



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHe Employability Skills Level 4

Programme Manager

Ffion Cumberpatch

f.cumberpatch@uwtsd.ac.uk

*Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives*

www.uwtsd.ac.uk





Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Congratulations!

Welcome to University!

www.uwtsd.ac.uk





Housekeeping

- Fire Alarms, Exits and Evacuation Points
- Phones
- Restrooms



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This session will give you information about

Your lecturers
Your programme
University Regulations
Where to find important information
Student Hwb and Student Support
Student Union
Careers Team

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9.30 - 16.00	Group A + B	
09:30 - 10:00	Registration	Team
10:00 - 10:15	Welcome from Academic Director	Gareth Hughes
10.15 - 10.30	Induction from Programme Manager	Ffion Cumberpatch
10.30 - 10.40	Ice Breaker	Ffion Cumberpatch
10.40 - 11.05	Introduction to Hwb	Rachel Randall and Claire Tregembo
11.05 - 11.20	Careers	Mel Cameron
11.20 - 11.40	<i>Coffee Break</i>	
11.40 - 11.55	Introduction to Student Services	Ffion Cumberpatch
11.55 - 12.05	Health & Wellbeing / Disability	Tara Carmody / Sally Sleep
12.05 - 12.15	Student Screening	Sally Sleep
12.15 - 13.15	Lunch	
13.15 - 13.35	Students Union	Student Rep
13:35 - 15:00	Group Activity	Ffion Cumberpatch
15.00 - 16.00	Campus Tour	Team

9.30 - 15.00			Group A - Classroom 1	
09.30 - 10.00	Registration		Mel Squire / Muhammed Cassamo	
10.00 - 10.15	Welcome from Academic Director		Gareth Hughes	
10.15 - 10.30	Induction from Programme Manager		Ffion Cumberpatch	
10.30 - 10.40	Ice Breaker		Ffion Cumberpatch	
10.40 - 11.05	Introduction to Hwb		Marlene Tobias	
11.05 - 11.20	Careers		Mel Cameron	
11.20 - 11.40	<i>Coffee Break</i>			
	Introduction to Student Services		Ffion Cumberpatch	
11.45 - 11.55	Money Support		Delyth Lewis	
11.55 - 12.05	Health & Wellbeing		Melanie Hopton	
12.05 - 12.35	Student Screening		Hannah Stapleton	
12.35 - 13.15	Lunch			
13.15 - 13.35	Students Union		Becky Bush	
14.35 - 15.00	Group Activity		Ffion Cumberpatch	

10.30 - 16.00	Group B - Recital Room	
10.30 - 11.00	Registration	Mel Squire / Muhammed Cassamo
11.00 - 11.15	Welcome from Academic Director	Gareth Hughes
11.15 - 11.30	Induction from Programme Manager	Ffion Cumberpatch
11.30 - 11.40	Ice Breaker	Ffion Cumberpatch
11.40 - 12.05	Introduction to Hwb	Marlene Tobias
12.05 - 12.25	<i>Coffee Break</i>	
12.25 - 12.40	Careers	Mel Cameron
12.40 - 12.45	Introduction to Student Services	Ffion Cumberpatch
12.45 - 12.55	Money Support	Delyth Lewis
12.55 - 13.05	Health & Wellbeing	Melanie Hopton
13.05 - 13.35	Student Screening	Hannah Stapleton
13.35 - 14.15	Lunch	
14.15 - 14.35	Students Union	Becky Bush
14.35 - 16.00	Group Activity	Ffion Cumberpatch

11.30 - 17.00	Group B - Studio 3	
11.30 - 12.00	Registration	Ffion Cumberpatch / Muhammed Cassamo
12.00 - 12.15	Welcome from Academic Director	Gareth Hughes
12.15 - 12.30	Induction from Programme Manager	Ffion Cumberpatch
12.30 - 12.40	Ice Breaker	Ffion Cumberpatch
12.40 - 13.05	Introduction to Hwb	Marlene Tobias
13.05 - 13.25	Careers	Mel Cameron
13.25 - 13.55	Lunch	
13.55 - 14.00	Introduction to Student Services	Ffion Cumberpatch
14.30 - 14.40	Money Support	Delyth Lewis
14.40 - 14.50	Health & Wellbeing	Melanie Hopton
14.50 - 15.20	Student Screening	Hannah Stapleton
15.20 - 15.35	<i>Coffee Break</i>	
15.35 - 15.55	Students Union	Becky Bush
15.55 - 17.00	Group Activity	Ffion Cumberpatch



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The Basics

www.uwtsd.ac.uk



Your Information

- Do you know your student number?
- Your university email address?
- And your university password?

Example

Email Address:

