Postgraduate Diploma in Dietetics
MSc Dietetics

Joining Instructions

2015/2016 Session
CONTENTS

These Joining instructions should be read in conjunction with the Student Handbook and individual Module Handbooks. These can be found on the Student Portal and Moodle after your induction.

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1. GENERAL INFORMATION.

Title of Award: Postgraduate Diploma in Dietetics (leading to ability to apply to the Health and Care Professions Council to register as a Dietitian)
MSc Dietetics (leading to ability to apply to the Health and Care Professions Council to register as a Dietitian)

Validating Bodies: Cardiff Metropolitan University
Approved by the Health and Care Professions Council (HCPC) and validated by the British Dietetic Association

Type of Course: Full-time
Modular Course

Normal Length: 
Postgraduate Diploma: Two years (full-time)
MSc: Two and a half years (full time) or 1 year part time after gaining PG Diploma

School: Cardiff School of Health Sciences

Head of School: Dr Adrian Peters

Programme Director: Rhiannon Harris
tel: 029 2041 6884
e-mail: RHarris@cardiffmet.ac.uk
2. Welcome from the Dean

Professor Adrian Peters

The Cardiff School of Health Sciences

improving health through education and research

A very warm welcome to the Cardiff School of Health Sciences.

You will be joining a vibrant community of over 2000 students with 160 staff committed to delivering a first class education on our broad portfolio of health courses. Most of our degrees are professionally recognised allowing direct entry into your chosen profession and forming an excellent springboard for your career.

You are entering the University at an exciting time in our 150th year, following a multimillion pound investment in the Llandaff Campus that has included a £5 million development of the School’s facilities, a new Cardiff School of Art and Design, Cardiff School of Management, Learning Centre extension and Student Centre with gym facilities and excellent student support services.

The information in this pack will give you a feel for the School and the course you are joining. Please do not hesitate to contact your Programme Director if there are any questions that we have not answered.

Your time at University is important and will give you the opportunity to develop lifelong friendships and a range of skills and experiences that endure. We provide an environment in which your academic, professional and social developments thrive and Cardiff, as the capital city of Wales with a large student population, is well placed to meet all your social needs.

Finally, I look forward to welcoming you in person during Freshers’ week in September. I encourage you to play a full role in the School and take every opportunity afforded you. I am certain you will find your time at this University highly rewarding and the start of a lifelong relationship with us.
The Cardiff School of Health Sciences

improving health through education and research

The School is located on the Llandaff Campus and has four Departments offering courses at BSc and MSc level, many of which offer both an academic and professional qualification. We also offer a foundation degree, two foundation year certificates that lead to specific undergraduate programmes and a small number of Higher Certificates and Diplomas validated by BTEC/EDEXCEL. In addition to professional body accreditation our programmes are approved by the appropriate regulatory bodies including the Health Care and Professions Council, Care Council for Wales and General Dental Council where this is required.

The departments and examples of the courses they offer are detailed below:

Department of Applied Community Sciences

- Environmental Health (BSc, HND)
- Health and Social Care (BSc, HND, HNC)
- Housing (BSc, HND, HNC)
- Social Work (BSc)
- Applied Public Health (MSc)
- Food Safety Management Hong Kong (MSc)
- Occupational Health, Safety and Wellbeing (MSc)

Department of Applied Psychology

- Foundation Social Sciences (Foundation Certificate)
- Psychology (BSc)
- Forensic Psychology (MSc)
- Health Psychology (MSc)
- Practitioner in Forensic Psychology (PGD)
- Doctorate in Forensic Psychology (DForen. Psych.)

Department of Biomedical Sciences

- Foundation Health Sciences (Foundation Certificate)
- Biomedical Science (BSc, HND, MSc)
- Sports Biomedicine and Nutrition (BSc)
- Healthcare Science (Life Sciences) (BSc)

Department of Healthcare
Each Department has a Head who sits on the School Management and Planning Team with the Deputy Dean (Learning and Teaching), Associate Dean (Research), Associate Dean (Enterprise), Associate Dean (Internationalisation) and School Business Support Manager. This team, chaired by the Dean, is responsible for the strategic and operational management of the School.

Each programme has a Programme Director, many will have year tutors and all students are assigned a Personal Tutor as part of our academic support framework. It is important that you engage with your tutor as they can signpost you to other services as required. Our students elect student representatives for each programme who make an active and important contribution to Programme Committee meetings. There are also opportunities for students to have a voice in the management of the School; through the Staff Student Liaison panel; Learning and Teaching Committees; Health and Safety Committees Whole School meetings and at a number of events across the University.

