



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd



Postgraduate

Handbook

PGCE PRIMARY & SECONDARY

Cardiff School of Education and Social Policy



Contents

Welcome Message	2
Pre-enrolment Conditions	4
Induction Tasks	5
WELSH LANGUAGE DEVELOPMENT	9
Enrolment / Student MetCard Collection	11
2023-24 PGCE Programme Structure	14
Clinical Practice	18
Student Union Societies.....	19
Useful links and other information	20
New Students Information	22
SU Welcome Guide	22
Academic Calendar 2023/24.....	22



Welcome Message

Welcome to the PGCE Primary and Secondary programmes at Cardiff Metropolitan University. Undertaking your training with us here at Cardiff Met offers you an exciting opportunity to learn within the Cardiff Partnership for Initial Teacher Education (ITE). You are joining a community who have a long and successful track record in teaching, education and professional learning and consistently ranked as one of the top ITE in Wales for both recruitment and student teacher outcomes. Our programme is exciting and innovative, and co-constructed with our lead partnership schools, all of whom play a significant and valuable role. We believe that teaching is important, rewarding and demanding and we hope that you will enjoy the challenge of preparing to enter one of the great professions.

The purpose of the programme is to help you become a confident, committed and effective teacher. Much is known about good teaching and during your year with us you will learn many skills. We have high expectations of you in terms of hard work, enthusiasm and creativity, subject knowledge, and teaching ability. Teaching is about learning: learning to reflect on, question and readjust your own practices and about focusing on the learning processes of pupils.

Final timetable arrangements are still being arranged and will be shared with you as soon as they are finalised, but please consult the information in Section 6 of this pack to familiarise yourself with the overall programme structure and timetable for Induction Week 1. Once you have enrolled, you will have access to your on-campus timetable via your student portal.

If you have not yet enrolled, please can you do so immediately, or if you are experiencing problems or are delayed in some way, please let Admissions know immediately. It is imperative that you are able to access the full range of university provision and support.



During the first week, you will have an opportunity to meet your other tutors, including tutors who will take you for Professional Studies, Cross-Curricular Responsibilities (literacy, numeracy, digital competence, and pupil wellbeing) and Welsh Language Development. Another crucial part of these sessions is meeting your fellow student teachers, as support from your peers, both in person and remotely, is an important aspect of learning to teach. You need to be aware that the PGCE Primary and Secondary courses are full-time and intensive, so you should be prepared for sessions to start at 9am and finish at 6pm. Likewise, your attendance on school days will normally be from 8.30am to 4pm, so please undertake any necessary preparations to ensure you can commit fully to all aspects of the programme.

This handbook also contains essential information on enrolment, financial support, the code of conduct expected of you whilst you are a student at Cardiff Metropolitan University. Additionally, there is a map, information on library and IT facilities, details about registration and an update on Initial Teacher Education Training requirements.

The PGCE programme is intensive and will require full commitment, resilience, and an open-minded attitude from you in order for you to gain the most from it and to be successful. We firmly believe that it will give you an excellent start in your chosen profession so that you will be able to play a full and very important part in shaping the learning, attitudes and prospects of the children you will teach.

Dr Anna Bryant
Director of Teacher Education & Professional Learning, Cardiff Partnership



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 highly 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



Induction Tasks

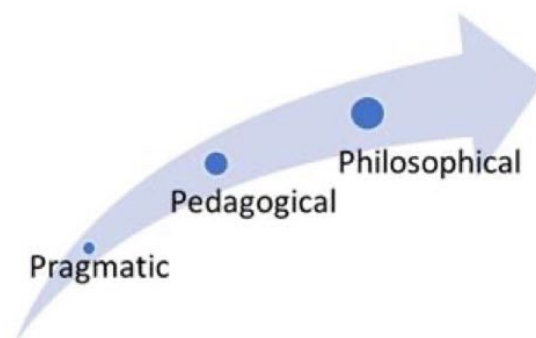
Task 1: Group enquiry task

Starting to explore your personal Philosophy of Learning and Teaching



Laundon, Cathcart & Greer (2020) advise us that ‘a teaching philosophy statement articulates an educator’s beliefs about what makes learning happen. They can be powerful tools in ‘identifying assumptions about teaching, articulating our values as educators, and connecting to a community within and across disciplines’ (p. 577). By developing a philosophy and discussing it with your peers, subject/age phase tutors or mentors and senior mentors in school, we can improve our practice through the process of reflection, dialogue, and engagement within the profession of learning and teaching. Developing your teaching philosophy is something that takes time and is influenced by many factors. Firstly, by your own prior experiences, influences and expectations and secondly, by the journey you are about to go on, where you will inhabit two identities – that of a teacher and a learner (Burn, Hagger and Mutton, 2015). It is important that you keep reflecting on your philosophy and how it is shaped by your prior and current experiences and influences as you continue through the programme, and you will also need to identify how your ideas change as your knowledge and understanding develop throughout the PGCE year.