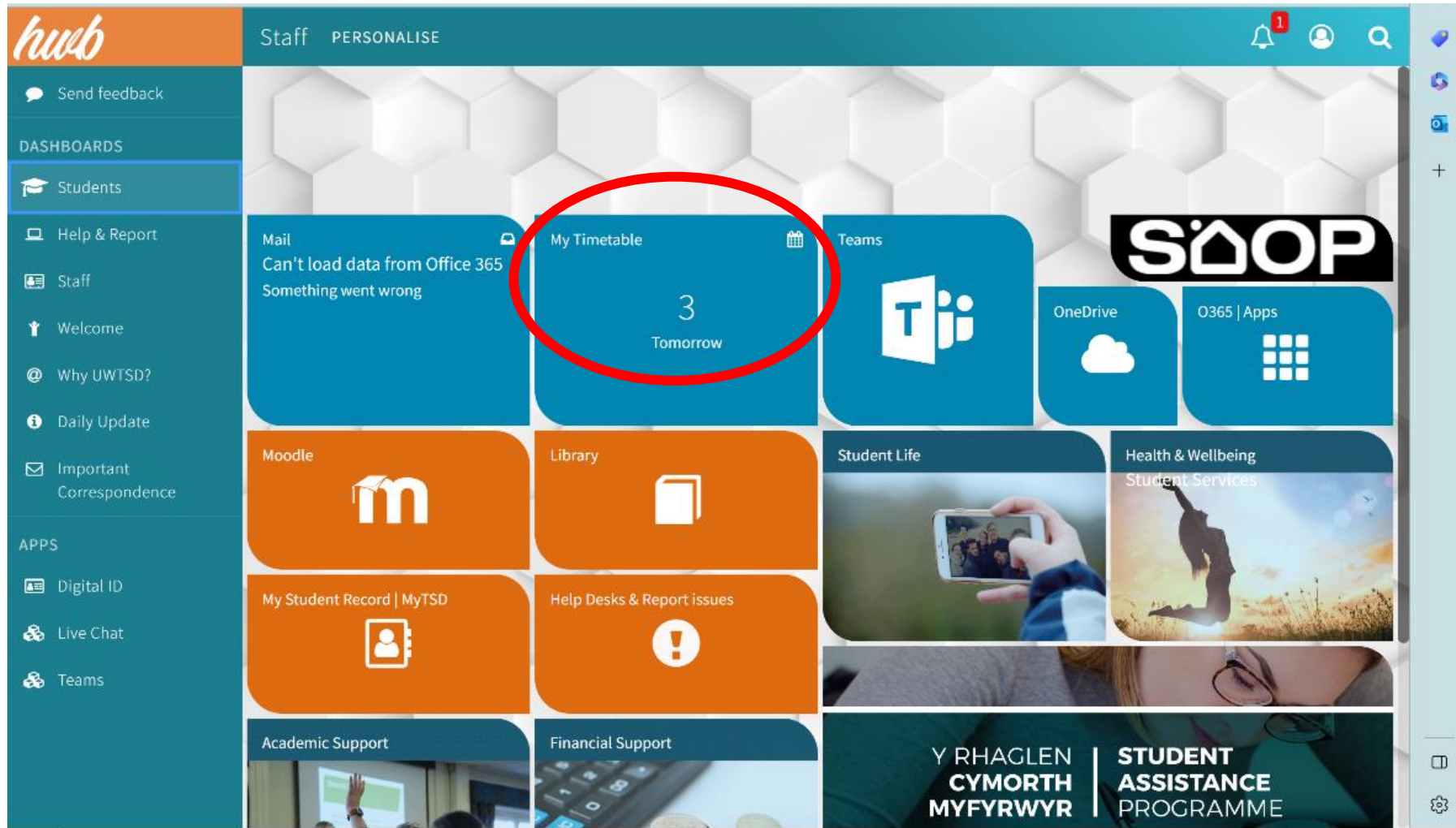
studentnumber@student.uwtsd.ac.uk

Password: Dob24.02.70

Your Timetable

- Your personalised timetable is on HWB.
- Small changes on your timetable will happen.
- Make sure that you check your timetable regularly.
- Timetables will change each term.
- Group changes are not permitted.

UWTSD HWB: Your first line of support



MONTHLY VIEW

Calendar

Agenda

Calendar

Today

Day

Week

Month

Filter by Categories

APRIL 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

09:00

AS301 (Swansea Business Car

10:00 BMSW4012

AS301 (Swansea Business Car

13:30 BMSW4012

AS301 (Swansea Business Car

09:30 BMSW4011, BMSW4014

Online (IMH)

09:00 Group A

Classroom 1 (Haywood House

10:00 BMSW4012

Classroom 1 (Haywood House

13:30 BMSW4012

Classroom 1 (Haywood House

09:00 BMSW4013

ASG01 (Swansea Business Car

09:00 BMSW4012

AS226 (Swansea Business Car

09:00 BMSW4009

AS307 (Swansea Business Car

09:00 BMSW4013

CARDIFF-OFF-UWREGISTRY



 Agenda Calendar

Today

Day

Week

Month

 Filter by Categories ▾

04

05

06

07

08

09

09:00 - 13:00
BMSW401309:00 - 13:00
BMSW401209:00 - 13:00
BMSW400909:00 - 13:00
BMSW4013

10

ASG01 (Swansea Business
Campus - School of
Business)AS226 (Swansea Business
Campus - School of
Business)AS307 (Swansea Business
Campus - School of
Business)

CARDIFF-OFF-UWREGISTRY

11

12

13

14

15

16

17

WEEK VIEW



Your University Email

The university, your lecturers and the Institute will contact you by email for most things:

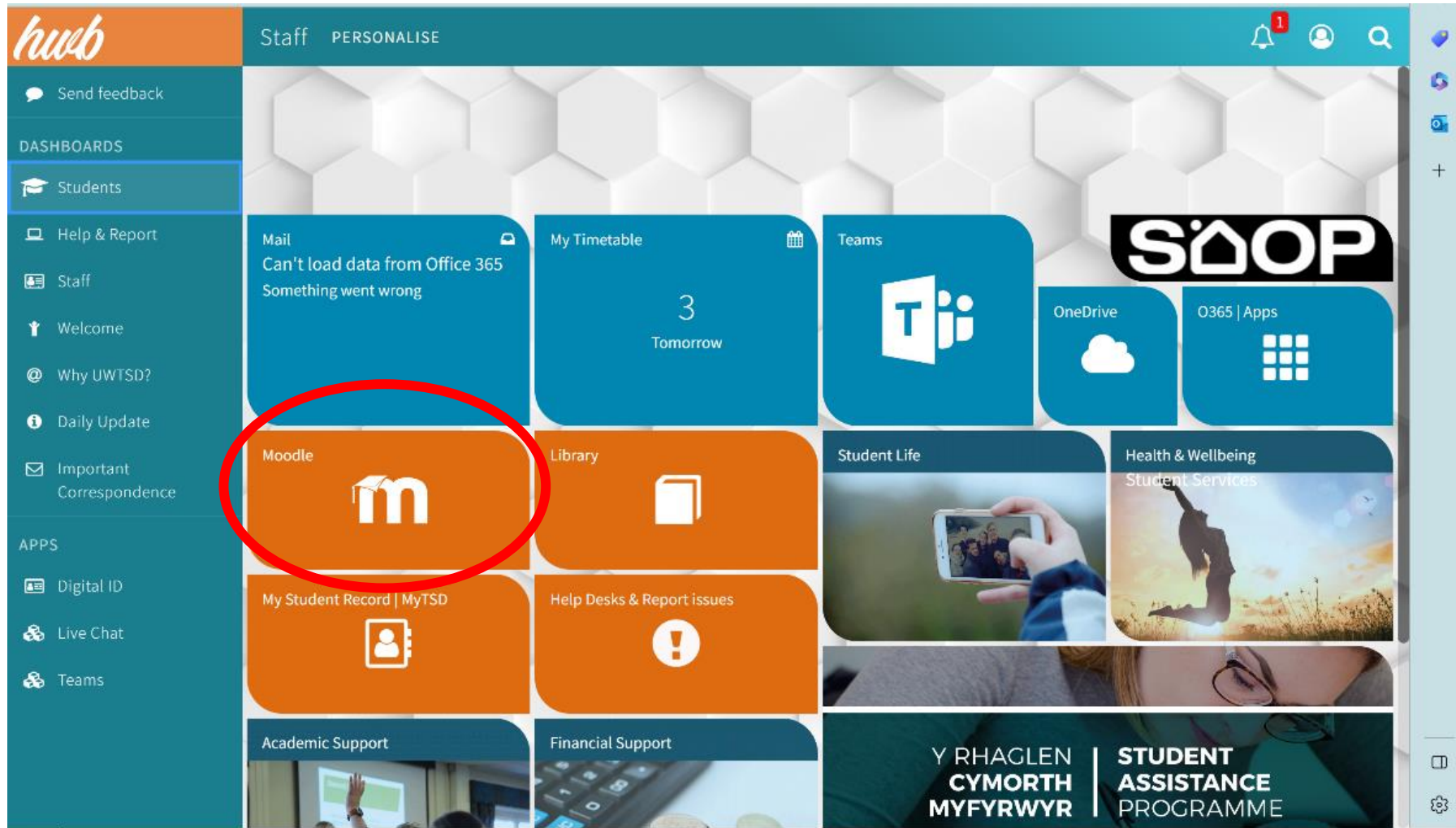
- Changes to timetable
- Meetings
- Course information, changes and news
- Any issues

