

Skills for the Workplace Guides:

Complete Induction Guide for SfWP Outreach Students 2021

Phone:

0300 456 2762

Email:

sfwp@uwtsd.ac.uk

Twitter:

[@SfWPUWTSD](https://twitter.com/SfWPUWTSD)

Facebook:

[sfwpuwtsd](https://www.facebook.com/sfwpuwtsd)

Skills for the
Workplace
Outreach UWTSD

[@sfwpuwtsd](https://www.facebook.com/sfwpuwtsd)

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Welcome to the Skills for the Workplace Outreach Programme

The course runs for approximately 10 months per year and comprises of 6 taught modules.

The SfWP Outreach Staff Team look forward to working with you on your Certificate of Higher Education Skills for the Workplace

OR

BA (Hons) Leadership and Management Skills for the Workplace degree.

University Regulations Student Guide

This guide explains in some detail:

- Your responsibilities as a student
- The university's responsibilities to you

Please read [this guide](#) as soon as you join us (and anytime you have a query about regulations during your period of study).

Attendance

Your placement on this programme was offered to you based on the levels of motivation, workplace experience and expression of commitment you expressed during your interview. As this is **not** a distance learning course, regular class attendance is extremely important.

This course (although delivered flexibly), is still a **full-time university course** and although you will only see your tutor once a week, the rest of the hours are covered by independent learning, which means you will be expected to study at home in your own time, when it suits your other commitments.

There is a definite correlation between regular attendance and high marks achieved by students. Regular presence in class ensures that you get added value from conversations and other students' experiences, as well as an opportunity to express your own views and participate in discussions, make friends and create a support network for each other.

Delivery Schedules

The dates of all the teaching sessions are agreed in advance. A copy of the delivery schedule for your cohort will be provided by your tutor.

We know that studying is hard on families and we don't want your family time to suffer as a result of you achieving your qualification. We want you to be able to plan your holidays, school concerts, childminders and all the other family times which is why we give you all the class dates in advance.

August Residential Weekend

Planning is especially important when it comes to arranging to attend the **compulsory** Residential Weekend. This is held in July each year (Friday evening - Sunday afternoon), usually at the University's historic [Carmarthen](#) campus (SA31 3EP). *Alternative arrangements will be made if this is unable to go ahead in 2021 due to the COVID-19 Pandemic*

The lovely old market town of Carmarthen is situated at the end of the M4 (A48) in beautiful west Wales and the campus provides a tranquil setting for an intensive, but enjoyable group study weekend. You will get a taste of on-campus student life and will learn and network with students and tutors from all venues and levels. Students invariably tell us how much they have gained (both personally and professionally) from this weekend away from the hustle and bustle of normal life.

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Student Referral Scheme

The university has introduced a referral scheme to encourage both past and current SFWP students to recommend this programme to their colleagues, friends and family. By way of a small thank you for doing this, the university will issue an Amazon Voucher to the referring student to the value of £100 for each student who is successfully referred and accepted onto the course (up to a maximum of £500 per referring student). Please ask your tutor to provide you with referral forms if you are interested in participating in this scheme.

Student Union

The Students' Union represent all students studying at UWTSD. The Union, also known as Trinity Saint David Students' Union, TSDSU or just the SU, is a charity organisation led by student-elected representatives. The SU work with the University but are separate from them. allowing them to be truly independent.

[TSDSU](#)

