

WE ARE #CARDIFFMET

Induction & Enrolment Information

BSc (Hons) Podiatry

CARDIFF SCHOOL OF SPORT AND HEALTH SCIENCES

Academic Year 2018/2019



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

It is our pleasure to welcome you to the Wales Centre for Podiatric Studies, Cardiff as you commence your studies for the degree of Bachelor of Science in Podiatry.

The degree programme is accredited by the Health and Care Professions Council (HCPC) for the purpose of providing eligibility to apply for registration with the HCPC as a chiropodist/podiatrist. Also graduates of accredited programmes in Podiatry are deemed to be fit for the profession of podiatry and as such they may join the Society of Chiropodists and Podiatrists (SOCAP) and, upon acceptance, will have the right to use the post-nominal letters: MChS.

The team of staff who will guide you through your studies are organised as follows:

Professor

The Professor assumes overall responsibility for the operation and development of the Centre for Podiatric Studies.

Programme Director

The role of the Programme Director is to be sensitive to students' needs for resources, accommodation, class time-table, teaching strategies and assessment programmes. This will be facilitated by liaison with the Professor and the Year Tutors.

Year Tutors

Will liaise closely with the teaching team and Programme Director. Their roles are varied, but generally, they cover management and administration of each year, in particular covering clinical and academic practice, discipline and academic counselling.

Personal Tutors

Individual academic and pastoral care will be the role of personal tutors designated at the commencement of the course. Contact will be established by mutual agreement and will normally be based on one or two meetings per term. Students will also be encouraged to make their concerns known to other members of staff as and when required.

During your time with us you will study five core modules across the three years of the course, they are Podiatric Medicine, Musculoskeletal Studies, Professional Practice, Research and Governance and Clinical Practice. As part of the delivery of these modules you will experience a number of teaching and learning methods; our teaching strategies have been selected in order to facilitate and support a student centred approach to learning and close integration within and between subjects. Emphasis will be placed on the students taking responsibility for their own learning using a case-based curricula.

Use of the teaching methods and their desired outcomes will facilitate the integration of subject matter in the core subject of clinical practice, where you apply and develop your problem solving, evaluation and judgmental skills. Each student is required to assess patients (at an appropriate level) in terms of their general medical, surgical, social and psychological status in addition to specific podiatric conditions. Each patient therefore becomes an individual problem solving exercise.

You will undertake patient management in the Centre's clinics, from an early stage in the course. Placements undertaken in Years 1, 2 and 3 will provide opportunities for you to gain work experience outside the school.

Clinical tutorials will be used to present a number of selected conditions and techniques ensuring that you are exposed to a breadth and depth of key experiences, and that you have the opportunity to learn from each other in discussion.

Assignments in the form of case studies are used to facilitate the analysis of events or incidents encountered in clinical practice. Students are also introduced to the role of reflective practice and its application to podiatry. You will also be encouraged to attend lectures and meetings outside the Institute. You will be encouraged to join professional associations, and thereby receive your own copies of journals. Further benefits will accrue from the submission of correspondence and papers for publication in appropriate professional journals.

Details of the full syllabus content and the assessment methods used throughout the programme will be provided in your Programme Overview and Level 4 Handbook and the Module Handbooks. The pass mark for all theoretical assignment components and examinations is 40%. The pass mark for all practical clinical assessments and examinations is 50%.

Please note that Podiatry students are unable to trail a module except in exceptional circumstances dictated by the programme document. Each year will culminate in examination / assessment success prior to progressing to the next stage of the programme. All clinical hours must also be completed at each year stage prior to progression.

Induction sessions will take place during your first week which will endeavour to acquaint you with aspects of the course and also regional information. When you arrive at the Llandaff campus you will be required to make your way to the reception at the main entrance, you will then be directed to a lecture theatre where you will be met by a member of the teaching team.