The School promotes active engagement in sport as a social exercise or competitive endeavour. Campus Sport in conjunction with the Athletics Union provide a range of intramural sports opportunities and students can access the gym in the Student Centre at Llandaff Campus, an outdoor exercise area and the excellent sporting facilities at the Cyncoed Campus, which houses the National Indoor Athletics Centre, tennis centre, gym and swimming pool.

The award winning Cardiff Met Rider bus runs a regular service between the Student Accommodation, Llandaff and Cyncoed Campuses and into the city centre.

Included in this pack is specific information for your chosen programme. For more information on our School or programme, please visit our website or contact your programme director.
Research in the Cardiff School of Health Sciences

The Cardiff School of Health Sciences has a strong research culture; informing your curriculum and teaching and extending knowledge and evidence base for professional practice development.

In the most recent UK wide Research Excellence Framework, (REF) 2014, 74% of our research was rated as internationally excellent or world leading. This contributed to the University’s position as top new university in the UK for research quality.

We have invested heavily in our research infrastructure with new research laboratories for biomedical science and food science and technology, a psychology research centre, health assessment suite and a post-graduate centre for our PhD students, who now number over 60 with strong research groups in Biomedical Science, Environmental Health, Food Science & Technology and Psychology with a growing number of practitioner PhDs in Dietetics, Podiatry and Speech and Language Therapy.

Our great strength is our multidisciplinary, collaborative approach and we produce world-class applied research that informs practice in Wales and beyond. For example, our work on exercise, diabetes, and healthy ageing includes collaborations between biomedical science, psychology and physiologists to better understand the complex relationships between lifestyle the ageing process and illness associated with ageing; extending our knowledge in this critically important area and influencing healthy ageing initiatives. Recent research grants awarded in this area include Welsh Government funded work on growing a healthy older population in Wales looking at the influence of gardening and allotment keeping on healthy aging and a large European funded study, Frailomics, examining biomarkers of frailty, an important indicator of health in the older population.

Research across the School is extensive and varied. For more information on our research please visit www.cardiffmet.ac.uk/cshs and follow the link to research.

Working with Partners

We are proud of our work with local communities, employers and industry in Wales and beyond. From developing homework clubs on science with black and minority ethnic communities in Cardiff to working with the pharmaceutical industry on drug discovery methods, we make a significant contribution to the social, cultural and economic well-being of Wales and the UK. We work in partnership with the Cardiff and Vale University Hospital Board to deliver key collaborative projects including running NHS Podiatry Clinics in our own Wales Centre for Podiatric Studies, improving patient care and clinical education for our students.
The internationally recognized Food Industry Centre based in the School is supported by the Welsh Government to engage with Welsh food manufacturers to ensure they are competitive players in the food sector. To date this has led to the development of over 100 jobs in the industry and benefitted our students with opportunities for work placements, industry projects and innovative employment in the food industry.

We work closely with industry on waste, pollution and occupational health and safety, and host one of the specialist chemical centres of Public Health England’s Centre for Radiation, Chemical and Environmental Hazards and the World Health Organisation Collaborating Centre for Public Health Management of Chemical Incidents. Staff from the School contribute to the work of a new Cardiff Met International Training Centre announced by the World Health Organisation in May 2011 in Thailand and officially launched here in April 2012.

Our role in providing lifelong learning opportunities through Continuing Personal and Professional Development is important and we have excellent relationships with employers providing a host of CPD opportunities across the School’s disciplines.

We have strong links with local authorities and the third sector, providing post qualification training for Social Workers, Continuing Professional Development (CPD) in health and social care and working closely with housing associations, including a recent Knowledge Transfer Partnership with a major local supported-housing organisation.

Our strong links with partners is key to our ability to provide you with relevant work experience placements critical to your professional development and employability.
3. PROGRAMME INFORMATION

This course has two aims; firstly to provide you with the necessary qualifications to become a Registered Dietitian and secondly to give you the opportunity to extend your academic studies to postgraduate diploma or masters level.

Opportunities for Further Study

The course is designed to produce critically thinking and reflective professionals whose professional development is likely to continue after qualification. In Dietetics there are many opportunities to develop specialisation by means of post-registration courses as well as continuing with research.