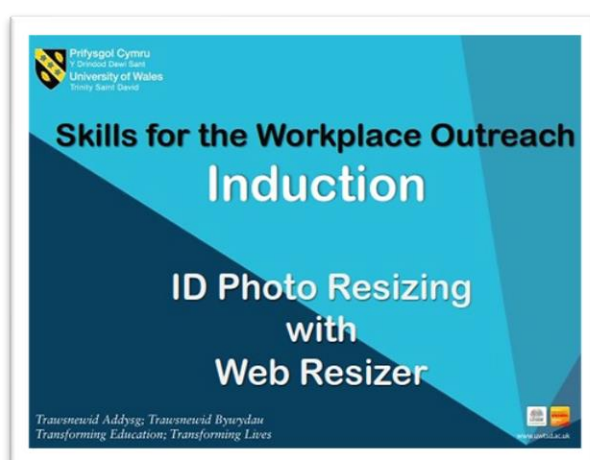
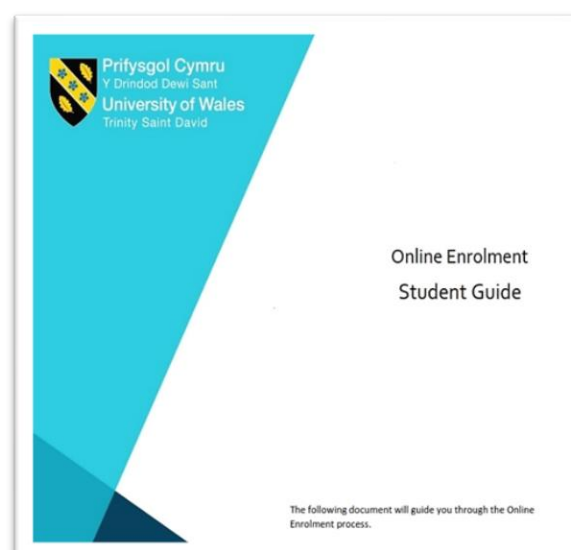
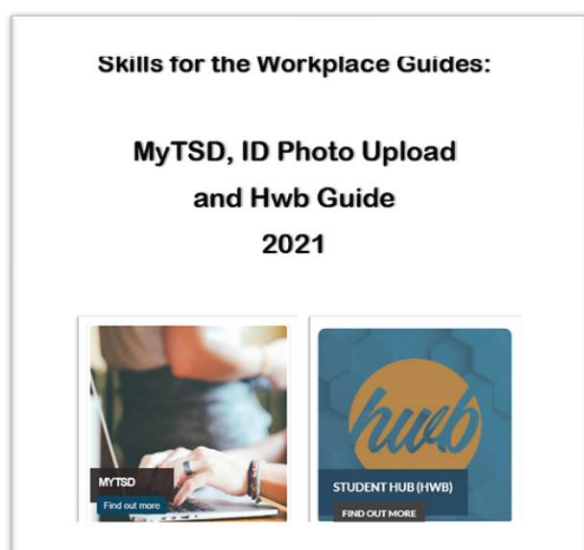
Student Information

This document contains important and useful information for you, pointing you towards a number of step by step guides that will hopefully make your time with us as smooth and stress-free as possible; so please keep this safe, as you will want to come back to it regularly during the year. All of our guides are available on the *Skills for the Workplace Outreach Homepage on Moodle* (more about this later in this Induction Guide!) and do remember that your tutors are always there to help if you don't understand anything in any of the guides - so please ask if not sure.

Getting Started

Once you have received your login details from our Registry Department via email, you will need to login to the university system to complete the enrolment process.

Your Tutor will provide you with electronic copies of our Enrolment Guides which contain everything you need to get you up and running.



Getting Connected

Office 365

Once you have received your student number and university login details, you will be able to access the Microsoft Office 365 suite. This gives you a **free copy of Office software (Word, PowerPoint, Excel, Outlook etc.)** that you can download and install on your laptop and other devices PLUS a great deal of online file storage that you can use to ensure you don't lose your assignments or other important work if your laptop crashes (as they do from time to time, unfortunately). Find out all about this in the guide on the SFWP Moodle Homepage.



Complete Guide to University Office 365 Account 2020

University Wi-Fi

A guide to get connected to the university wireless internet system (Eduroam) whenever you are on a University campus, can also be found on the SFWP Moodle Homepage or at this link [Eduroam Wireless](#)

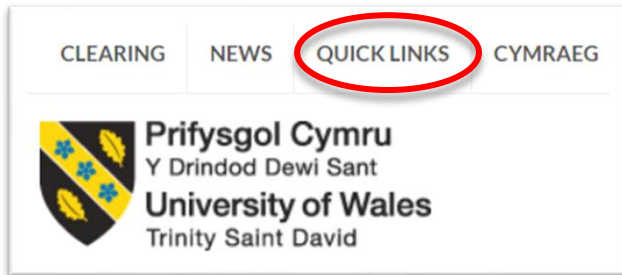


University WiFi (Eduroam)

