



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

PROGRAMME OF STUDY HANDBOOK

Certificate in Higher Education
Skills for the Workplace (Health & Social Care)
LEVEL – 4

&

BSc in Health & Social Care
LEVEL – 5/6

INSTITUTE OF INNER-CITY LEARNING
LONDON (LC) AND BIRMINGHAM CAMPUS (BC)

2021-2022

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INTRODUCTION

This handbook provides you with information about your Programme of Study for the academic year 2021/22. Module descriptors are presented in the accompanying Module Directory document.

Because of the ongoing Covid-19 situation, the University has made a number of changes for the 2021/22 academic year, e.g. in relation to how you can access facilities on our campuses, and how your programme will be delivered.

The University will operate a tiered system regarding access to its physical facilities which is led by Government and Public Health advice. The University's current status and the framework can be viewed here: <https://uwtsd.ac.uk/coronavirus/>. Please make sure that you read the Student Bulletin for essential updates as a change in status may affect how your programme is delivered.

As a result of these circumstances, most programmes will be delivered through blended online and/or in-person delivery (HyFlex delivery mode). You can be reassured that our blended approach to learning and teaching will ensure a seamless transition from online delivery to face-to-face as future circumstances dictate ensuring that you are able to complete your studies. This approach will work to ensure that if you are shielding or self-isolating you will still be able to access your studies. If you have any specific needs arising from the current circumstances, we ask that you make Student Services and your programme team aware so that we can work to support you.

Additionally, a number of changes have been made across the curriculum to ensure that you can successfully complete your studies. These changes take into account the lessons learnt since the advent of the coronavirus. This should ensure that there are no changes to the assessment format that you are informed about at the start of the module. All assessments now have been considered through the University's formal review processes as to how they can be delivered in all modes of delivery.

The University has enhanced its guidance on contact hours and now includes some of the active learning activities that take place within an online environment which will give you more flexibility in how you can engage with your studies.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes in the organisation of modules between the planning stage and the actual teaching are inevitable. We shall try to keep any such changes to a minimum, and you will receive advance warning in the event of any alteration.

FEEDBACK

Feedback on your programme of study and modules is welcome and important and will help us to improve and enhance your learning experience. You can give feedback in a number of ways: through the student representative for your programme of study, through module evaluation questionnaires, through informal meetings with your personal tutor, teaching staff, or Programme Manager, through focus groups to gain feedback from students on particular issues, or through the Students' Union. If there are issues, then it is important that you share these with us so that we can address them. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks. Your opinion is valued.

PROGRAMMES OF STUDY AND PROGRAMME MANAGERS

This handbook covers the following Programmes of Study. The name and contact details of the Programme Managers are also listed below.

Programme of Study	Programme Manager	Tel. No.	E-mail
Cert HE Skills for the Workplace (Health and Social Care)	Dr Besty Jose (BC)	0300 3230178	b.jose@uwtsd.ac.uk
BSc Health & Social Care	Dr Mark Gallagher-Read (BC)	0300 3230178	m.gallagher-read@uwtsd.ac.uk
Cert HE Skills for the Workplace (Health and Social Care)	Diya Ganguly (LC)	020 7127 7400	d.ganguly@uwtsd.ac.uk
BSc Health & Social Care	Dr Eleni Koutsogeorgou	020 7127 7400	e.koutsogeorgou@uwtsd.ac.uk

SUPPORT DURING YOUR STUDIES

The Student Services team should be your first point of contact for support issues. Further support can also be accessed through various specialist support services (e.g. Disability Service), your Programme Managers, and your module tutors

EXTERNAL EXAMINERS

All taught Programmes of Study which lead to an award of the University have at least one External Examiner. The principal purposes of the University's external examiner system are to ensure that:

- the standard of each award is maintained at the appropriate level;
- the standards of student performance are comparable with standards on similar programmes or subjects in other UK institutions with which they are familiar;
- the processes for assessment and the determination of awards are sound and fairly conducted.

Students may request a copy of the previous year's External Examiner's Report for their programme of study by contacting the Programme Manager.

The current External Examiners for the Programmes of Study are:

Programme of Study	External Examiner for 2021/22 (forename/surname)	External Examiner for 2020/21 (if different to current)
CertHE Skills for the Workplace (Health and Social Care)	Jacqueline Merchant	Jacqueline Merchant
BSc Health & Social Care	Level 5: Ann Whitehouse; Level 6: Deborah Nye	Level 5: Ann Whitehouse; Level 6: Deborah Nye

Please note that students are not permitted to make direct contact with the External Examiners without permission and to do so may be considered a disciplinary offence.