3.1 Outline Structure

To obtain the Postgraduate Diploma you will have to complete six modules at level 7 (Masters level) In addition, to satisfy the Health Care Professions Council and British Dietetic Association curriculum guidelines you must also complete 2 professional body modules.

Year 1

Term 1 Modules – September to December

Level 7: Principles of Dietetics for PGs
Public Health
Applied Research Methods and Design
Professional Studies

Professional Body: Health Sociology

Term 2 – January to March

Level 7: Specialist Dietetics for PGs
Clinical Science for PGs
Applied Research Methods and Design
Professional Studies

Professional Body: Health Psychology

Term 3

Placement 1 – 6 weeks April/June

July - Specialist Dietetics for PGs
Clinical Science for PGs
Year 2

Placement 2: 8 weeks September/October
November: Clinical Practice
Placement 3: 14 weeks December/March
May: Clinical Practice

EXIT Postgraduate Diploma in Dietetics or continue to submit a dissertation to be awarded the MSc in Dietetics within one year of the award of Postgraduate Diploma or can re-enrol at a later date to submit a dissertation to gain MSc Dietetics.

Recognition of Prior Learning (RPL)

Students with a higher degree which includes a research module can apply for RPL and therefore exemption from Applied Research Methods and Design. Students with health sociology and/or health psychology in their first degree can apply for RPL for these modules. Details will be discussed during induction.

Placements

The placements will occur throughout Wales. Additional costs associated with travelling during the placement may be covered by the NHS bursary. In addition if you have to meet accommodation costs in Cardiff as well as at your placement, the lesser of these may be reimbursed from the NHS bursary.

More information will be provided during induction.

Additional Information

All students are required to keep a personal development journal and course portfolio (known as the Personal Development Plan). This is discussed at regular intervals with your personal tutor and goals are agreed. Each student is expected to demonstrate self-development during the course. Specific skills form part of the HCPC Standards of Proficiency required in newly qualified dietitians and progress towards these must be demonstrated. For practical training you will also be required to keep a portfolio – details will be given in the Induction period.
The Health and Care Professions Council requires all prospective registrants to declare any health conditions that might impair their ability to practise. Prospective students will need to sign a health declaration; this is repeated annually throughout the course. This allows the University to be aware of any issues and make recommendations for action and reasonable adjustments where necessary.

As you are entering a course which leads to a profession dealing with children, young persons and vulnerable persons you need to obtain a disclosure certificate from the DBS (Disclosure and Barring Service) before you start the course. Information about this process has already been sent to you.

3.2 How the Programme is Managed

The Programme Director is responsible for the overall planning and day-to-day running of the entire course.

Module Leaders are responsible for their particular module: what is taught, how it is taught and how it is assessed.

Each student is allocated a personal tutor who will arrange regular meetings. These provide an opportunity to discuss any general issues, both academic and non-academic which you wish to talk about. The personal development plan (PDP) is also discussed at these meetings.

3.3 Student Consultations

The views of the students are very important in the operation and monitoring of the course. To enable the programme team to obtain these views, each year group is represented by a student member of the cohort. They act as spokesperson for the group, and may also be asked to provide the group with information from members of staff.

They are also members of the Programme Committee which meets once each semester, and which is responsible for the academic issues relating to the course.

Student representatives are asked to give a report from their year group at the meeting.

Further information from students about the operation of the programme is collected by means of questionnaires issued at the end of each year. These are summarised by the Programme Director and form part of the Annual Programme Monitoring Report. Any actions which are required as a result of the consultations are implemented and also monitored through this system.
3.4 How the Programme Team Will Help You To Learn

A wide variety of teaching and learning strategies are used in the programme. These include lectures, practical work, tutorials, workshops, seminars and team learning.

Lectures convey information to students, and are interactive. Practical work compliments and extends theoretical aspects and develops skills. Results from practicals are used in problem solving as part of the learning process.

Small group work occurs in tutorials which expand and consolidate course material. Seminars are opportunities for student centred learning and provide the students with a forum to practise team work and communication skills. Workshops, case studies and team projects provide further experience of reflective thinking and critical evaluation.

Throughout all of these teaching and learning processes, students are supported by the subject tutors, and the Library resources.

The Library provides access to a large range of learning technology, which offers students the opportunity to use many on-line data sources. An interactive Study Skills support package is available.

There is also a specialist computer laboratory, which allows students access to the latest computer packages and the World Wide Web.