Check your email every day.

UWTSD HWB: Student Email

The screenshot shows the UWTSD HWB (Home Work Book) interface for a student. The top navigation bar includes the 'hub' logo, 'Staff PERSONALISE', and icons for notifications, user profile, and search. The left sidebar contains a 'DASHBOARDS' section with 'Students' selected, and an 'APPS' section with 'Digital ID', 'Live Chat', and 'Teams'. The main content area features a grid of tiles: 'Mail' (circled in red with an error message), 'My Timetable' (showing 3 items for tomorrow), 'Teams', 'OneDrive', 'O365 | Apps', 'Moodle', 'Library', 'My Student Record | MyTSD', 'Help Desks & Report issues', 'Academic Support', 'Financial Support', 'Student Life', 'Health & Wellbeing Student Services', and a banner for the 'STUDENT ASSISTANCE PROGRAMME'.

UWTSD HWB: Moodle





**Academic Skills for
the Digital Era
(BMSW4013_CARD)**

Category: Business

**Problem Solving and
Innovation
(BMSW4014_CARD)**

Category: Business

**Problem Solving and
Innovation
(BMSW4014_SWAN)**

Category: Business

**Contemporary
Challenges: Making a
Difference
(BMSW4007/C_CARD)**

Category: Business

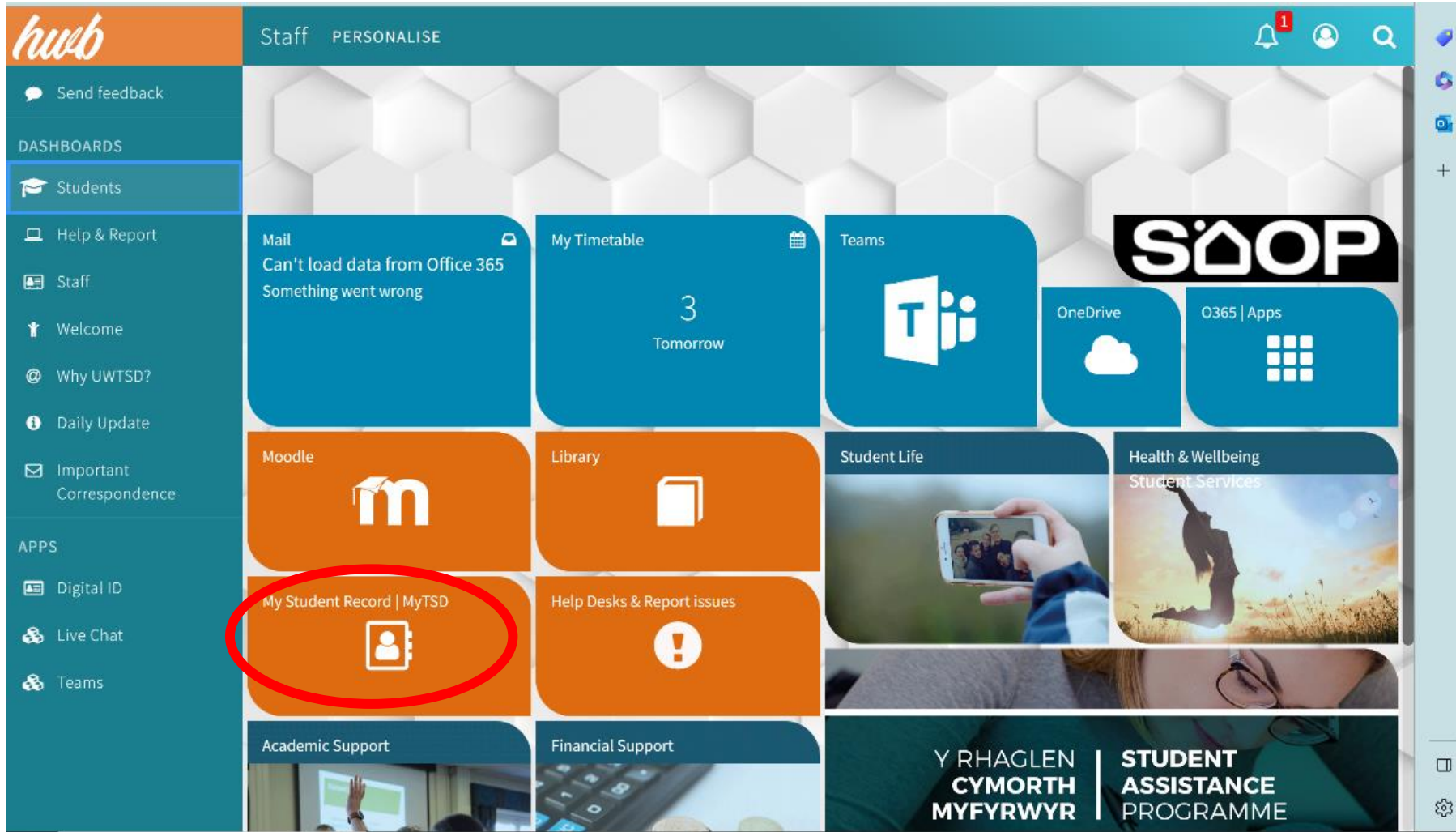
**Contemporary
Challenges: Making a
Difference
(BMSW4007/C_SWAN)**