Hwb Student Portal

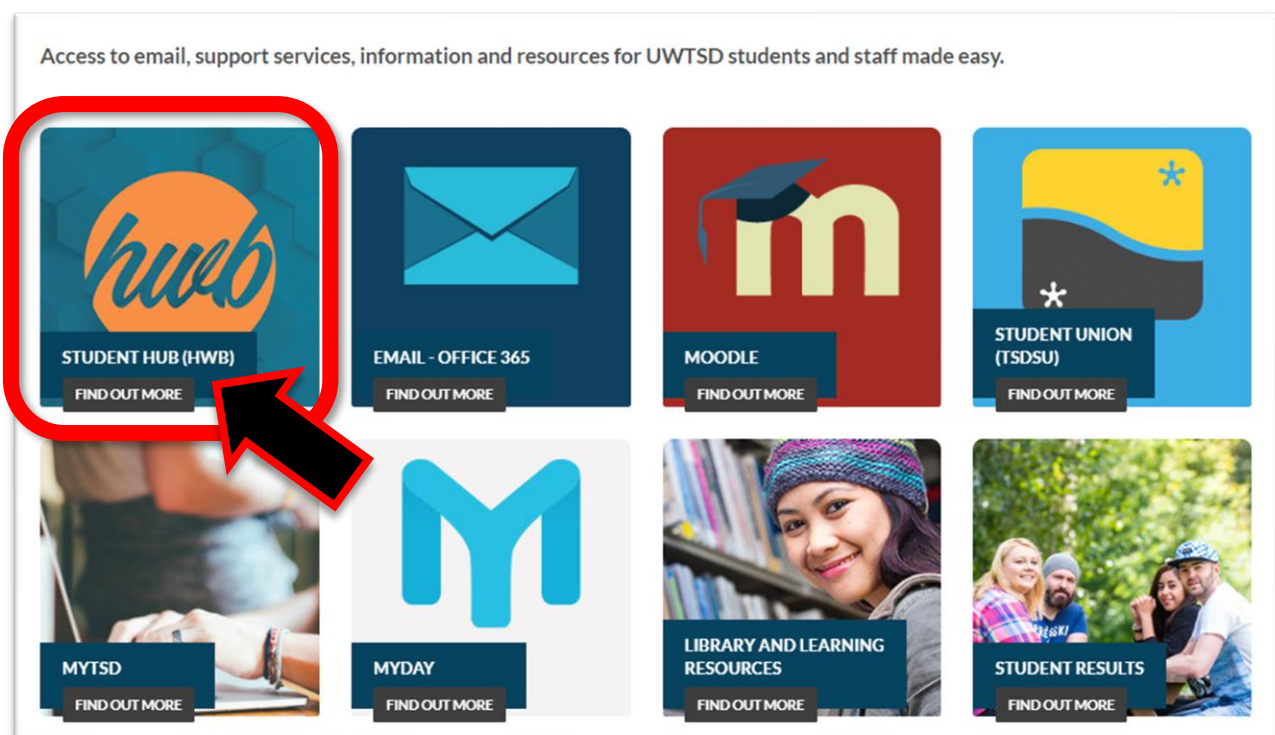
Once you have fully enrolled on your course of study, you will be able to use the **Hwb Student Portal** to access MyTSD and all other university services via the relevant tiles.

Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top left.