ACADEMIC YEAR 2021/22

	London	Birmingham
Induction	04/10/2021 – 08/10/2021	15/09/2021 – 21/09/2021
Autumn/Winter Term	11/10/2021 – 17/12/2021	22/09/2021 – 1/12/2021
Assessment Period	04/01/2022 – 14/01/2022	02/11/2021 – 15/12/2021
Examining Boards	w/c 7 Feb 2022	w/c 10 Jan 2022
Resit Period	TBC	April
Induction	07/02/2022 – 11/02/2022	17/01/2022 – 23/01/2022
Spring Term	14/02/2022 – 22/04/2022	24/01/2022 – 01/04/2022
Assessment Period	25/04/2022 – 06/05/2022	04/04/2022 – 14/04/2022
Examining Boards	w/c 6 Jun 2022	w/c 9 May 2022
Resit Period	TBC	August
Induction	06/06/2022 – 10/06/2022	16/05/2022 – 20/05/2022
Summer Term	13/06/2022 – 19/08/2022	21/05/2022 – 29/07/2022
Assessment Period	22/08/2022 – 02/09/2022	01/08/2022 – 12/08/2022
Examining Boards	w/c 3 Oct 2022	w/c 12 Sept 2022
Resit Period	TBC	December

Students at the London Campus should expect to study two modules per term, over three terms, followed by a re-sit period.

Please note that dates are subject to change depending upon developments relating to the Coronavirus/Covid-19 pandemic.

INFORMATION ABOUT YOU AND YOUR PROGRAMME OF STUDY

Information about you and your programme of study is held by the University on a central Student Record System managed by the University Registry. It is essential that the University Registry has an accurate record of your personal details at all times. It is equally important to ensure that you are enrolled on the correct Programme of Study and on the correct modules. You should use MyTSD to keep your personal details up to date or to request a programme change. Failure to keep your personal details up to date can result in a range of problems including:

- delays in obtaining your student loan;
- failure to contact you in an emergency;
- clashes on your examination timetable;
- not being able to borrow materials from the Library and Learning Resources; and
- not being able to use the Information Technology services.

Please take time to check your enrolment details on MyTSD.

DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED

If your programme involves you coming into contact with children or vulnerable adults, you will be required to undertake a DBS check (Enhanced). Further details will be provided by the University Registry or Programme Manager.

As part of each programme's procedures relating to DBS, continuing students will normally be required to inform their Programme Manager immediately of any change to their criminal convictions' status.

You will also be asked to complete a formal self-declaration during the enrolment period at the beginning of the academic year, which confirms your criminal conviction status.

MODULAR TERMINOLOGY

Level (of Study):

A level is assigned to each module to define the standard of its academic demand in line with the National Qualifications Framework which incorporates both Further Education and Higher Education.

The level is not necessarily synonymous with a year, though very often Level 4 will be the first year of a Programme of Study, Level 5 will be the second year, and Level 6 will be the third year. The basic characteristics of the relevant levels of study are outlined by the Welsh Assembly government and available on their website:

<https://gov.wales/sites/default/files/publications/2018-02/level-descriptors.pdf>

ASSESSMENT

At the start of each module, tutors will provide on Moodle full details of the means by which you will be assessed in that module. This will include a full assessment brief and guidelines on the criteria that will be used for marking your work as well as clear information about when the assessments are due and the turn-around feedback time for the assessments. It will also detail how you will be able to discuss the feedback on your work and your performance and what to do if you have any questions.

All assessed written coursework needs to be submitted in electronic copy via Turnitin; alternative instructions will be provided by the Programme Manager for any forms of coursework that cannot be submitted via Turnitin.

The University offers programmes in both English and Welsh. The normal expectation is that you will be assessed in the same language in which the programme or modules are delivered. If you have been taught in English and wish to be assessed in Welsh, or vice versa, you should consult your Programme Manager about the options available to you.

You will receive confirmation of your assessment marks at the end of each year. Any marks released prior to formal approval by the Progression / Award Examining Board are provisional.

Extenuating Circumstances

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework or examinations, you should follow the University's procedures for Extenuating Circumstances for Taught Provision, which can be found on the University's website and forms part of the *Mitigating Circumstances Policy*:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

Additional needs in terms of assessment

If you have any additional needs in terms of assessment, it is your responsibility to liaise with Student Services regarding those needs at the start of the academic year, so that a Statement of Compensatory Measures can be drafted in line with the University's procedures for assessment of students with additional needs.