Category: Business

**Learning in the
Digital Era
(BMSW4010_CARD)**

Category: Business
Course completion

MyTSD: Your access to your information



Here you can see

- Personal Information
- Finalised Marks
- Examboard Decisions
- Progression Letters
- Council Tax Letter
- Forms like Extenuating Circumstances/Self Withdrawal



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Question time!



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Your Programme

CertHe Employability Skills

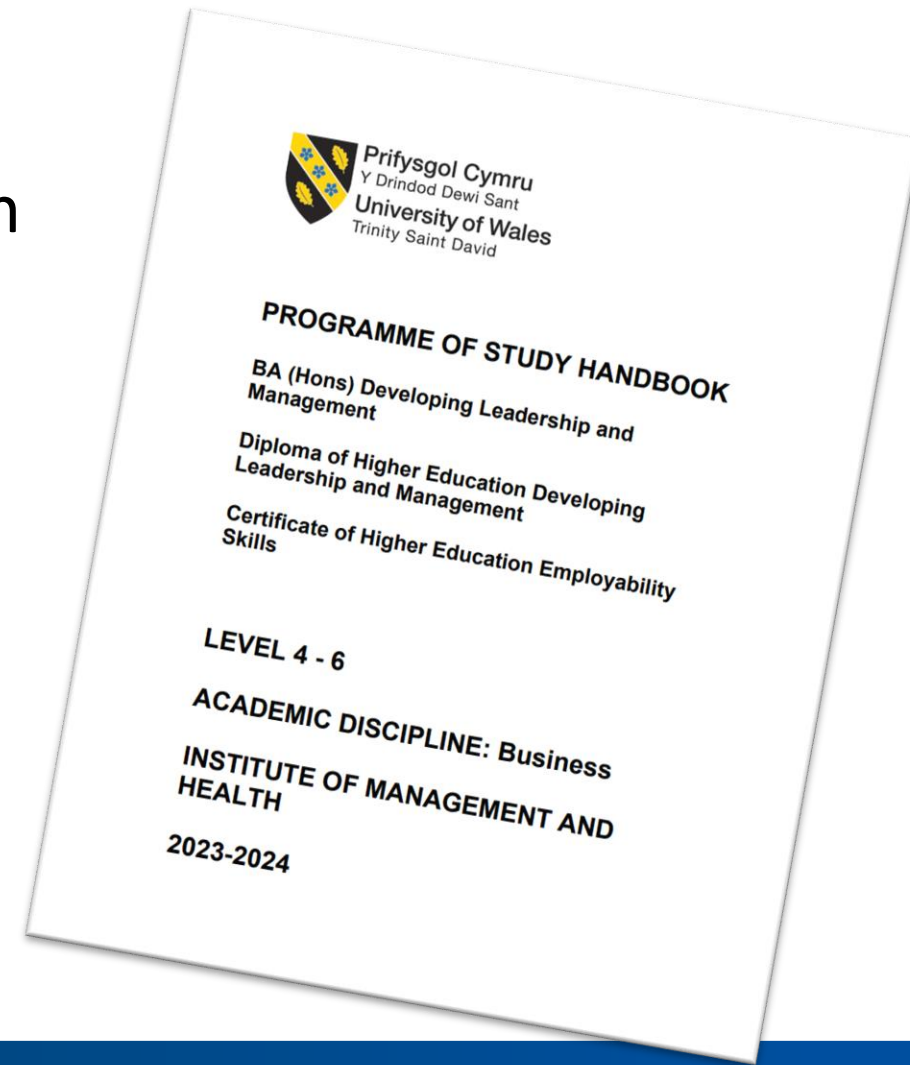
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Programme of Study Handbook

You can find your Programme of Study Handbook on your Moodle pages.

This gives you more information about the course and the university.



Programme Overview (Level 4)

Term	Modules
Term 1 (September - December)	Academic Skills for the Digital Era (BMSW4013)
Term 1 (September - December)	Professional Career Development (BMSW4012)
Term 2 (January - March)	Effective Teamworking and Communication (BMSW4009)
Term 2 (January - March)	Problem Solving and Innovation (BMSW4014)
Term 3 (April - July)	Managing Enterprise (BMSW4011)
Term 3 (April - July)	Digital Skills for Personal Growth and Professional Development (BMSW4008)



If you are looking to progress to Level 5 Developing Leadership and Management

You need to apply for Level 5 and Level 6, you do not automatically progress.

What do we look at?

- Grades
- Attendance
- Resit Attempts

What happens after I apply?

You will be invited to an interview and you will do a written test, very similar to the one you went through for Level 4. Afterwards a decision would be made.

Programme Overview (Level 5) – September ONLY

Term	Modules
Term 1 (September – December)	People Management (BMSW5010)
Term 1 (September – December)	Building a Sustainable Marketing Relationship (BMSW5007)
Term 2 (January – March)	Creativity & Innovation (BMSW4013)
Term 2 (January – March)	Principles and Concepts of Finance (BMSW5012)
Term 3 (April – June)	Developing a Research Proposal (BMSW5014)
Term 3 (April – June)	Managing Projects in an Organisation (BMSW5009)

Programme Overview (Level 6) – September ONLY

Term	Modules
Term 1 (September – December)	Leadership and Change (BMSW6010)
Term 1 (September – December)	Emotional Intelligence (BMSW6012)
Term 2 (January – March)	Developing Strategic Capability (BMSW6011)
Term 2 (January – March)	Independent Project (BMSW6009)
Term 3 (April – June)	Coaching and Mentoring (BMSW6007)
Term 3 (April – June)	Independent Project (BMSW6009)

Bursaries

Access Bursaries

- ✔ Care Leavers Bursary
- ✔ Constituent College Bursary
- ✔ Disability Bursary
- ✔ Estranged Student Bursary
- ✔ Ethnicity Equality Bursary
- ✔ Parents and Carers Bursary
- ✔ Reaching Wider WIMD 40 Bursary
- ✔ Transgender and Non-Binary Student Wellbeing Bursary
- ✔ Welsh Medium / Bilingual Award
- ✔ UWTSD Sanctuary Scholarship

✔ Digital Connectivity Bursary

for assistance with a device or internet costs

Full-time and part-time students enrolled on a course at UWTSD.