You will receive a copy of the Cardiff Met Student Handbook, a copy of your **confirmed timetable for the 1st term and a comprehensive timetable for the remainder of the year of study 2018/19**. You will additionally receive a Programme Overview and Level 4 Handbook Document during induction week.

Individual Module Handbooks will also be available on the Cardiff Met intranet virtual learning environment Moodle. To help you plan for the year a copy of the dates of the weeks used in the timetable and the dates of vacations and examinations will also be provided. In order to minimise excessive use of paper resources all of the above mentioned documentation will be available electronically.

2. Pre-enrolment Conditions, NHS Bursary and Additional Information

Before enrolling on the programme all students must have completed these two processes:

1. 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.

All students must also complete a Cardiff Met Self Declaration form annually regarding criminal convictions.

Further information on DBS and how to complete the process online can be obtained by following this link: www.cardiffmet.ac.uk/dbs

2. OCCUPATIONAL HEALTH ASSESSMENTS

Occupational health assessments are compulsory for students on Cardiff Met's healthcare-related programmes. Cardiff Met's Occupational Health provider is IMASS.

The first stage of the occupational health assessment is completion of the Occupational Health Questionnaire (OHQ). You will be sent information on how to register with IMASS, and complete the questionnaire online, when your place is Unconditional. You will not be able to enrol until you have completed the OHQ. The deadline for completion is September 3rd.

For late applicants, this will need to be completed as soon as possible to avoid any delays when starting your programme.

Further information on the occupational health assessment process can be found on the following: www.cardiffmet.ac.uk/ohq.

NHS Bursaries and Tuition Fees

NWSSP Student Awards Services implements the NHS Wales Bursary Scheme, which provides funding for a range of health education courses in Wales, including the BSc (Hons) Healthcare Science programme.

The funding available through this scheme includes the cost of tuition fees, a bursary for living costs including a £1000 non means tested grant plus a means tested bursary and support for additional costs such as travel and accommodation.

Students commencing study after 2017 and who commit to work in Wales for the two years following completion of their course, will be able to access NHS funding as set out above to meet the cost of training. The bursary scheme for EU nationals includes the provision of tuition fees only, unless ordinarily resident in the UK for three years prior to the start of the course.

Individuals who do not feel they can commit to this specified period of employment will not be eligible to receive the benefits of the NHS Wales Bursary Scheme, however they will still be able to study in Wales and will be able to access the following support:

Welsh domiciled students who do not wish to commit to work in Wales on completion of their course will have access to the standard support package available from Student Finance Wales.

Non-Welsh domiciled students who do not wish to commit to work in Wales will still be eligible to study in Wales but will need to secure funding from an alternative source. This may include funding from the relevant funding body in their home country or self-finance.

The **deadline for applying** for funding is six weeks after the commencing the course. If you do not wish to commit to work in Wales, you will still need to register on the Welsh Health Education Registration System before applying for your student finance. There are a list of useful FAQs on the NWSSP Student Awards Service webpages - <http://www.nwsspstudentfinance.wales.nhs.uk/new-students>.

For information on the numbers of placements available for the course, i.e. the number of students we can accept, and how we allocate these places please visit our website – www.cardiffmet.ac.uk/nhsbursaries.

Additional Information

For Health and Safety purposes it is mandatory that all students obtain Hepatitis B and Tetanus vaccinations prior to patient contact on the programme. Hepatitis B is subject to a series of injections therefore, where a course has not been completed, the student must provide a record of progress. This component is managed through Cardiff Met Occupational Health processes.

Students must also declare, on an annual basis, anything which might influence their fitness to practice during their time on the programme. Information submitted will be subject to data protection controls and confidentiality agreements.

Students will abide by the professional standards and code of conduct, performance and ethics, as becoming of a student on a Health Care related programme.

Integral to the training and assessment programme, students will be required occasionally to simulate the role of the patient. The student will be required, at the commencement of the programme, to complete a form of consent.