<http://www.uwtsd.ac.uk/services-for-disabled-students/>

Academic Appeals

Information about how to appeal is provided in the 'Academic Appeal Procedure' which forms part of the *Academic Appeal Policy* associated with Chapter 13 of the Academic Quality Handbook, and in supporting documentation published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

Additional advice is available from the Students' Union. It is very important that you note carefully the grounds on which appeals may be made and submit your appeal on the appropriate form because incomplete or ineligible appeals cannot be processed.

Assessment Regulations

The rules and regulations that govern the assessment of your Programme of Study are available in Chapters 6 and 7 of the University's Academic Quality Handbook, a copy of which is available on the Academic Office section of the website:

<http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

Responsibilities of students in relation to the assessment process

You are responsible for ensuring that:

- i) You are correctly enrolled on your programme of study (including re-enrolment for each academic year after initial enrolment).
- ii) You read and understand the information provided about how you will be assessed, how your final award will be determined, and the action to take in the event that you experience difficulties relating to assessment.
- iii) You attempt every assessment component of a module.
- iv) You attend examinations and other assessment events, including re-examination and re-assessment events, as required; and that you are available to attend oral examinations if required to do so within the published dates of terms or semesters, or other date notified to you in advance.
- v) You submit work for assessment as required and in accordance with the required format and deadline.
- vi) You inform your Programme Manager or Student Services of any disability or long-term impairment which might require special provisions for assessment.
- vii) You familiarise yourself with the University's definition of academic misconduct and undertake assessments in a manner that does not attempt to gain unfair advantage.
- viii) You follow the prescribed procedures in the event that you experience extenuating circumstances or wish to appeal against the decision of an Examining Board.
- ix) You keep a copy of work presented for assessment wherever feasible.
- x) You make your work available for sampling for external examining purposes and for archiving.

VIRTUAL LEARNING ENVIRONMENT (VLE)

Moodle is the University's Virtual Learning Environment (VLE). The VLE is used to support learning and teaching. It can be accessed by **enrolled** students from anywhere in the world using the internet and a web browser.

Some of Moodle's features allow students to:

- Access course materials
- Facilitate communication between students and tutors
- Support group tasks
- Take online assessments with automatic marking and feedback facilities

Moodle can be used for administration tasks such as:

- Displaying announcements e.g. lecture venue changed
- Submission of assignments electronically
- Administration of online surveys, such as module questionnaires

How to Access:

You can access Moodle in 3 different ways:

1. From Hwb
Access your Hwb dashboard either by logging into a campus PC and opening Internet Explorer, or accessing <https://hwb.uwtsd.ac.uk> from any browser on an internet-connected device. Click on the Moodle tile.
2. From the University Website
Navigate to <http://uwtsd.ac.uk> and select Quick Links (top left side of screen) and then Moodle.
3. URL Input
Open any browser on an internet-connected device and navigate to <http://moodle.uwtsd.ac.uk>

Log in using your Network username and password which are the same used to access campus PC.

If you are missing courses/modules in the **My Courses** block please contact Student Services. Please note it can take 24hrs for enrolment data to feed into Moodle. If you have problems finding resources (timetables, lecture notes, assignment briefs etc.) please contact the **lecturer** that delivers the course/module.

For any technical issues or error messages contact the **IT Service Desk** via:

Web: <https://webhelp.uwtsd.ac.uk>

Tel: 0300 500 5055

Or email: ITServiceDesk@uwtsd.ac.uk

In any correspondence please include your name and username (your student number) together with details of your issue.

ASSESSMENT FEEDBACK VIA TURNITIN

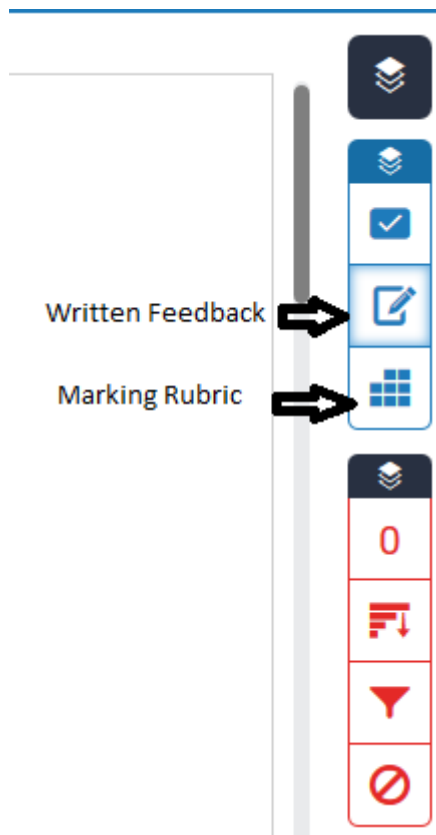
For feedback provided through Turnitin, there are two areas to get your feedback: written feedback, and the marking rubric.