This Digital Connectivity Bursary is intended to provide support for students who have no access to a device and / or internet provision for their studies and for whom funding is a barrier to purchasing their own device. The bursary will be awarded to for eligible students who are seeking a financial contribution towards digital connectivity (up to £100) or device costs (up to £500).

Eligible students will be enrolled on a minimum of 40 credits on a UWTSD course and will be in receipt of the maximum level of Student Finance support.

Students who are in receipt of the maximum Student Finance wishing to receive support via this application route will need to:

- Complete the online application form;
- Provide a copy of your Student Finance letter illustrating that you receive the maximum level of financial support.

If you have already purchased a device and/or broadband to support your studies, please also include proof of purchase.

The maximum award via this bursary is £500.

Please note:

If you **do not** receive the maximum financial support from Student Finance you have two alternative routes for support.

- If you purchased your own device you can apply for up to £250 towards the cost via the Course Costs bursary. You will need to provide a copy of the receipt for your purchase. [Course Costs Bursary application form](#)
- If you are unable to afford to purchase your own device you can make an application for support via this bursary but you will be asked to provide additional information and evidence to support your application. You will need to:
 - Complete the online application form
 - Provide a copy of your Student Finance letter illustrating the level of financial support that you do receive (full breakdown including any childcare grant entitlement)
 - Complete the income and expenditure form which we will send to you upon receipt of the online application
 - Provide a month's up-to-date bank statements for each account held including a current balance, annotated to confirm your core costs.

Closing date for applications: applications will be open throughout the academic year

Apply Now: [Digital Connectivity Bursary application form](#)

Student Discounts

Make sure you upload a photo to MyTsd for your Student ID!



[StudentBeans](#). Here you can access exclusive offers such as 25% off Asos, free doughnuts or sausage rolls at Greggs, 35% off at Adidas and much more.



[UniDays](#). Another student discount website which offers perks such as 20% off FootLocker, Sephora and Levis and 10% off Nike. You can also bag unlimited data with network Smarty for just £15 a month

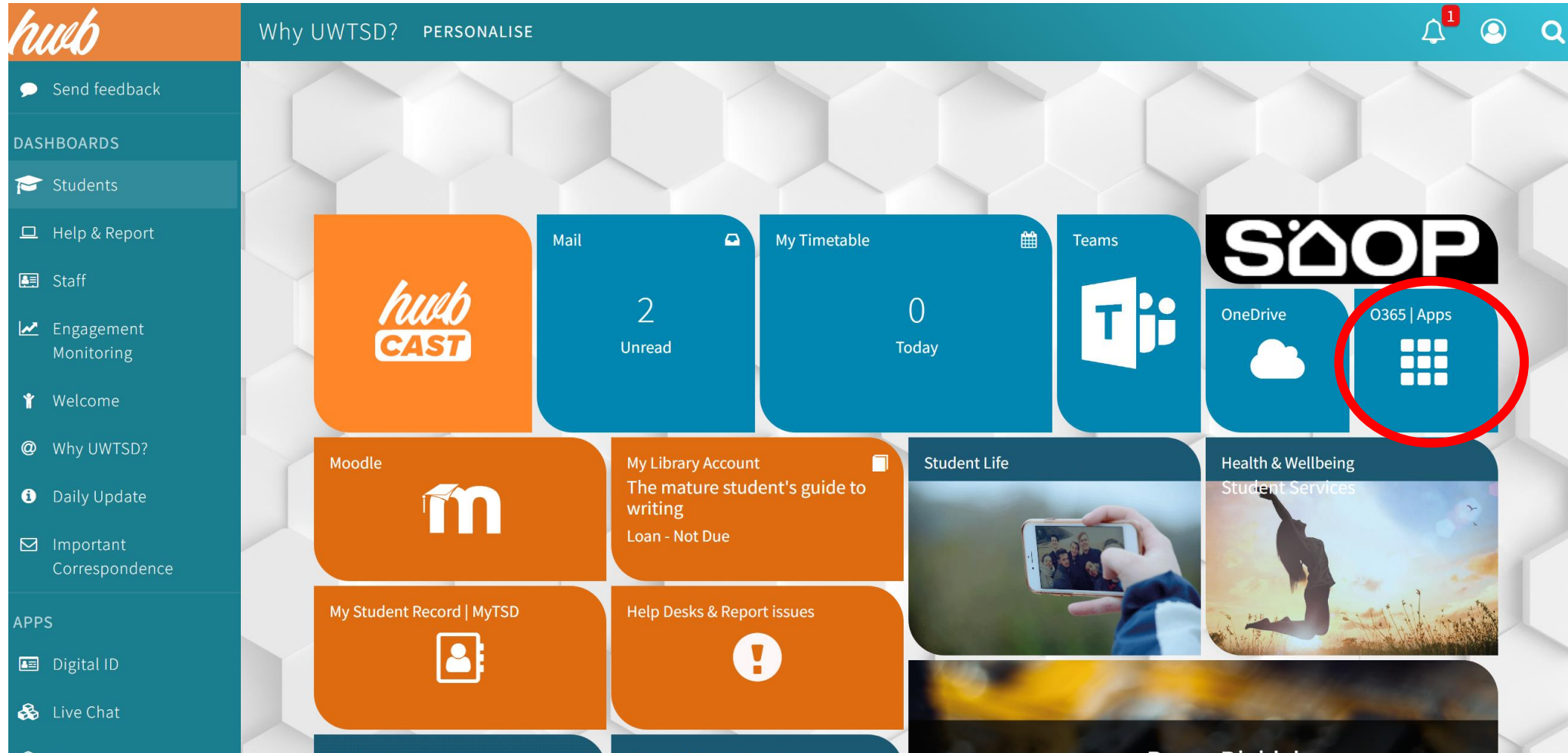


[Totum](#). Formally known as NUS Extra, Totum gives you access to discounts such as 10% off at Co-op supermarkets, 25% off at Byron Burger and 20% off at Schuh

Get Office365 Free!