Continuum of a student teacher’s journey



Davies, D. (2003) 'Pragmatism, Pedagogy and Philosophy A Model of Thought and Action in Action in Primary Technology and Science Teacher Education.' *International Journal of Technology and Design Education* 13, 207–221



During your induction week, we would like to reflect on and discuss the following enquiry questions with your group:

1. Why do you want to be a teacher?
2. What experiences of learning and teaching can you draw from and how have these shaped the kind of teacher you want to be?
3. What values or beliefs do you feel are important to you as a training teacher and how will you try to enact them?
4. What dispositions will you need to foster in yourself as you develop your dual teacher/learner identity?

Please be prepared to present your findings with your class and tutor in a session towards the end of your induction week.

Burn, K., Hagger, H. & Mutton, T. (2015) Beginning Teachers' Learning. Critical Publishing Ltd: Northwich

Laundon, M., Cathcart, A. & Greer, D.A. (2020) Teaching Philosophy Statements, Journal of Management Education, Volume 44, Issue 5, pp 577-587.

Task 2: Literacy and Numeracy Audit Preparation

Within the first few weeks of the PGCE programme all students will sit both a literacy and a numeracy audit (titled Audit 1). These audits are used as a tool to assess your own personal skills and are repeated at the end of the programme.

To ensure that you have the best chance of success in the audits, tutors have created support materials and practice questions on Moodle* that should be completed at the beginning of the programme.

PGCE Primary

Numeracy: <https://learn.cardiffmet.ac.uk/course/view.php?id=33169§ion=12>

Literacy: <https://learn.cardiffmet.ac.uk/course/view.php?id=33169§ion=11>



PGCE Secondary

Numeracy & Literacy: <https://learn.cardiffmet.ac.uk/mod/folder/view.php?id=1160693>

*Access to the relevant 2024 Moodle sites will be granted upon enrolment.

For the PGCE Secondary programme, please also refer to the information provided by your subject tutors: <https://www.cardiffmet.ac.uk/study/newstudents/ucastt/Pages/PGCE-Secondary-Joining-Info.aspx>

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>

The Professional Standards for Teaching and Leadership in Wales

<https://hwb.gov.wales/professional-development/professional-standards>

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://blubrry.com/pgcepodcast/>

A useful starting point here is the episode with Professor Brendan Cropley discussing Reflective Practice. This will help you to begin thinking about the role of reflection in your development at an early stage. <https://blubrry.com/pgcepodcast/69778645/reflective-practice-with-professor-brendan-cropley/>



WELSH LANGUAGE DEVELOPMENT

Llongyfarchiadau! Congratulations on obtaining your place on the 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.

Take every opportunity to read, speak and/or listen to Welsh in your home and community.

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 currently working in a hub school, check out the Welsh Language Development reading books.
- Try to read and understand Welsh signs in your community.

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.

Siaradwyr mwy rhugl/More fluent speakers

Dyma awgrymiadau am nofelau addas. Mae hwn yn gyfle da i wella eich adnoddau iaith, a gwella eich gwybodaeth pynciol am lenyddiaeth plant a mwynhau ar yr un pryd!

- Trioleg o nofelau Y Melanai gan Bethan Gwanas, y gyntaf ydy Efa
- Llinyn Trôns gan Bethan Gwanas



- Ifor Bach gan Eurig Salisbury
- Madi gan Dewi Wyn Williams
- Tom gan Cynan Llwyd
- Chwedlau'r Copa Coch: yr Horwth gan Elidir Jones
- Afallon gan Lleucu Roberts
- Yr Ynys gan Lleucu Roberts
- Gwenwyn a Gwasgod Felen gan Haf Llewellyn
- Asiant A: Her Ll gan Ani Llyn
- Y Goron yn y Chwarel gan Myrddin ap Dafydd
- Mis yr Ŷd gan Manon Steffan Ross
- Fi a Joe Allen gan Manon Steffan Ross
- Pluen gan Manon Steffan Ross
- Stwff gan Guto S. Tomos
- Henriët y Syffrajët gan Angharad Tomos.
- Academi Mr Dwm gan Jon Gower
- Gwennol gan Sonia Edwards
- 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 ogoi: '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, ÿ, Ŷ, w, W, 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 to the University in September!