Written feedback will comment on the overall work.

The marking rubric will focus on how the piece of work meets the criteria listed in the relevant rubric.

The marking rubric does not give a mathematically calculated result based on the sum of individual components, but is used holistically to help determine the mark.

Written Feedback and the Marking Rubric can be found by clicking the buttons as shown when you view your submitted assignment in Turnitin.



PROGRAMMES OF STUDY

Certificate of Higher Education in Skills for Work (Health and Social Care)

Programme Aims

The programme has the following general educational and specific aims:

- To provide students with an opportunity to study for an award explicitly focussed towards future employability and career progression in health and social care.
- To introduce students' to approaches, strategies and skills considered essential for employment within the specific health and social care context.
- To familiarise students with discussion and debate in the process and resolution of problems.
- To develop students' emotional intelligence and their capacity to work effectively both autonomously and within a team.
- To provide students with a range of learning experiences that are designed to assist students in the acquisition and application of knowledge.

Programme Learning Outcomes

On completing this programme learners would achieve the following outcomes:

Knowledge and Understanding (KU)

For learners following health and social care programmes, they will be expected to demonstrate knowledge and understanding of:

KU1	The underlying concepts and principles associated with health and social care and the social environment in which they operate.
KU2	The underlying concepts and principles associated with the functions and processes within health and social care organisations.
KU3	The concepts and principles associated with effective health and social care.
KU4	The concepts and principles of a range of factors relevant to skills for the workplace.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Cognitive (thinking) skills (CS)

CS1	Evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work.
CS2	The underlying concepts and principles of the management of information and analysis of data.
CS3	Critically analyse information and appraise the strength and weaknesses of different approaches and make informed judgements.
CS4	The ability to present, evaluate and interpret qualitative and quantitative data and information.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Practical skills (PS)

PS1	The ability to complete practical tasks through the integration of theory and practice.
PS2	Reflection and review of practical tasks to improve performance.
PS3	Demonstrate self-awareness and confidence in skills transferable to the workplace.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Key skills (KS)

KS1	The underlying concepts and principles of the use of information and communication, oral, and in writing, using a range of media which are widely used in health and social care.
KS2	2. Numeracy and quantitative skills including data analysis, interpretation and exploitation.
KS3	3. The effective use of Communication and Information Technology within the health and social care setting.
KS4	4. Effective problem solving and decision making using appropriate quantitative and qualitative skills.
KS5	5. Effective performance as an individual and within a team environment.
KS6	6. Learning to learn and developing an appetite for learning; reflective, adaptive and collaborative learning

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Level 4

All Level 4 students must normally pursue 120 credits at Level 4. The credit rating of each module is specified in the module details.

PROGRAMME STRUCTURE

Structure: Full-time Students

Birmingham Campus

Module Code	Module title			Module type	Credit value
INTAKE:	September' 21	January'22	May'22		
Term 1:	Sept-Dec	Jan-Apr	May-Aug		
BMSW4001	Academic and Employability Skills			Compulsory	20
BMSW4003	Digital Skills and Research Methods			Compulsory	20
Term 2:	Jan-Apr	May-Aug	Sept-Dec		
BMSW4002	Effective Team working and Communication			Compulsory	20
BMSW4004	Problem Solving and Decision Making			Compulsory	20
Term 3:	May-Aug	Sept-Dec	Jan-Apr		
BMSW4005	Professional Career Development			Compulsory	20
BMHP4003	Psychology for Health and Social Care			Compulsory	20

London Campus

Module Code	Module title			Module type	Credit value
INTAKE:	October '21	February'22	June '22		
Term 1:	Oct -Dec	Feb -Apr	Jun -Aug		
BMSW4001	Academic and Employability Skills			Compulsory	20
BMSW4003	Digital Skills and Research Methods			Compulsory	20
Term 2:	Feb -Apr	Jun -Aug	Oct -Dec		
BMSW4002	Effective Team working and Communication			Compulsory	20
BMSW4004	Problem Solving and Decision Making			Compulsory	20
Term 3:	Jun-Aug	Oct-Dec	Feb-Apr		
BMSW4005	Professional Career Development			Compulsory	20
BMHP4003	Psychology for Health and Social Care			Compulsory	20