- Word
- Excel
- PowerPoint
- Teams
- Publisher
- Access
- Outlook

Usually between
£59.99 and £79.99!
Free for UWTSD
students!



Apps

Get more Apps

 Teams

 Word

 Excel

 PowerPoint

 Outlook

 OneDrive

 OneNote

All apps →

Get work done

Other Apps

...

 Adobe Identity Management...

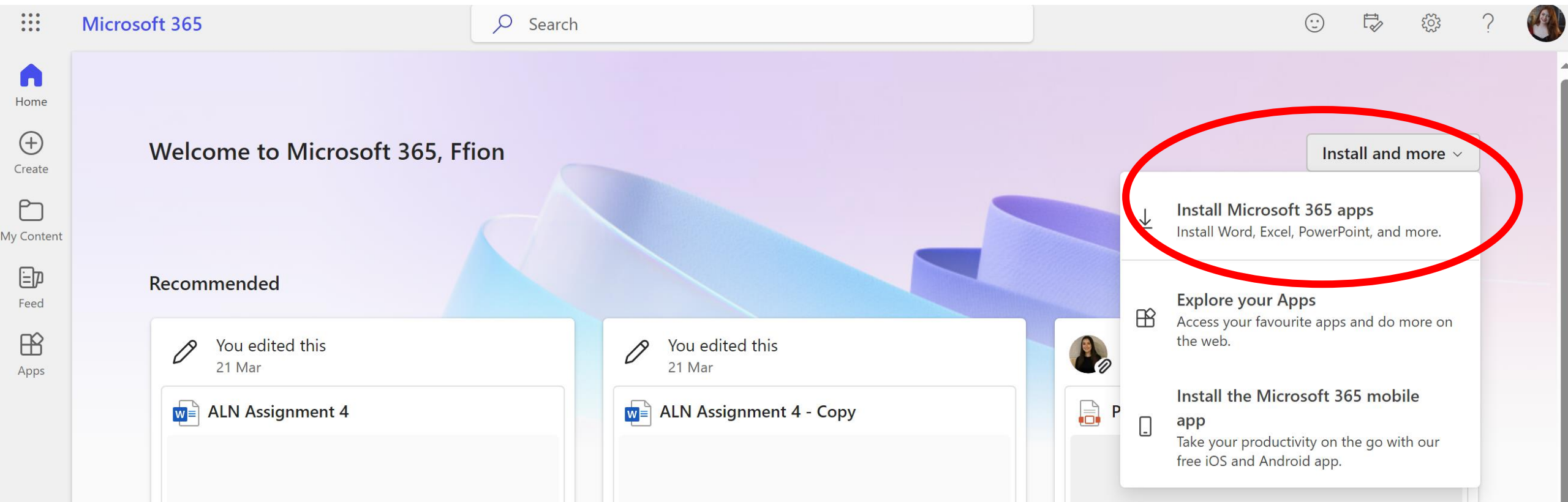
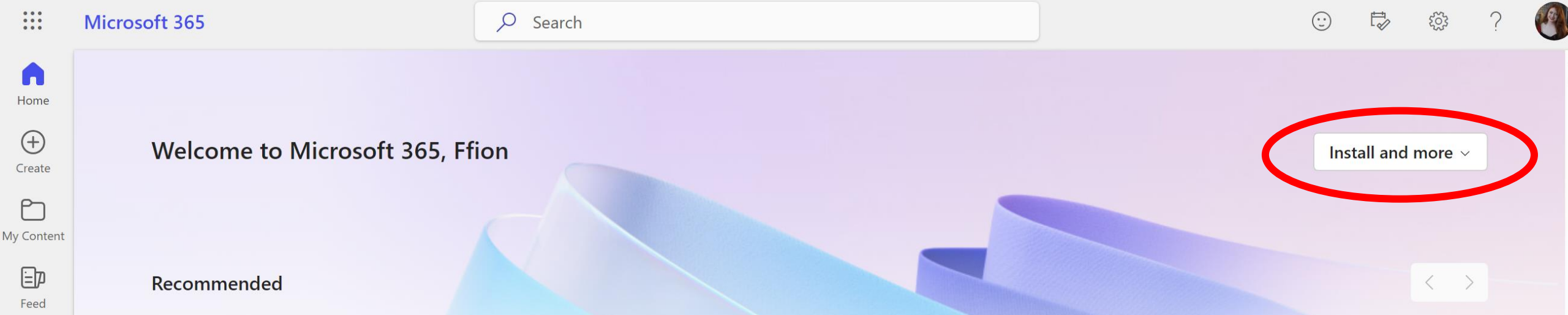
 PC Booking

 Springer Link

 uniFLOW Online - Microsoft...

 UWTSD Moodle

 Zoom





My account



Subscriptions



Security & privacy



App permissions



Apps & devices



Tools & add-ins



Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices



Subscriptions

Verify what products and licenses you have.

View subscriptions



Security & privacy

Protect your account and adjust important privacy settings to your preference.

Manage security & privacy



App permissions

Manage which apps have access to your data. You can revoke permission whenever you want.

Change app permissions 



Open this in your Downloads and follow the Instructions.

» Office



✓ OfficeSetup (2)

- Word
- Excel
- PowerPoint
- Teams
- Publisher
- Access
- Outlook

Any issues, please contact the IT team via phone for further guidance **0300 500 5055**



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Question Time!