Sioned, Kris, Gina, Rhian a'r tîm (Kris, Sioned, Gina, Rhian and the Welsh Language 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

N.B. If you have not yet completed your Welsh Proficiency Form, please do so immediately.

- **Welsh Prof:** [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.

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. 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 to 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

If you are an international student, 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.

Global Student Advisory Support

- [International - Welcome \(sharepoint.com\)](#)
- [Global Student Advisory Service International Welfare Advice](#)
- [International Academic Advice International Academic Advice](#)

Global Student Advisory Contacts

- Welfare and immigration advice – intstudentadvice@cardiffmet.ac.uk
- International Academic Advice – intacademicadvice@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

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 can be found [here](#). You should already be aware of these costs.



2023-24 PGCE Programme Structure

Week starting	Cardiff Met week	PGCE week	MON	TUE	WED Secondary	WED Primary	THU	FRI		
04.09.23	7	1						Directed study		
11.09.23	8	2								
18.09.23	9	3			SLT DAY 1 Secondary	SLT DAY 1 Primary				
25.09.23	10	4			SLT DAY 2 Secondary					
02.10.23	11	5				SLT DAY 2 Primary				
09.10.23	12	6			SLT DAY 3 Secondary					
16.10.23	13	7				SLT DAY 3 Primary				
23.10.23	14	8			SLT DAY 4 Secondary					
30.10.23	15	9	Directed study	Directed study	Directed study	Directed study	Directed study	Directed study	Half Term	
06.11.23	16	10				SLT DAY 4 Primary				
13.11.23	17	11			SLT DAY 5 Secondary	SLT DAY 5 Primary				
20.11.23	18	12								
27.11.23	19	13			SLT DAY 6 Secondary					
04.12.23	20	14				SLT DAY 6 Primary				
11.12.23	21	15			SLT DAY 7 Secondary					
18.12.23	22	16				SLT DAY 7 Primary		Make up school day		
25.12.23	23		CHRISTMAS HOLIDAYS							
01.01.24	24		CHRISTMAS HOLIDAYS							
08.01.24	25	17			SLT DAY 8 Secondary					
15.01.24	26	18				SLT DAY 8 Primary				
22.01.24	27	19			SLT DAY 9 Secondary					
29.01.24	28	20				SLT DAY 9 Primary				
05.02.24	29	21			SLT DAY 10 Secondary					
12.02.24	30	22	Directed study	Directed study	Directed study	Directed study	Directed study	Directed study	Half Term	
19.02.24	31	23				SLT DAY 10 Primary				
26.02.24	32	24			SLT DAY 11 Secondary					
04.03.24	33	25				SLT DAY 11 Primary				
11.03.24	34	26			SLT DAY 12 Secondary					
18.03.24	35	27				SLT DAY 12 Primary				
25.03.24	36		EASTER HOLIDAYS							
01.04.24	37		EASTER HOLIDAYS							
08.04.24	38	28								
15.04.24	39	29								
22.04.24	40	30								
29.04.24	41	31	Make up school day	Make up school day	SLT DAY 13 Secondary	SLT DAY 13 Primary				
06.05.24	42	32	BANK HOLIDAY	E	E	E	E	E		
13.05.24	43	33	E	E	E	E	E	E		
20.05.24	44	34	E	E	SLT DAY 14 Secondary	SLT DAY 14 Primary	E	E		
27.05.24	45	35	BANK HOLIDAY	Directed study	Directed study	Directed study	Directed study	Directed study	Half Term	
03.06.24	46	36			SLT DAY 15 Secondary	SLT DAY 15 Primary				
10.06.24	47	37								
17.06.24	48	38	Make up school day	Make up school day	Make up school day	Make up school day	Make up school day	Make up school day		

Key:	
	University-led training
	School-led training
	School days
E	Enrichment days



PGCE Induction Week 1 Timetable

Induction for all PGCE students will commence on **Monday 4th September 2023**. Your first term as a new student starts with Induction Week 1, where you will settle into your accommodation, course, and student life. Your Induction Week 1 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 with your personal tutor to make your academic transition as smooth as possible.