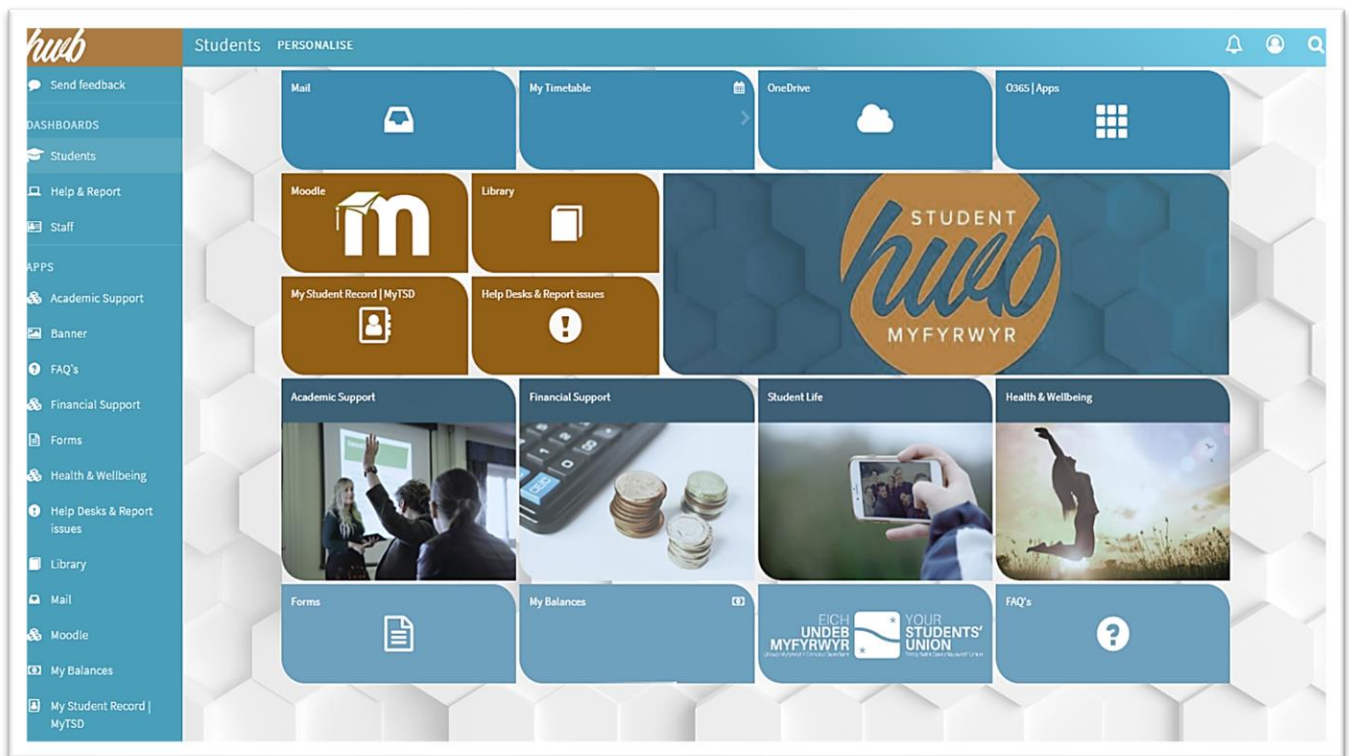


Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

Click on the Student Hub (**HWB**) tile



Sign into the **hwb Student Portal** using your UWTSD email address (studentnumber@student.uwtsd.ac.uk) and password



Hwb Mobile App

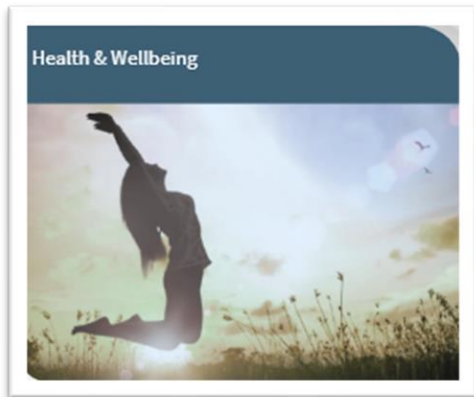
You will also be able to download the **UWTSD Hwb app** to your phone or tablet if you wish. Just go to the App Store or Play Store for your device.



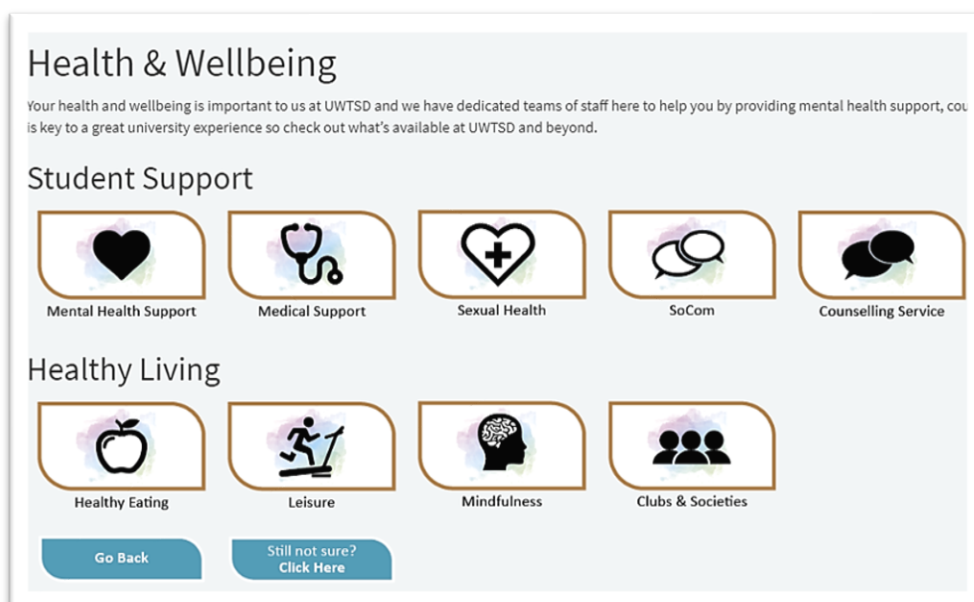
Howb Services

The Student Howb is designed to be a '*One Stop Shop*' to enable you to access all the help and support you need in one place.