BSc Health and Social Care

Programme Aims

The programme has the following general educational and specific aims:

- Enable students to undertake bachelor's degree level study relating to the field of health and social care.
- Develop ability to apply detailed knowledge and systematic understanding of the subject and service delivery needs in order to contribute to the enhancement, monitoring and analysis of the sector.
- Develop students' intellectual skills to bachelor's degree level, including critical evaluation, analysis, problem-solving and reflection.
- Prepare students for the workplace by building their transferable skills relating to, *inter alia*, communication, decision-making, research, interpretation, critical evaluation and their ability to turn theory into practice, including initiating and carrying out projects.
- Enhance students' employability by preparing and entering them for a career or career development in the health and social care field by developing professional skills and providing the opportunity to apply them in vocationally relevant contexts.
- Prepare students for research or further study beyond level 6 in the field of health and social care.

Programme Learning Outcomes

On completing this programme learners would achieve the following outcomes:

Knowledge and understanding (KU)

KU1	A systematic understanding of key aspects of health and social care, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline.
KU2	Ability to apply underlying concepts and principles outside the health and social care context in which they were first studied, including, where appropriate, the application of those principles in an employment context.
KU3	Ability to draw upon the lived experience of health, well-being and illness.
KU4	Knowledge and understanding of the diversity of the experience of health and well-being, and the diversity of values associated with health and well-being.
KU5	Knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Cognitive (thinking) skills (CS)

CS1	An ability to critically evaluate and interpret cognitive skills within the context of health and social care.
CS2	Critical analysis of health and health issues, alongside health information and data that may be drawn from a wide range of disciplines.

CS3	Development of an appreciation of how organisations and businesses within the sector operate and consider the relevance of national employability skills criteria.
CS4	Identification and proposition of solutions to problems, both in relation to the substantive area of health studies and to other educational and social issues.
CS5	Ability to show decision-making in complex and unpredictable contexts.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Practical skills (PS)

PS1	Effective communication skills when relaying the results of their study/work accurately and reliably, and with structured and coherent arguments.
PS2	Ability to undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations.
PS3	Ability to use information and communication technology to store, retrieve and produce material, including the use of word-processing, databases, spreadsheets and other applications as appropriate to the task.
PS4	Use of a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis.
PS5	An ability to deploy accurately established techniques of analysis and enquiry within a discipline.
PS6	Ability to describe and comment upon particular aspects of current research, or equivalent advanced scholarship in the discipline.
PS7	Apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Key skills (KS)

KS1	Display the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.
KS2	Ability to effectively use appropriate academic conventions in the production and presentation of work.
KS3	Critical evaluation of arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
KS4	Ability to critically reflect on and review progress in their own studies, and seek assistance or guidance as appropriate in order to enhance their own personal development planning.
KS5	Ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).
KS6	Ability to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study)

Levels 5 & 6

All Year 1 Level 5 students must normally pursue 120 credits at Level 5 and all Year 2 Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

PROGRAMME STRUCTURE

Structure: Full-time Students

Level 5 (BC)

Module Code	Module title	Module type	Credit value
Term 1:	Sept'21-Dec'21 Jan'22-Apr'22		
BMHP5016	Principles of Health and Social Care Practice	Compulsory	20
BMHP5004	Children, Young People and Families	Compulsory	20
BMHP5014	Changemaker: Creativity and Value Creation (online only)	Compulsory	20
Term 2:	Jan'22-Apr May'22-Aug'22		
BMHP5003	Introduction to Physiology	Compulsory	20
BMHP5005	Introduction to Research	Compulsory	20
BMHP5015	Changemaker: Building your Professional Brand for Sustainable Employment (online only)	Compulsory	20

Level 5 (LC)

Please find below the taught modules by intake:

Module Code	Module title	Module type	Credit value
INTAKE:	Oct '21		
Term 2:	Feb '22 - May '22		
BMHP5005	Introduction to Research	Compulsory	20
BMHP5004	Children, Young People and Families	Compulsory	20
BMHP5003	Introduction to Physiology	Compulsory	20