3.5 Methods of Assessment

Each module you undertake is assessed. All examinations and course work (where appropriate) are anonymised. This enhances equal opportunity which is a key element of Cardiff Metropolitan University teaching policies.

The nature of the assessment will vary according to the subject, and the aims and objectives of the module.

A wide variety of methods are used to assess students. These include:

- essays
- problem solving practical reports
- case studies
- oral presentations
- portfolios
- critical assessment of published work

Details of the Assessment Regulations will be given to you in the Student Handbook at the beginning of the course.
3.6 Codes of Conduct Pertaining to the Programme - What is Expected of You

As the programme leads to a professional qualification, standard of behaviour, including professionalism and sensitivity to others, are expected from the students. Students are expected to comply with all of the General Regulations of the University, together with Cardiff Metropolitan University Health and Safety Regulations. In addition, all members of the University are expected to comply with the policies on Equal Opportunities and Harassment.

3.7 Course Related Expenses

a) Protective Clothing

You will require:
ONE white overall to wear for practical classes in Practical Food and Nutrition and Professional Studies - approximate cost £20.

Protective head gear can be purchased in Cardiff once the course has commenced.

Ear-rings, watches, necklaces and rings (other than plain wedding rings) must be removed in food production areas.

b) Books

There is no need to purchase books before the beginning of the course. You will be given details of which textbooks you require as lectures commence.

c) Photocopying and Printing

Students are responsible for the cost of any photocopying which they require as part of their own studies. Cards may be purchased in the Library to use in the copying machines. There is also a print Studio on site in Llandaff, which carries out copying on request, at a reasonable charge.

Printing from the computers within Cardiff Metropolitan University will also be subject to a charge from this session.

Cardiff Metropolitan University uses the virtual learning environment ‘Moodle’ and you may print powerpoint slides for some lectures. This cost is expected to be met by the student.
d) Professional Body Membership

Students may join the British Dietetic Association or Nutrition Society as student members, at reduced cost. Details are provided during induction.

e) Travel to Halls of Residence

The Cardiff Metropolitan University Rider bus service provides low cost transport between campuses, as well as from Halls of Residence.

4. INDUCTION PROGRAMME

Online Enrolment
Enrolment is an important process that confirms your status as a Cardiff Met Student. You can complete the online self enrolment process from any computer through our Self Service system from 1st September 2015. If you applied through Self Service you will already have the necessary login details for self enrolment, otherwise these will be sent to you via email.

Please note that in order to self enrol your status with Cardiff Met must be Unconditional Firm (UF).

To begin your enrolment process, please visit www.cardiffmet.ac.uk/enrolment. Step-by-step guidance is provided. This process is essential in that it allows you access to payment of fees, programme information systems, and enables you to obtain your Student ID Card during Induction.

Induction
During Induction Week you will have a digital photograph taken. This will produce an identity card, which you will need to have with you at all times as it allows access to buildings.

Induction is a vital part of the programme and you will be expected to attend all the timetabled sessions. These sessions will give you the opportunity to start to settle into Cardiff Metropolitan University. You will have the opportunity to get to know other members of the group as well as staff. You will also meet your personal tutor.

Most importantly, you will receive information about the programme, how it operates, our expectations of you and how we can help you to fulfil your goals; full attendance is required, even if you have studied at Cardiff Met prior to coming on the programme.

A draft induction programme is given below; a final version detailed will be sent to you in early September.
5. **Immunisation for Students Undertaking Dietetic Placements**

The further and higher education establishments and the NHS have a statutory and ethical duty to safeguard, so far as reasonably practicable, the health and safety of students in training. There is a parallel duty to prevent harm to patients and the wider public arising from training activities. Therefore, if you become a Cardiff Metropolitan University student on the programme you must adhere to immunisation requirements before you begin training on placements.

At the start of term you will be required to attend at a local health centre for an appointment with an occupational health nurse. She will check your immunisation status and discuss any other factors that could influence your fitness to practice on placement. **Please bring with you any documentation relating to past immunisations.**

6. **TERM AND PLACEMENT DATES**

The Academic year dates for 2015/2016 are as follows:-

- **Induction**  w/c 21st September, date to be confirmed
- **Autumn Term**  Monday 28th September 2015 – Friday 11th December 2015
- **Spring Term**  Monday 11th January 2016– Friday 18th March 2016
- **Summer Term**  Monday 11th April 2016 – Friday 10th June 2016, PG Diploma in Dietetics and Year 2 BSc (Hons) Human Nutrition and Dietetics Summer Term is extended to mid July 2016 (date tbc)
PLACEMENT DATES 2016

PLEASE BE AWARE THAT THESE DATES MAY CHANGE AND YOU NEED TO CHECK WITH THE
PLACEMENT ADMINISTRATOR PRIOR TO BOOKING HOLIDAYS.