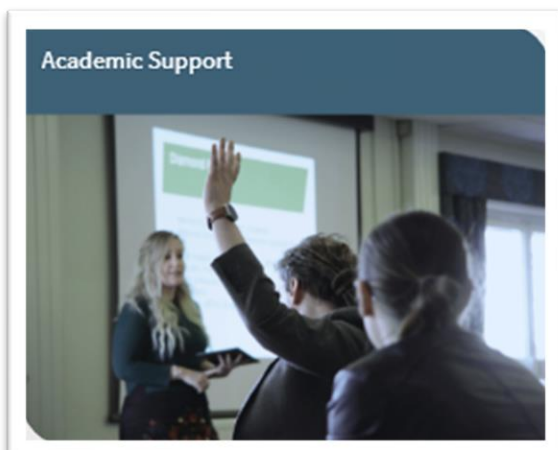
Health and Wellbeing



Click on this tile to access Student Support and Healthy Living advice.



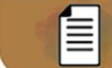
Academic Support



Click on this tile to access academic support – including Study Support.

Academic Support

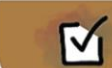
As a UWTSD student you'll be able to access a wealth of academic support to help you, from useful guides to show you how to study, to help you with your assignments, to help you with your research. You'll also be able to contribute to the development of your course through surveys, and no matter where you're based on campus or off campus, you'll be able to access the support you need.


Assessments & Exams

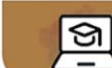

Study Support


Guide to Regulations


Guide to Library Services


Surveys & Feedback


Postgraduate Research


Online & Distance Learners


Thinking about your future

[Go Back](#)

[Still not sure? Click Here](#)

Study Support


Study Skills Sessions


Pass Scheme


DSA Learning Support


Bursaries & Grants


Do-It Profiler

[Go Back](#)

[Still not sure? Click Here](#)

Study Skills

If you can't get to a campus based session – you can access the distance Learning Provision instead.

Distance learners

Distance Study Skills is for **distance learning students only**, along with students not able to access campus-based Study Skills session

Monday: 9.00am – 1.00pm

Friday: 12.30pm – 2.30pm

Email: studyskillsdistance@uwtsd.ac.uk

Tel: 01267 676830

FAQs

Academic and general Moodle questions answered here.

FAQs


Academic Life


Accommodation & Campus Life

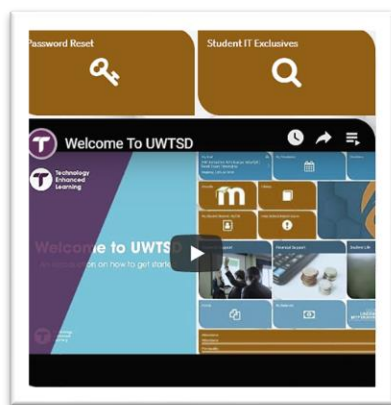

Moodle


Glossary

[Go Back](#)

[Still not sure? Click Here](#)

IT Help



Hwbs on Campus

For those students who are able to get onto one of our university campuses during the working week, there are now physical **hwbs** available on the following campuses where the Hwb Teams will be able to help you..

- [Carmarthen](#) Dewi building (SA31 3EP)
- [Lampeter](#) Canterbury building (SA48 7ED)
- [Swansea](#)
 - SA1 Campus - Ground floor IQ building (SA1 8AH)
 - Swansea Business Campus (SA1 1NE)
 - Dynevor Campus (SA1 3EU).

The Student **hwbs** are open during office hours:

Monday - Thursday 8:30am - 5:00pm and Friday 8:30am - 4:30pm

Contact Hwb Teams

You can also contact the **hwb** Teams by Email: hwb@uwtsd.ac.uk or Phone: **0300 131 3030**

Student Services

This is a professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential

These are all the services the university offers to help you as needed.

Student Services	
▶ Careers Service	▶ Mental Health Advisory Service
▶ Counselling Service	▶ Study Skills Support
▶ Financial Support	▶ Support for Students From Care
▶ International	▶ Staff
▶ Services for Disabled Students	▶ Student Wellbeing
	▶ PASS (Peer Assisted Study Sessions)

Please visit the [Student Services webpages](#) for more information and contact details.