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University Regulations

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Student Engagement Requirements

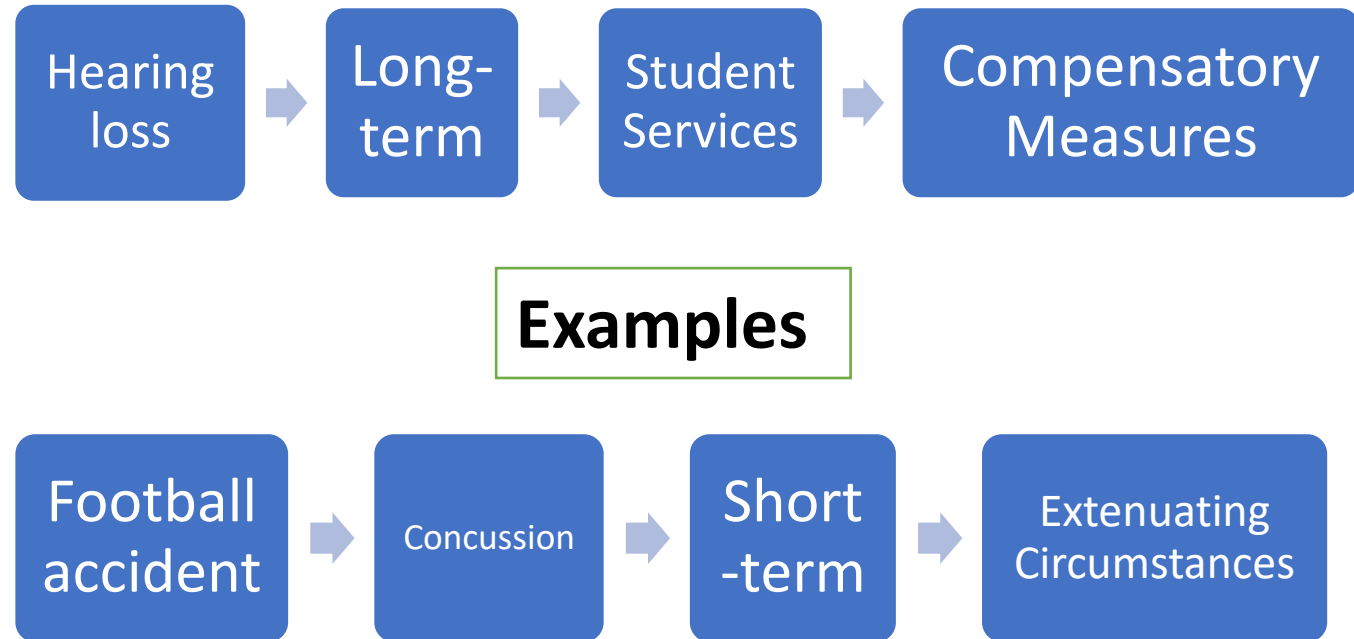
Find the Student
Engagement
Policy on the
UWTSD Website.

- Engage with all scheduled and asynchronous learning in the programme/module;
- Attend punctually and completely all scheduled and timetabled learning and teaching activities;
- Inform your Tutor of any issues that affect or are expected to affect your engagement with your course.
- Notify your lecturers if you are going to be late or absent.
- To get a Authorised Absence you will need to provide evidence from a doctor/hospital/employer or other reliable third party to your tutor.

Compensatory Measures vs Mitigating Circumstances

Long-term (has lasted/will last 12 months or more) disabilities or learning difficulties are considered through the compensatory measure's procedures.

Short-term mitigating circumstances are normally considered through the extenuating circumstances procedure.



Interruption of Studies

Interrupting your studies means taking time out or putting your studies 'on hold' normally for a minimum period of three months due to personal or health reasons. When you interrupt, your student finance is usually also considered 'on hold' for the remainder of the academic year but please be aware that this can have a major impact on what you will be entitled to in future years.

It is important that you discuss this with the Money Support Team in Student Services, who will help you identify and understand any implications.



Self-Withdrawal and Withdrawal

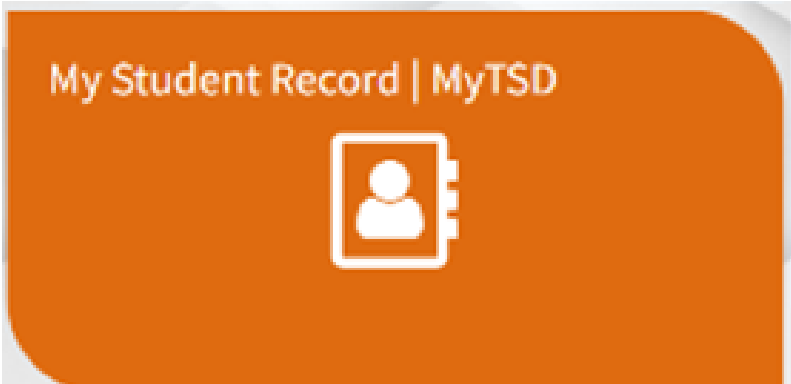
Self Withdrawal is when you end your registration on your programme of study and all units associated with it with no intention of returning to complete at a later date. Your student finance will be stopped for the remainder of the year and any years studied will be considered as previous study if you return in future. This may affect how much funding you can access if you decide to return to Higher Education in the future. The form to do this is on MyTsd.

Force to Withdrawal is when the university withdraws you for non-attendance or engagement. This could also be done at examboard if you are out of resit attempts. If the university withdraws you the only way to change this decision is to complete a formal appeal. If you are forced to withdraw you cannot apply for another course at UWTSd for up to 2 years.

****It is very important to discuss your circumstances with your programme manager and the money support team.**

Fees Due	Criteria
25% of annual fees	If withdrawal or exclusion in the first term
50% of annual fees	If withdrawal or exclusion in the second term
100% of annual fees	If withdrawal or exclusion in the third term

MyTsd/My Student Record



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[Module Enrolment](#)
[Home](#)
[Marks & Exam Board Decisions](#)
[Applicant](#)
[Enrolment Details](#)
[Documents required prior to Enrolment](#)
[Data Changes and Forms](#)

Logged In:

Data Changes and Forms

Data Change Requests
Change Programme
Amend Personal Details
Emergency Contact Details
Request withdrawal from programme
Module Change Requests

Data Change Requests
Change Programme
Amend Personal Details
Emergency Contact Details
Request withdrawal from programme
Module Change Requests
Recognition of Prior Certificated Learning (PL3c) upgrade form

Forms
Extenuating Circumstances Form

User Guides
Extenuating Circumstances Student Guide
Canllaw Myfyrwyr ar Amgylchiadau Esgusodol

Extenuating Circumstances - Status

UWTSD STUDENT CODE OF CONDUCT

This document sets out the standards of conduct that are expected of students at UWTSD.

