

COURSE JOINING INFORMATION



PGCE PRIMARY & SECONDARY
June 2023

**CARDIFF SCHOOL OF
EDUCATION AND SOCIAL POLICY**

Academic Year 2023/2024

CardiffMet

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1. Welcome Letter from the Director of ITE and Professional Learning

We are very much looking forward to working with you next academic year. We can confirm that the 2023/24 Cardiff Partnership for ITE PGCE programmes will start on the following date:

Monday 4th September 2023

This is an incredibly exciting time to become a teacher in Wales. We work closely with Welsh Government, other Higher Education Institutions (HEI) providers in Wales and our partner schools to ensure that we provide high quality ITE programmes that enable student teachers to meet the Qualified Teaching Standards (QTS).

School Placement and Welsh Proficiency Forms

To assist us in organising your school placements and your University Welsh Development group, all students need to complete both forms listed below **no later than Friday 7th July 2023**:

- **PGCE Primary Pathway:** [PGCE Primary Placement Information Form 2023-24 / Ffurflen Gwybodaeth Lleoliad Cyntaf TAR Cynradd 2023-24](#)
- **PGCE Secondary Pathway:** [PGCE Secondary Placement Information Form 2023-2024 / Ffurflen Gwybodaeth Lleoliad TAR Uwrchradd 2023-24](#)
- **Welsh Proficiency:** [Cardiff Partnership for ITE: Welsh Proficiency Form 2023-2024 | Partneriaeth Caerdydd ar gyfer AGA: Ffurflen Rhuglder yn y Gymraeg 2023-2024](#). – both English and Welsh medium students need to complete the Welsh Proficiency Form.

If you are interested in applying for a placement in an Additional Learning Needs provider please complete the additional form below **by Friday, 21 July 2023**:

ALN Application Form: [Additional Learning Needs Specialist Provision Placement Application 2023 - 2024](#)

This is the first of two packs of information that you will receive before the programme starts. The second pack will be available to you in August. Information on the online self-enrolment procedures will be included in the August pack, as will an outline of arrangements for the first week of the programme.

As a teacher educator you have an important role to play, we are really looking forward to meeting and working with you to inspire the future minds of Wales.

Dr Anna Bryant - Director of ITE and Professional Learning



2. Welcome Letter from Admissions

Dear Student,

Well done and thank you for choosing to study at Cardiff Metropolitan University. We extend a warm welcome to you as a member of the Postgraduate Certificate in Education Programme. We look forward to you commencing on our programme and welcoming you on **Monday 4th September 2023**; to start what is hoped, to be a rewarding and successful year for you as a student teacher. You are about to embark on a highly regarded, high quality, postgraduate programme and we look forward to working with you.

May I take this early opportunity of reminding you that the programme is full time and intensive. The university-based part of the Programme is assessed at Master's level allowing you to gain 60 Credits at M level/Level 7, which equates to one third of an MA qualification. The school experience element of the programme is undertaken at different schools and may well involve long journeys. Please note that some schools start as early as 8.00am. It is your responsibility to make the necessary arrangements to deal with any personal commitments, so that you can arrive at the school when required. Tutors cannot guarantee a placement close to where you live. Should a disability be declared, appropriate reasonable adjustments will be made based on recommendations from Cardiff Metropolitan University's Disability Department.

Please note: This is a professional Initial Teacher Education course and student teachers should not book holidays during the programme.

This is the first of two packs of information that you will receive before the Programme starts on **Monday 4th September 2023**. The second pack will be available to you in August. Information on the online self-enrolment procedures will be included in the August pack.

The August pack will contain the following information:

- Letter from Dean of Cardiff School of Education & Social Policy
- Code of Conduct and other Useful Information
- Further generic and subject-specific information

We look forward to welcoming you on **Monday 4th September** and, in the meantime, please do not hesitate to contact me on 029 2041 6010 should you need further information.