Student Finance

We understand that for most people starting a University course, funding is a key element. The guides linked to below aim to give you a quick introduction to how it all works and what you might be entitled to.

[Student Finance Wales](#)

[Student Finance England](#)

Registry

The University Registry department deals with all enrolment matters and provides you with your student number and access to [MyTSD](#).

You can contact them by phone or email if you experience any problems in this area.

Email: registry@uwtsd.ac.uk

Tel: 01792 481097

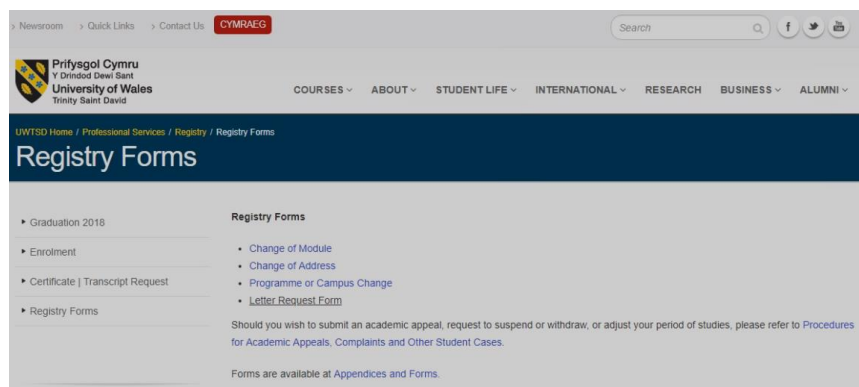
[Registry webpages](#)

Council Tax Discount

As a full time student of the university, you will be entitled to a discount on your council tax.

A letter to this effect is available on MyTSD, which is linked to your student login and you will be able to access this once you are registered as a student with the university.

It is also available by completing a [Letter Request Form](#) on the Registry webpage.



IT Services

The IT department is here to help you with a number of technical issues, including login and password problems.

You are strongly advised to visit the [Password Reset Portal](#) as soon as you receive your login and password from IT and register with this service. This will enable you to reset your password online yourself without contacting IT.

In the event of a problem occurring, to save you time (and frustration!) - please visit the IT webpages first to see if there are any guides to help you before calling or emailing them.

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[IT Support Guide FAQs](#)

[Online Guides](#)

If all else fails- please email or phone IT who *will* help you.

- Phone the Service Desk on **0300 500 5055**
- Email ITServiceDesk@uwtsd.ac.uk

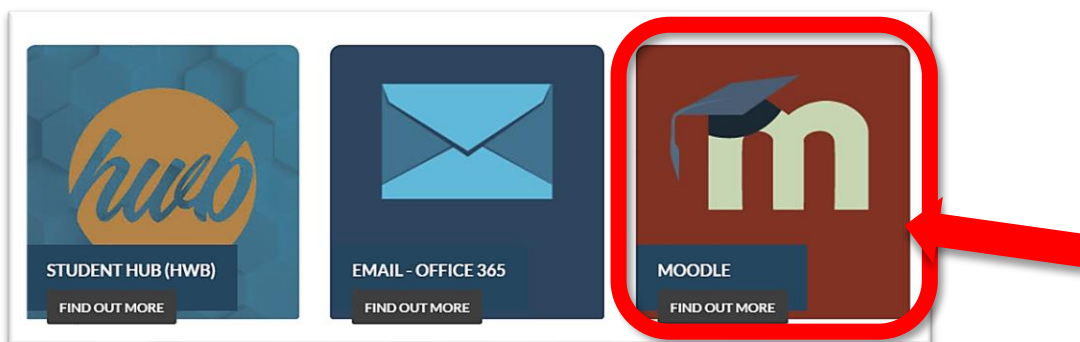
Moodle

The university has an online Virtual Learning Environment (VLE) known as **Moodle**.