UWTSD expects its students to conduct themselves in a manner that does not bring the reputation of the University into disrepute. Where a student's conduct does not meet the expectations outlined in the Student Code of Conduct, the University [Non-Academic Misconduct Policy](#) may be applied. Examples of conduct that may breach this code of conduct can be found in the Non-Academic Misconduct Policy.

The University seeks to provide a safe and inclusive environment for all students, and therefore it takes breaches of this code of conduct seriously. If you are experiencing behaviour that contradicts this code of conduct. (e.g. harassment, sexual misconduct, bullying through social media), please report the allegations to the University as outlined in the Non-Academic Misconduct Policy. The University will look to provide support to you as appropriate through its procedures (this may include offers of mental health support and/or referral to external support).

Student Code of Conduct

The Student Code of Conduct covers;

- Professionalism
- Representing the University
- Respect for Others
- Respect for the Community
- Caring for each other
- Respect for the University Environment

You can view this on the university website.

Professionalism	Representing the University	Respect for Others	Respect for the community
• It is expected that you act in an honest way and that you will abide by the law. • You should familiarise yourself with and adhere to approved University policies and regulations. • Attend and engage with your programme of study and proactively seek support when needed as outlined in the Student Charter. • Where applicable, adhere to relevant professional standards relating to personal and professional conduct. See also the University Fitness to Practise Policy. • Where applicable, adhere to relevant professional, statutory, regulatory body expectations and requirements to protect present and future patients, service users or clients at all time. See also the University Fitness to Practise Policy.	• You are an ambassador for the University at all times. The University expects that you will act responsibly and respectfully both within the local community and when away from the local environment (for example, whilst on study abroad, field trips or placements, or when representing the University in sporting events). • You should show good sportsmanship whilst representing the University in sporting events. • When visiting off-campus locations for events, you should treat the facilities at the location you are visiting, as well as any transport that has been arranged to get you to your location, appropriately and with due consideration for others. • You should behave in a manner which upholds the good reputation of the University, including whilst off-campus for sporting or social events associated with the University.	• It is expected that you act responsibly and courteously towards others. • You should recognise the importance and value of equality and diversity in the University community by treating all members of the University with dignity and respect both in person and through alternative means (including but not limited to email, social media, instant messaging and texting) so that they do not feel as though they are being harassed or bullied. • You should conduct yourself in a manner that does not harm or does not have the potential to harm others. This includes refraining from: ○ Abusive or unreasonable conduct e.g. acts of bullying or harassment; including harassment related to the protected characteristics as defined in the Equality Act 2010; ○ Physical misconduct e.g. punching, kicking, slapping, biting, pushing or shoving; ○ Sexual misconduct (see Non-Academic Misconduct Policy); ○ Threats of injury or violence upon others; ○ Activities which may constitute a hate crime; ○ Activities related to the incitement of, or participation in, acts of terrorism; ○ Activities that spread misinformation; ○ Activities which foster blame narratives. • Respecting the right of others to hold opinions that are different to your own. The University encourages respectful discourse and discussion. Where there are disagreements or debate, it is expected that students use appropriate language at all times.	• It is expected that you consult and follow current government guidance and University advice, guidance and regulations relating to public health including the need to quarantine, self-isolation, or reporting for contact tracing. • It is expected that you will follow all health and safety practices required or recommended by health professionals such as frequent hand-washing and hand sanitisation. • It is expected that you adhere to University policies relating to the wearing of face masks and/or other public health guidance.
Caring for each other	Respect for the University Environment		
• You should recognise everyone is an equal member of the community whether teacher, student, administrator, cleaner or security worker. Everyone should be extended the same respect and support. • It is expected that you should not be judgemental about others – not blame or stigmatise groups or individuals, for example, if they should become unwell or find themselves in need in some other way. • You are expected to help your fellow students whether on campus, online or in halls, without posing a risk to yourself and/or others, especially if they are in difficulties or don't understand procedures. For example, you can offer help by directing your fellow student to the appropriate support service (e.g. the Hwb or Student Services).	• You should treat University buildings, property and facilities with respect and refrain from conduct which may damage the University environment. • You should ensure that any UWTSD equipment or facilities are used appropriately and with due consideration for others (e.g. shared computers or equipment, IT Acceptable Use Policy). • You should show respect for the campus environment (for example by disposing of litter appropriately). • You should make yourself aware of the health and safety arrangements at the University (for example, the University Smoke Free policy). • It is expected that you have your student ID card with while you are on campus and access University facilities.		



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Non-Academic Misconduct

Covers:

- Actions which cause actual or potential distress or harm to others;
- Actions which cause actual or potential damage to property of others;
- Actions which may prevent or disrupt the normal functioning of the University;
- Actions which may cause reputational damage to the University as a result of the misconduct of the alleged perpetrator;
- Actions which impede or interfere with the pursuance of work/ study of University members, or impact on normal operations of the University;
- Breaches of the University's Student Code of Conduct.

Harassment

Bullying

Victimisation

Hate Crimes

Sexual
Misconduct

Antisocial
Behaviour

Damage to
Property

Academic Misconduct

Academic misconduct includes (but is not limited to):

- Plagiarism.
- Cheating.
- Submitting the same piece of work for more than one course without the instructor's permission.
- Impersonating another person in a test or exam.
- Unauthorised collaboration on individual assignments, tests or exams.
- Buying or otherwise obtaining term papers or assignments.
- Falsifying, misrepresenting, or forging an academic record or supporting document.
- Using Artificial Intelligence to write your assignments for you.



Student Policies

- Student Pregnancy Maternity Paternity and Adoption Leave Policy
- Applicant and Student Name Change Policy
- Student Smoke Free Policy
- Student Intellectual Property Policy
- Student Privacy Statement
- Safeguarding Policy



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Transforming Education, Transforming Lives

www.uwtsd.ac.uk

Question time!

We are so excited to have you!

Before leaving today please make sure you can log into the Hwb App on your phone and check your timetable. Any problems logging in, please see one of the Hwb team at the Hwb desk.

If you have a course query, please see one of the team.