Yours faithfully



Ms Lisa Bowen
Head of Admissions



3. Important Information

- It is important that if, for whatever reason, you do not intend to take up the place offered, that you **inform either the relevant tutor or admissions by the end of August** in order that other applicants may not be prevented from having a place.
- You will need to contact the appropriate Student Finance depending on where you reside concerning the payment of the fees for the Programme and your Student Loan and complete the PN1 Form. Information concerning Student Finance is provided on our website at www.cardiffmet.ac.uk/finance and we recommend that you read this information and apply for assistance, if you have not already done so. You will receive confirmation of how much contribution you will receive towards your fees and the university will also receive confirmation of this once you have enrolled.
- Satisfactory police checks are required from all applicants for PGCE Programmes. Failure to undertake this will result in applicants being unable to commence the Programme. You should have received information relating to this with your original offer letter from us. If you have not undertaken this procedure, then please contact Admissions as soon as possible on 029 2041 6010 or askadmissions@cardiffmet.ac.uk.
- If the offer that you have received from UCAS Teacher Training is conditional on any academic qualifications e.g. degree, please can you send in **a copy of your results** when you receive them so we can confirm your place. All results can be emailed to newstudent_qualifications@cardiffmet.ac.uk.
- Should you change your address between the time of application and taking up a place on the Programme, please inform both UCAS Teacher Training and the Admissions Office at Cardiff Metropolitan University, so your records can be updated. If we are not informed of your new address, important information concerning the Programme will not be received by you.
- For information describing the procedures for applying for accommodation (Flats/Bedsits/Halls of Residence), please visit the Accommodation website: www.cardiffmet.ac.uk/accommodation; or contact them on 029 2041 6188.
- Registration for teaching is required through the appropriate General Teaching Council, for which there is a fee. If you intend working in Wales after you qualify, you will need to complete and submit an application form and registration fee through the Education Workforce Council who will visit the institution during your programme to assist you with this process.



4. Pre-Programme Reading List

The following Bibliography would serve as excellent background reading material, to give a firm foundation for starting the programme:

Capel, S., Leask, M. & Younie, S. (2019) *Learning to Teach in the Secondary School*. 8th edn. Oxon: Routledge.

Cremin, T. and Arthur, J. (2018) *Learning to Teach in the Primary School*. 4th edn. Oxon: Routledge.

Holmes, E. (2018) *A Practical Guide to Teacher Wellbeing*. London: Sage Publications Limited

Pollard, A., Black-Hawkins, K. and Hodges, G. C. (2018) *Reflective Teaching in Schools*. 5th edn. London: Bloomsbury Academic.

Rogers, B. (2015) *Classroom Behaviour: A Practical Guide to Effective Teaching, Behaviour Management & Colleague Support*. 4th edn. London: Sage Publications Limited.

Taber, K. (2013) *Classroom Based Research and Evidence Based Practice: An Introduction*. 2nd edn. London: Sage Publications Limited.

USEFUL WEBSITES / PODCASTS

- Curriculum for Wales
<https://hwb.gov.wales/curriculum-for-wales>
- Professor Graham Donaldson's Successful Futures Report (2015)
<https://gov.wales/sites/default/files/publications/2018-03/successful-futures.pdf>
- Emma and Tom Talk Teaching Podcast: Co-hosted by Emma Thayer, Programme Leader PGCE Drama and Tom Breeze, Programme Leader PGCE Music.
<https://podcasts.apple.com/gb/podcast/emma-toms-pgce-podcast/id1428879037>



5. A message from the Welsh Language Team



Dear Student / Annwyl fyfyrwr,

Llongyfarchiadau! Congratulations on obtaining your place on a PGCE Programme at Cardiff Metropolitan University. As tutors on the Welsh Language Development element of the Programme we are offering Welsh Language support for you prior to the start of your training. This letter provides some suggestions for you to engage with over the coming months when the opportunity arises.

Please do not worry if you do not have any Welsh knowledge. We support students from complete beginners to fluent Welsh speakers. However, see below some ideas to support you before you arrive with us in September. Take every opportunity to read, speak and/or listen to Welsh in your home and community. If not living in Wales, make use of the internet and various apps which are available to start you on your Welsh Language journey.

Pob lwc a mwynhewch! Good luck & have fun!

Beginners

- Sign up to Duolingo and begin learning new words and phrases in Welsh.
- Join the 'Say Something in Welsh' language learning community online.
- If you are working in a school in Wales, be actively aware of Welsh Language Development throughout the school.
- Try to read and understand Welsh signs in your community if living in Wales.
- Find resources to help you with basic pronunciation and enjoy saying some basic words in Welsh! Try sites such as Learn Welsh / Dysgu Cymraeg: <https://learnwelsh.cymru>.
- There is a wealth of resources on Youtube – alphabet, Welsh sessions for learners, greetings, Welsh sessions with Miss O'Hare etc. Have a search and enjoy!