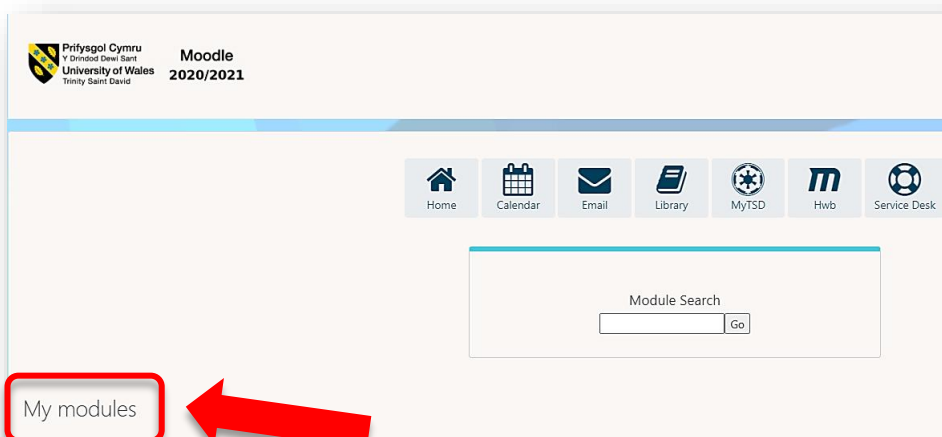
All the learning materials for your modules - and much more besides - will be uploaded onto Moodle and you will be able to access this platform on your phone/tablet/laptop **once you have received your login details**.

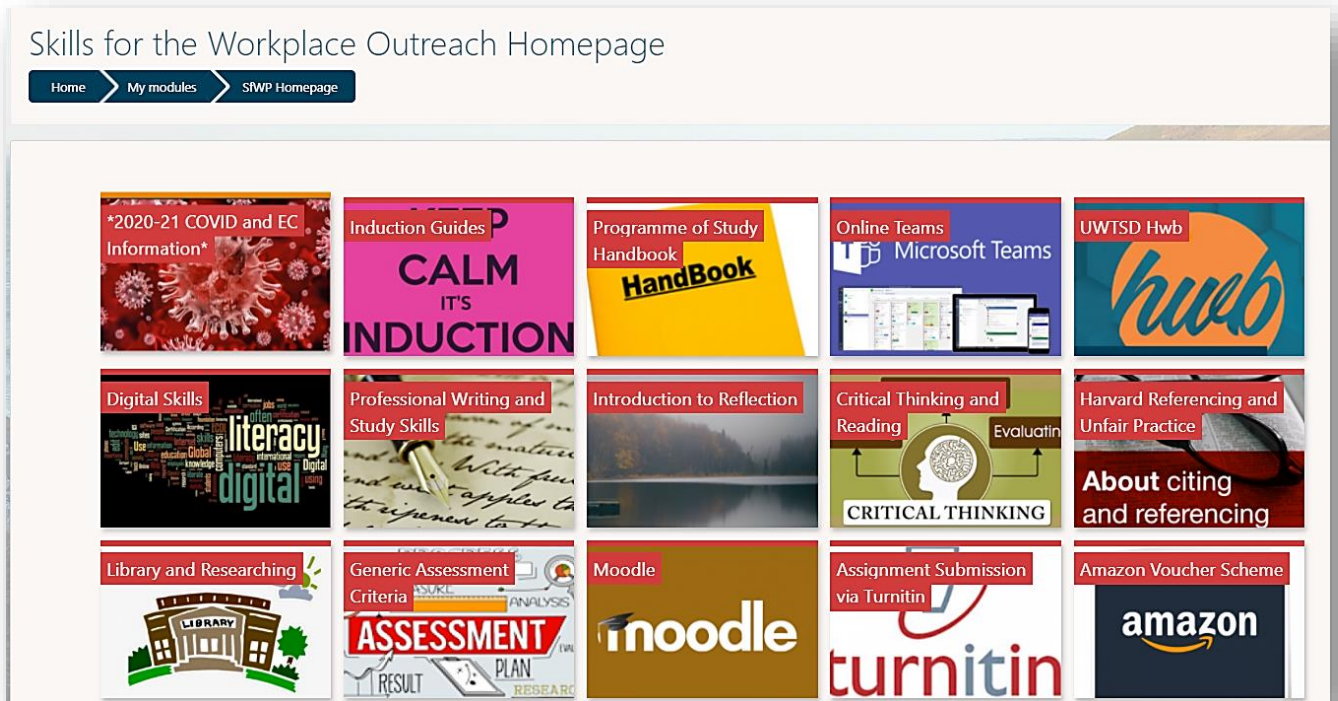
To access Moodle, go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on Quick Links at the top of the page. Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

Then click on the **Moodle** tile.



