EWC Code Ethics and the practice guides for Youth and Community Work on www.ewc.wales.



3. Pre-Entry Summer Tasks

Professional Experience

Applicants for the BA (Hons) Youth and Community Work degree should already have completed a minimum of 100 hours recent and relevant professional experience in the field of youth work or a closely related profession, verifiable via production of a reference from an appropriately qualified youth and/or community work practitioner.

If you are having problems completing the 100 hours in the current circumstances or need any help to identify a suitable volunteering experience prior to university entry, please contact Louise Cook on lcook@cardiffmet.ac.uk.

These 100 hours of prior experience are not required for the Foundation Certificate although we recommend you identify a placement prior to September if at all possible, our Fieldwork Coordinator Julia Rooney will be able to support and advise you when you start the course. Alternatively, another member of the team on one of the telephone numbers or emails detailed in Section 1.

Preliminary Reading

The following books provide a useful introduction to youth work and community development work:

- Beck, D. & Purcell, R. (2010) *Popular Education Practice for Youth and Community Development Work (Empowering Youth and Community Work Practice)*. Exeter: Learning Matters.
- Curran, S., Harrison, R. & Mackinnon, D. (eds) (2013) *Working with Young People*. 2nd edn. London: Sage/Open University Press.
- Ledwith, M. (2011) *Community Development: A Critical Approach*. 2nd edn. Bristol: Policy Press.
- Sapin, K. (2013) *Essential Skills for Youth Work Practice*. 2nd edn. London: Sage Publications.
- Young, K. (2006) *The Art of Youth Work*. 2nd edn. Lyme Regis: Russell House Publishing

Other Reading

The following websites may be helpful for background information and articles:

- www.infed.org.uk this includes information about theories and practices associated with informal education (youth and community work).
- <http://cdj.oxfordjournals.org/> the Community Development Journal covers a wide range of topics, reviewing significant developments and providing a forum for cutting-edge debates about theory and practice.
- www.ewc.wales this is the site for Education Workforce Council the registration body for wider education workforce including Youth Support Workers and Youth Workers in Wales.
- www.jrf.org.uk the Joseph Rowntree Foundation is an independent organisation working to inspire social change through research, policy and practice.
- www.youthandpolicy.org the Youth & Policy Journal offers a critical space for the discussion of youth policy and youth work theory and practice. Other activities include the organisation of related conferences, research and book publication. Regular activities include the biannual 'History of Community and Youth Work' and the 'Thinking Seriously' conferences.



- <http://www.youthworkwales.org.uk/> this is a very useful resource base for youth and community workers in Wales with a range of useful documents and history. It also contains the National Occupational Standards for Youth Work.
- http://www.etswales.org.uk/home.php?page_id=5151 for the Code of Occupational Ethics for the Youth Service in Wales (February 2012. Cardiff: ETS Wales; YMCA Wales Community College).
- www.nya.org.uk This is the website of the National Youth Agency which deals mainly with English issues, but gives some general information about the principles of youth work.
- <https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=568> for the Youth Work in Wales: Principles and Purposes (2018) document
- United Nations Convention on the Rights of the Child (UNCRC) (1989), [Online]. Available at: <http://www.unicef.org.uk/UNICEFsWork/UN-Convention/>

STUDY SKILLS

Cottrell, S. (2019) The Study Skills Handbook. 5th edn. UK: Macmillan Education.

REFERENCING

This is an essential part of writing essays, reports and any other form of presentation you may use. We use the Harvard Referencing method, which some of you may be familiar with. Cardiff School of Education and Social Policy has adopted Cite Them Right as its standard referencing guide.

Here is the reference: Pears, R. & Shields, G. (various editions) Cite Them Right: the essential guide to referencing and plagiarism.

There are various paper editions and an online version available from Cardiff Met Libraries.

We strongly recommend that you purchase Cite Them Right (2019 - 11th edition) as demand from the Library is very high once term starts – it costs around £13.99 recommended retail price but may be available cheaper.



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 Education and Social Policy 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

The university study pattern for **Foundation Certificate students** is as follows:

- Lectures/tutorials on both Mondays and Tuesdays

So, the first week of lectures / tutorials will be on Monday 5th and Tuesday 6th October.

The university study pattern for **BA Level 4 (Year 1)** is as follows:

- Full-time students - lectures are on Tuesdays & Wednesdays
- Part-time students - lectures are on Tuesdays only

So, the first week of lectures / tutorials:

Full-time students: Tuesday 6th October and Wednesday 7th October

Part-time students: Tuesday 6th October

All campus based lectures and tutorials will be delivered on the Cyncoed Campus although we are likely to be operating a blended learning approach to module delivery for 2020-21. Detailed timetables and study patterns will be presented and discussed during Induction (Monday 28th September – Friday 2nd October).

Please note that finishing dates will vary between year groups. Most year groups will finish during May. Please check with your lecturers for further information. 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 the Admissions team on askadmissions@cardiffmet.ac.uk 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](#)

As Youth and Community Work courses require you to come in to contact with children and young or vulnerable people, you are required to carry out a criminal records enhanced check as part of your offer. Please refer to the information on the Update Service under the DBS section.

[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. There are no mandatory course costs for Youth and Community Work programmes although we strongly recommend you subscribe to the Update Service for your Enhanced DBS.

[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

It is important to remember that, alongside your university-based studies during both Foundation Certificate and BA studies you are required to undertake professional placements.

- During the **Foundation Certificate**, you will need to complete a minimum of 100 hours professional placement.
- During the **BA Level 4**, all students will need to undertake a concurrent 200-hour placement.

When studying on the Youth and Community Work courses the work placement is a very important part of your experience on this programme, and it is very important that we get it right. We will help you find a placement if you don't have one or have difficulty finding one. There will be an opportunity to discuss placements during Induction with your Professional Tutor and other members of the programme team. In addition, this will be a focus of the tutorials throughout the academic year.

If you have an idea for a placement already, that's great – just let us know. Your work placement must be agreed by one of the Cardiff Met tutors. We will need to make sure the placement is appropriate in terms of the work experience offered and the learning support provided; for example, the person supporting you in the placement should ideally be a professionally qualified youth and community worker.

Progression Information

Current Foundation Certificate in Youth and Community Work students who have successfully completed this course of study will progress automatically onto the BA programme in September 2020. You will need to attend the Induction Week programme, as detailed in Section 5.

If you are progressing from the Foundation in Social Sciences programme, then you will need to provide Admissions with proof of 100 hours youth work experience and start the Enhanced DBS application process. Please contact Admissions at askadmissions@cardiffmet.ac.uk or call the izone for further information. There is also a useful link in Section 8. You will need to attend the Induction Week programme, as detailed in Section 5. All BA (Hons) Youth and Community Work delivery takes place on the Cyncoed Campus.