Students will honour the requirement to complete all designated clinical hours identified within the programme. Students will sign a learning contract to this effect.

All students are required to sign a confidentiality statement in respect of patient treatment.

3. 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 must have also completed the online Occupational Health Questionnaire through IMASS.

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.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the university to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk Tel: 029 2041 5644.

Library & Information Services

You will have access to Cardiff Met's Library and 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

A scheduled time for collection of your MetCard is stated within your **Induction Week** information. 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

Your programme fees for September 2018 entry have been set at £9,000. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. You should already be aware of these costs.

Details about fees for international students (from outside the EU) can be found [here](#).

Additional Associated Costs:

1. As the course includes a large clinical element, you will need to acquire protective clothing and a style of shoe appropriate for clinical work. Clinical tunics will be ordered through the Centre prior to students having patient contact. Information regarding protective clothing will be provided during Induction week.
2. It is advisable that you purchase a certain number of books during your time on the course. However, many texts are prohibitively expensive for students, so each lecturer will discuss with you titles considered to be appropriate to buy and those for which you can use the library and learning resource centre.
3. When you join us you may wish to purchase some items such as scissors and retractable tape measure, please allow approximately £30 for these.
4. During all levels of the programme (years 1, 2 and 3) there will be a placement component that may involve some travelling expenses. You will be given more detailed information in respect of this from the Centre's Placement Co-ordinators.
5. You are advised to join the students' section of the Society of Chiropodists and Podiatrists. This normally costs around £20 for the first year (discounted rate) and covers the cost of the monthly Society journal 'Podiatry Now' which will be sent to each member. Membership will also attract discounts for Society events.

4. Induction Week Timetable

Your first semester 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 course, 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.

There is the freshers fayre where you can sign up to a number of different societies and clubs, and the METFest social event on Friday afternoon.

Don't forget to get involved on Twitter with we are #cardiffmet.

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

5. Draft Timetable / Typical Attendance

A Typical draft timetable - Level 4 Podiatry Semester 1		
	AM	PM
Monday	9:00 – 12:00 Podiatric Medicine Introduction to clinical practice and clinical presentation.	13:00 – 15.00 Musculoskeletal Studies Regional anatomy
Tuesday	11:00 – 12:30 Musculoskeletal Studies Gait studies	14:00 - 15.30 Podiatric Medicine Body systems – case study
Wednesday	10:00 – 11:00 Musculoskeletal studies Skills labs.	Students free to take part in extra-curricular activities/self-study.
Thursday	10:00 – 12:00 Podiatric Medicine Pharmacology – case study	15:00 – 17:00 Professional Practice Inter-professional education Weeks - 9, 11, 18, 19 All other content on-line
Friday	09:00 – 12:00 Clinical Practice	13:00-16:00 Clinical Practice (NHS clinic)

Research and Governance module – Semester 2.

NB: Timetables are subject to change, right up to and including the start of term.

As a first year student, you will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.

6. 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.
- [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.
- [Occupational Health](#)
To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Sport and Health Sciences (involving a clinical placement component), are required to participate in a mandatory Occupational Health Screening assessment. Additionally, certain courses are also required to adhere to the Department of Health's immunisation and vaccination programme.
- [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.
- [International & Partnerships Office](#)
Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.
- [Accommodation](#)
Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held from when you arrive and throughout Induction. Information 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.

Useful Links (cont.)

- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [Term Dates](#)
- [Campus Maps, Bike Shelters & Met Rider](#)
Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. 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.
- [Safe Taxi Scheme](#)
Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.
- [Virtual Tours](#)
Have another look around our campus and facilities with our guided virtual tours
- [Student Handbook](#)
- [Academic Handbook](#)
- [Santander Partnership and on campus branch](#)
Students will have the opportunity to open a Santander account during the Freshers Fayre, you will need to have photo proof of ID with you in order to do this.
- [Admissions Policy](#)