Those with more confidence and/or more experience

- Watch 'Pobol y Cwm' (The Welsh medium soap opera on S4C) with or without English subtitles.
- Try to listen to the news in English and then in Welsh on the radio (Radio Cymru) or tv (S4C).
- Download the Golwg App and click on Golwg 360 for a digital version of the magazine.



- Some of you may wish to purchase books etc (online or by post) from one of the following shops: Caban in Pontcanna, Siop y Felin in Whitchurch, Canolfan Soar in Merthyr, Siop y Bont in Pontypridd, Vintage Cant a Mil in Cathays.
- You could investigate the website '**Gwales.com**' which is the Welsh Books Council (Cyngor Llyfrau Cymru) website. Look for the 'Children and Young People' section or any section which appeals!

Siaradwyr mwy rhugl / More fluent speakers

Darllen er pleser: fe allech chi fynd ar wefan Gwales.com sef safle gwerthu y Cyngor Llyfrau Cymraeg. Ewch i'r adran 'Fesul categori' ac yna 'Plant a Phobl ifainc' neu gategoriau eraill sydd yn apelio. Mae modd i chi ddarllen adolygiadau o'r nofelau cyn penderfynu eu prynu. Mae hwn yn gyfle da i wella eich adnoddau iaith, a gwella eich gwybodaeth a mwynhau ar yr un pryd!

Lawrlwythwch ap BBC Cymru Fyw er mwyn cael penawdau newyddion a straeon cyfredol yn Gymraeg. Mae'r rhain yn fyr ac yn fachog ac yn help i ddatblygu geirfa gyfredol.

Lawrlwythwch ap **ap Golwg** yna cliciwch ar **Golwg 360** am fersiwn digidol y cylchrawn.

Adnoddau Gloywi iaith / Welsh resources for more fluent speakers:

- Lawrlwythwch ap **Sgiliau iaith Athrawon**. Gwnewch yr ymarferion sawl tro a cheisio gwella eich sgôr bob tro. Peidiwch poeni os nad ydych chi'n cael sgôr uchel i ddechrau, mae'r tasgau yn eitha heriol. Y peth pwysig ydy eich bod yn gwella eich sgôr a'ch bod yn gwneud cynnydd.
- Lawrlwythwch **Ap Geiriaduron** a chwiliwch am rai geiriau er mwyn dechrau ymglyfarwyddo gyda'r ap.
- Lawrlwythwch **Ap Treiglo** a dysgwch sut i'w ddefnyddio
- Dysgwch sut i droi eich cyfrifiadur i fersiwn Cymraeg er mwyn osgoi: 'l' yn lle i' / 'marched' yn lle 'merched' / 'rode' yn lle 'roedd' / 'plenty' yn lle 'plentyn' ayb.....
- Dysgwch sut i roi to bach ar: ô, Ô, ŷ, Ŷ, ŵ, Ŵ, î, Î, â, Â, ê, Ê, û, Û a dwy ddot ar ï, İ.
- Dysgwch sut i ddefnyddio fersiwn ar-lein **Cysill** neu gallwch ystyried prynu Cysill i'ch cyfrifiadur. Mae Cysill ar nifer o gyfrifiaduron y brifysgol.

We look forward to welcoming you all to the University in September. Keep safe. Edrychwn ymlaen at eich croesawu i'r brifysgol ym mis Medi. Cadwch yn ddiogel.

Sioned, Kris, Gina, Rhian a'r tîm (Kris, Sioned, Gina, Rhian and the Team)

Sioned Dafydd – Senior Lecturer: SDafydd@cardiffmet.ac.uk

Kris Sobol – Senior Lecturer: KSobol@cardiffmet.ac.uk

Dr Gina Morgan Welsh subject Pathway Leader and Welsh medium pathways:

Gmorgan@cardiffmet.ac.uk

Rhian Crooks Williams – Welsh in the English medium sector Secondary co-ordinator: PGCE

Geography Pathway Leader: RECrooks-Williams@cardiffmet.ac.uk