Induction Day 1 - Monday 4th September 2023

PGCE PRIMARY – Induction Week

		PGCE PRIMARY							
DATE	TIMES	GROUP 1-WM	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6	GROUP 7	GROUP 8
Mon 4th Sept 2023	09.00-10.00	WELCOME TO PGCE LT1			INTRO TO CURRICULUM FOR WALES LT4			WELCOME TO CARDIFF MET (INTRO TO STUDENT SERVICES) LT2	
	10.00-11.00	WELCOME TO CARDIFF MET (INTRO TO STUDENT SERVICES) LT2			WELCOME TO PGCE LT1			INTRO TO CURRICULUM FOR WALES C014	
	11.00-11.30	MET CARD COLLECTION FOR GROUPS 1,2,3							
	11.30-12.30	INTRO TO CURRICULUM FOR WALES LT4			WELCOME TO CARDIFF MET (INTRO TO STUDENT SERVICES) LT2			WELCOME TO PGCE LT1	
	12.30-13.00	MET CARD COLLECTION FOR GROUPS 4,5,6							
	13.00-14.00	INDUCTION- ICEBREAKER, WORKING SMARTLY & MINDFULNESS							
	14.00-15.00	(Personal Tutor and Professional Studies/Tutorial Group, in allocated seminar rooms)							
	15.00-16.00	MET CARD COLLECTION FOR GROUPS 7,8 (15:00- 15:30) MEET YOUR PERSONAL TUTOR (FOR THOSE WHOSE PERSONAL TUTOR IS NOT THEIR PROF STUDIES TUTOR)							



		PGCE PRIMARY							
DATE	TIMES	GROUP 1-WM	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6	GROUP 7	GROUP 8
Tues 5 th Sept 2023	09.00-10.00	LLC	LLC	HWB	MUSIC	LLC	SCIENCE	DANCE	M&N
	10.00-11.00								
	11.00-12.00								
	12.00-13.00	LLC	LLC	M&N	LLC	SCIENCE	DANCE	MUSIC	HWB
	13.00-14.00								
	14.00-15.00								
	15.00-16.00	HWB	SCIENCE	LLC	DANCE	LLC	LLC	M&N	MUSIC
	16.00-17.00								

		PGCE PRIMARY							
DATE	TIMES	GROUP 1-WM	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6	GROUP 7	GROUP 8
Wed 6 th Sept 2023	09.00-10.00	PROF STUDIES LEC TURE- EDUCATIONAL LANDSCAPE AND TACKLING EDUCATION INEQUALITY AND POVERTY							
	10.00-11.00	WLD			PROF STUDIES LEC - CHILD DEVELOPMENT 1				
	11.00-12.00								
	12.00-13.00	PROF STUDIES LECTURE - CURRICULUM CYMREIG AND WL REQUIREMENTS							
	13.00-14.00	PROF STUDIES LEC - CHILD DEVELOPMENT 1				WLD			
	14.00-15.00								
	15.00-16.00	HWB	M&N	ART	LLC	DT	HUMS	LLC	SCIENCE
	16.00-17.00								



PGCE PRIMARY										
DATE	TIMES	GROUP 1-WM	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6	GROUP 7	GROUP 8	
Thurs 7 th Sept 2023	09.00-10.00	M&N	HWB	MUSIC	LLC	SCIENCE	LLC	M&N	DANCE	
	10.00-11.00									
	11.00-12.00	WLD				HWB - EXPLORING EMOTIONS				
	12.00-13.00									
	13.00-14.00	HWB - EXPLORING EMOTIONS					WLD			
	14.00-15.00	DANCE	M&N	SCIENCE	HWB	HUMS	LLC	DT	HUMS	
	15.00-16.00									
PGCE PRIMARY										
DIRECTED STUDY – FRIDAY 8 TH SEPTEMBER 2023										