BSc (Hons) Human Nutrition and Dietetics – 3 year programme/ Postgraduate Diploma in
Dietetics 2015 Entry

Local 2 day Placements – Visit 1: Wednesday 28th OR Thursday 29th OR Friday 30th October
2015
Visit 2 (0.5 day) & Visit 3 (full day): Wednesday/Friday 27/29 January, 3/5 February, 10/12
February 2016

Placement 1
Earliest: 18th April 2016
Latest: 9th May 2016
(Return to Cardiff Met 20th June 2016)

Placement 2
Earliest: 5th September 2016
Latest: 12th September 2016
(Return to Cardiff Met 7th November 2016)

Placement 3 - tbc
<table>
<thead>
<tr>
<th>Monday 21st September 2015</th>
<th>Time</th>
<th>Event</th>
<th>Lecturer/Speaker</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>11.00-12.00</td>
<td>Cardiff Met Welcome Event – includes essential information about enrolment*</td>
<td>Vice Chancellor and Student Union</td>
<td>National Indoor Arena, Cardiff Met Cycoed Campus</td>
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<tr>
<td>All day</td>
<td></td>
<td>Cardiff Met Freshers Fayre*</td>
<td>Student Union</td>
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<tr>
<td>Tuesday 22nd September 2015</td>
<td>1.00-3.00</td>
<td>Welcome to the course Introductory session part 1</td>
<td>Rhiannon Harris</td>
<td>TBC</td>
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<td></td>
<td>3.00-5.00</td>
<td>School Induction including welcome from Head of School, Head of Department, student services, library and sports talk</td>
<td>Prof Adrian Peters Head of Department</td>
<td>A0.31</td>
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<tr>
<td>Wednesday 23rd September 2015</td>
<td>10.00-12.00</td>
<td>Introductory session part 2</td>
<td>Rhiannon Harris</td>
<td>TBC</td>
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<td>12.00-1.00</td>
<td>Lunch Break</td>
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<td></td>
<td>1.00-2.00</td>
<td>IPE Session</td>
<td>Dr Amanda Squire</td>
<td>TBC</td>
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<td></td>
<td>2.00-3.00</td>
<td>PDP Session</td>
<td>Katherine Gallimore</td>
<td>TBC</td>
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<tr>
<td>Thursday 24th September 2015</td>
<td>10.30-11.00</td>
<td>Nutrition resources for students</td>
<td>Shirley Hinde</td>
<td>TBC</td>
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<td></td>
<td>11.00-11.15</td>
<td>Meet the centre team over juice and welsh cakes</td>
<td>Hilary, Ruth, Katherine, Amanda, Shirley, Rhiannon, Denise and Robert.</td>
<td>D1:25 Kitchen</td>
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<td></td>
<td>11.00-12.00</td>
<td>Meet your personal tutor</td>
<td>Katherine Gallimore</td>
<td>TBC</td>
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<td></td>
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<td></td>
<td>Shirley Hinde</td>
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<td></td>
<td>Rhiannon Harris</td>
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<td></td>
<td>Denise Parish</td>
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<td>Hilary Wickett</td>
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<td></td>
<td>12.00-1.00</td>
<td>Placement Preparation Session</td>
<td>Amanda Squire</td>
<td>TBC</td>
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<td>100.-1.30</td>
<td>Lunch break</td>
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<tr>
<td></td>
<td>1.30-2.00</td>
<td>Campus orientation</td>
<td>Denise Parish</td>
<td>Meet outside refectory to receive instructions</td>
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<tr>
<td></td>
<td>2.00-3.00</td>
<td>Dietitians in Practice</td>
<td>Denise Parish and Rhiannon Harris</td>
<td>TBC</td>
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<tr>
<td></td>
<td>3.00-4.00</td>
<td>ID card production</td>
<td>Academic Registry (+Rhiannon Harris)</td>
<td>Learning Centre</td>
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<tr>
<td>Friday 25th September 2015</td>
<td>keep Free - Occupational Health Appointments</td>
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