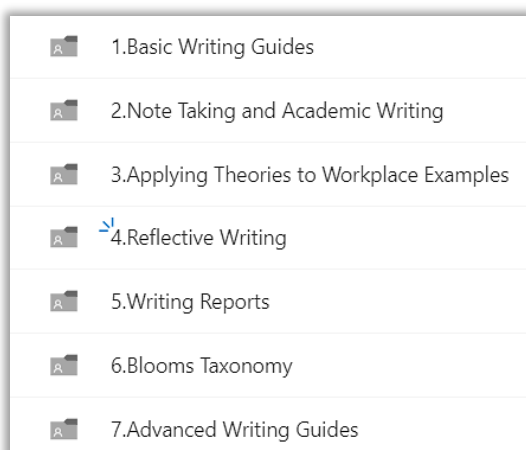
A large number of resources, videos, podcasts and written guides can be found on [Moodle](#) on the **Skills for the Workplace Outreach Homepage** (available under **My modules** once you have logged in – scroll down to see them all) and you can download as many files as you wish and save them to your own devices (phone, laptop, tablet) or better still, your OneDrive file storage space, so you can keep referring back to them easily during the year.





Professional Writing and Study Skills

When you come to university you will be asked to write '*Professional Reports*' and '*Reflective Pieces*' for your assignments. You may have never written in this style before, so we have produced a number of step by step some guides to help you do this.



Again, these can all be found on [Moodle](#) on the **Skills for the Workplace Outreach Homepage**
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Professional Writing and Study Skills



SfWP Generic Assignment Template



Podcast: Using the Generic SFWP Assignment Template



Assignment Template and Structure Guidance



Improving Your Academic Skills



Note Taking and Academic Writing



Academic Argument



Communication Skills



Employability Skills



General Study Resources

Assessment

Assessment will take place at the end of each module studied. There are no examinations and all assessment will take the form of coursework assignments derived from the project activity undertaken during the weekend study days and evening sessions.

Details of all assessment methods and instructions on how to complete them will be given to you at the start of the relevant modules.

Assignment Layout

We ask you to use a standard 'generic' template for your written assignments which helps you with layout and formatting. Guides on how to use the template (and modify it for each module assignment) plus a copy of the template itself for you to download and save, can be found on Moodle in the **Professional Writing and Study Skills** section of the SfWP Outreach Homepage.

Referencing

[Why is Referencing Important?](#)

Referencing means that every time you read something written by another person, and use it in your assignment, you give the original author credit they deserve. This applies to books, blogs, journal articles, websites, TV programmes, films, podcasts and can even apply to personal communication. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered as Plagiarised which is the equivalent of cheating and is a very serious offence which is not acceptable in the University.

The Skills for the Workplace Programme asks you to use the 'Harvard' style of referencing. For a guide on how to do this properly that you can download and save, please follow this link:

[University Harvard Referencing Handbook](#)

[University Library and Research](#)

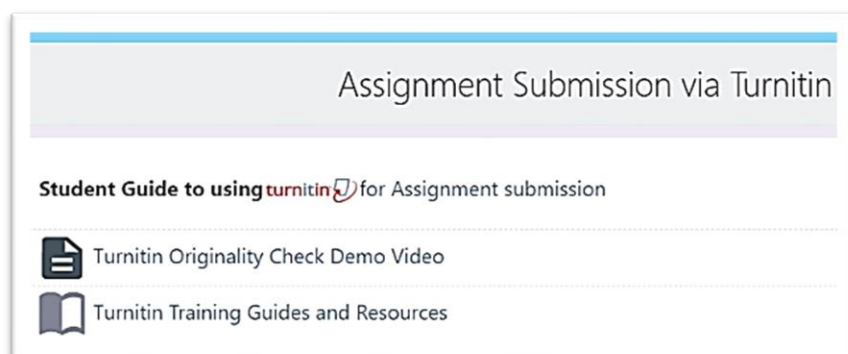
Not only do we ask you to reference all your 'sources' as noted above, but we also ask that you use '*credible academic sources*'. You will learn all about what these are during your first few modules and the [university library](#) is your friend in providing you with suitable materials to read and reference.

You will be able to use both the university's physical libraries if you live near enough and/or the online library which can be accessed anywhere you have internet.

[Library and Learning Resources](#)

[Turnitin Assignment Submission](#)

You will be asked to submit your assignments to **Turnitin via Moodle** and information about this can also be found on the Skills for the Workplace Outreach Homepage on Moodle.



Summary

In summary – almost everything you will need as you start your university life with us can be found on the SFWP Outreach homepage on Moodle. If in doubt – check there first and then ask your Tutor