PGCE SECONDARY – Induction Week 1

4/9/23	Maths, PE, Sciences	D&T, ICT, English, MFL, Welsh, Music, Drama	Art, History, Geography, RE
0900-1000	Welcome to PGCE Lecture Theatre (LT) 1	Introduction to Curriculum for Wales LT2	Welcome to Cardiff Met LT4
1000-1100	Welcome to Cardiff Met LT1	Welcome to PGCE LT2	Introduction to Curriculum for Wales LT4
1130-1230	Introduction to Curriculum for Wales LT1	Welcome to Cardiff Met LT2	Welcome to PGCE LT4
1300-1400	Metcard collection – details tbc in the morning lectures		
1400-1600	Subject studies – rooms to be announced in the morning lectures		
5/9/23	Maths, PE, Sciences, D&T, ICT	English, MFL, Welsh, Music, Drama, Art, History, Geography, RE	
0900-1100	Subject studies		
1100-1200	Literacy (audit prep)	Numeracy (audit prep)	
1300-1400	Numeracy (audit prep)	Literacy (audit prep)	
1400-1600	Subject studies		
6/9/23	Maths, PE, Sciences, D&T, ICT	English, MFL, Welsh, Music, Drama, Art, History, Geography, RE	
0900-1100	Subject studies		
1100-1200	Educational landscapes, tackling education inequality and poverty		
1300-1400	Curriculum Cymreig and Welsh language requirements		
1400-1600	Mixed subject seminar groups		
7/9/23	Maths, PE, Sciences, D&T, ICT	English, MFL, Welsh, Music, Drama, Art, History, Geography, RE	
0900-1100	Subject studies		
1100-1200	Welsh	Introduction to equity & diversity in schools	
1300-1400	Introduction to equity & diversity in schools	Welsh	
1400-1600	Mixed subject seminar groups		
8/9/23	Directed Study		



Clinical Practice

Work-based learning for Initial Teacher Education (ITE) programmes is referred to as 'Clinical Practice' (CP) in the Cardiff Partnership model.

Clinical Practice is a core element and integral part of the PGCE programme, enabling student teachers to develop their practical teaching skills as well as testing and developing their own personal theories of teaching and learning.

As with all other areas of the Programme, Clinical Practice has been designed jointly with Lead Partnership Schools/Alliances (LPS/A), and student teachers will experience placements in two Clinical Practice settings throughout the year (CP1 and CP2). All students will conduct one of their placements in a LPS/A. These are schools which have been identified as leading providers of education and professional development and will host your school-led training days (SLT days). These settings will be primarily based within the regions associated with Central South Consortium (CSC) and Educational Achievement Service (EAS).

N.B. if you have not already completed the school placement online form it is imperative that you do so immediately.

- **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 Uwchradd 2023-24.](#)



Student Union Societies

What is a society? It is a student led group of individuals who have a joint interest, group of like-minded individuals with the same interest in a particular area, being hobby, sport, culture, faith, or purpose.

The society is a place to come to together, there is a small fee to become a member, but this money goes 100% into the society for the society. Being a member of a society can help you come together to build friendships, take part in activities together and, in some cases, compete in competitions.

Over the last year we have been building our society family back from the effects of Covid. You can see all our current societies on the web page <https://www.cardiffmetsu.co.uk/societies/>.

Please keep an eye out on their individual socials for taster session that they will be offering over freshers and also please feel free to join from now.

Should you not find a society that interests you there is nothing stopping you setting up your own. Each society need 10 students, 3 being the committee. The committee is made up of the following roles: -

Chairperson: President, Leader, Chairperson, whatever you want to call them, they are the overall leader of the society.

Secretary: Deals with all the paperwork relevant to the society.

Treasurer: In charge of the sweetie or cake fund

Controls all financial transactions and makes sure no overdraft occurs.

Should you want to find more out about this please pop along to the SU office in Llandaff or Cyncoed and have a chat.



Useful links and other information

IMPORTANT:

You should note that 120 days school experience is a statutory requirement of any ITE PGCE Programme (see programme structure). The above dates take precedence over any generic Cardiff Metropolitan University term dates you may have received.

[No holidays should be booked until you are fully aware of all expectations whilst on the programme.](#)

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 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

<https://www.cardiffmet.ac.uk/international/study/Pages/default.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

Once you have received and accepted your offer of accommodation please watch out for an email 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.

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.



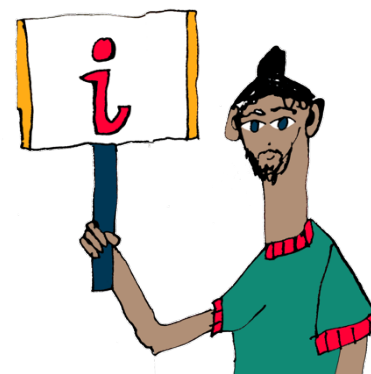
[Student Handbook](#)

[Academic Handbook](#)

[Admissions Policy](#)

[Frequently Asked Questions](#)

[Complaints](#)



[New Students Information](#)

The [Course Joining Information website](#) has lots of useful information to help with your planning. Simply select your level of entry on the website to find out more and access your important joining information.

[Student Services](#)

[Student Services](#) provide support and guidance, including counselling and mental health, disability support, and money management.

[SU Welcome Guide](#)

An interactive guide to help you navigate your journey into and throughout your university life. Take the tour and enjoy each section designed to help you get to know Cardiff Met.

[What you need to know before you go](#)

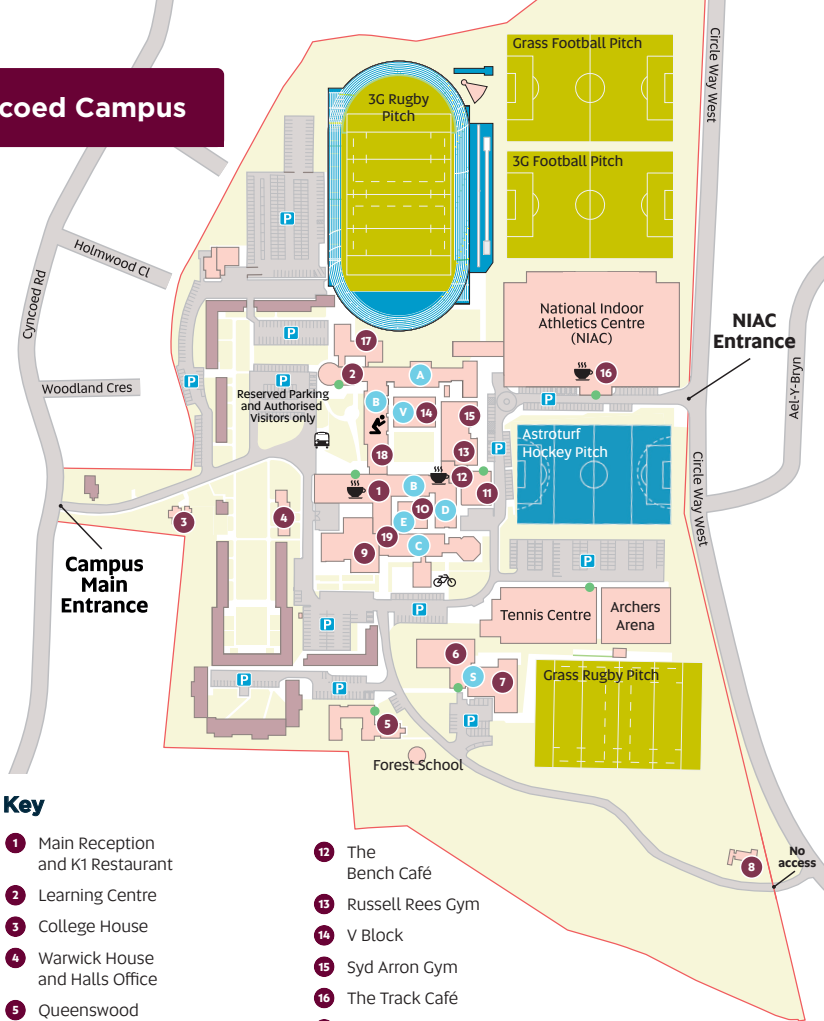


[Academic Calendar 2023/24](#)

[Academic Calendar 2023/2024](#)



Cyncoed Campus



Key

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> 1 Main Reception and K1 Restaurant 2 Learning Centre 3 College House 4 Warwick House and Halls Office 5 Queenswood 6 Sports Hall 7 Pool 8 Crime Scene House 9 Students' Union 10 Research House 11 Gym Studios | <ul style="list-style-type: none"> 12 The Bench Café 13 Russell Rees Gym 14 V Block 15 Syd Arron Gym 16 The Track Café 17 i-Zone 18 IT Help Desk (First Floor) 19 Taught Programmes Office ● Building letter ● Building Main Entrance | <ul style="list-style-type: none"> ■ Halls P Parking 🚲 Bike Rack 🚌 Bus Stop ☕ Café 🙏 Multi-faith prayer room |
|--|---|--|

All our rooms use the same naming formula – *Building Floor . Room Number*. So if you're looking for 01.18, go to building O, climb to the first floor, and find room number 18. Or for B0.10 go to building B, stay on the ground floor and look for room 10. In the naming formula, 'CY' refers to Cyncoed.



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Wythnos groeso
Welcome week

2023