Module Code	Module title	Module type	Credit value
INTAKE:	Feb '22 Jun '22		
Term 1:	Feb '22 - May '22 Jun '22 - Aug '22		
BMHP5016	Principles of Health and Social Care Practice	Compulsory	20
BMHP5003	Introduction to Physiology	Compulsory	20
BMHP5014	Changemakers: Creativity and Value Creation	Compulsory	20

Term 2:	Jun '22 - Aug '22	Oct '22 - Jan '23		
BMHP5005	Introduction to Research		Compulsory	20
BMHP5004	Children, Young People and Families		Compulsory	20
BMHP5015	Changemakers: Building your Personal Brand for Sustainable Employment		Compulsory	20

Level 6 (BC)

Module Code	Module title			Module type	Credit value
Term 1:	Sept'21-Dec'21	Jan'22-Apr'22	May'22-Aug'22		
BMHP6006	Mental Disorders and Psychopathology			Compulsory	20
BMHP6009	Living with Care: The Older Person			Compulsory	20
Term 2:	Jan-Apr'22	May-Aug'22	Sept'22-Dec'22		
BMHP6021	Health, Wellbeing and Sustainable Development			Compulsory	20
BMHP6020	Independent Project (part one)			Compulsory	20
Term 3:	May-Aug'22	Sept'22-Dec'22	Jan'23-Apr'23		
BMHP6022	Community Care and Development			Compulsory	20
BMHP6020	Independent Project (part two)			Compulsory	20

Level 6 (LC)

Module Code	Module title					Module type	Credit value
INTAKE:	Feb '20	Jun '20	Oct '20	Feb '21	Jun '21		
Term 1:	Feb '21 - May '21	Jun '21 - Aug '21	Oct '21 - Jan '22	Feb '22 - May '22	Jun '22 - Aug '22		
BMHP6006	Mental Disorders and Psychopathology					Compulsory	20
BMHP6009	Living with Care: The Older Person					Compulsory	20
Term 2:	Jun '21 - Aug '21	Oct '21 - Jan '22	Feb '22 - May '22	Jun '21 - Aug '22	Oct '22 - Jan '23		
BMHP6021	Health, Wellbeing and Sustainable Development					Compulsory	20
BMHP6020	Independent Project (part one)					Compulsory	20
Term 3:	Oct '21 - Jan '22	Feb '22 - May '22	Jun '22 - Aug '22	Oct '22 - Jan '23	Feb '22 - May '23		
BMHP6022	Community Care and Development					Compulsory	20
BMHP6020	Independent Project (part two)					Compulsory	20

Where appropriate, the University may allow students to study modules in addition to the 120 credits studied for the level of study e.g. Welsh medium or IT modules. Students would need to discuss this with their Programme Manager.

Note that on Programmes of Study offering a large number of options, timetable constraints will inevitably mean that not all combinations of options will be possible.

Module details are correct on 1st September 2021, and will not normally be changed during the year. In the unlikely event of changes having to be made to these details during the year, you will be notified in writing. Module descriptors are presented in the accompanying Module Directory document.

UNIVERSITY ATTENDANCE POLICY

Attendance is an important indicator of your engagement with and success in your studies. All students are therefore required to attend all scheduled classes and tutorials and Institutes will record individual academic attendance. It is important that:

- you familiarise yourself with the attendance policy relevant to you (see <https://moodle.uwtsd.ac.uk/course/view.php?id=5294> for Birmingham Learning Centre or in London Campus <https://moodle.uwtsd.ac.uk/course/view.php?id=30>);
- you are fully aware of procedures to follow in case of unexpected absences;
- you are aware that disciplinary action will be taken for any sustained periods of unauthorised absence.

This is particularly important for **international students with a UKVI Tier 4 Visa**. Failure to adhere to the requirements and conditions of the Attendance Policy will lead to withdrawal from your programme and the University will also inform the UKVI to withdraw your Tier 4 visa sponsorship.

Appeal against withdrawal due to poor attendance – Information on how to appeal against withdrawal due to poor attendance is provided on the University's website ([http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/quality-handbook/Appendix-AP3-Administrative-Appeal-\(Attendance\)-Procedure.pdf](http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/quality-handbook/Appendix-AP3-Administrative-Appeal-(Attendance)-Procedure.pdf)).

CODES OF CONDUCT

The University is committed to providing all students with a safe and inclusive learning environment where all students have the potential to succeed to the best of their ability.

The University expects all students to abide by the Student Code of Conduct (see <https://www.uwtsd.ac.uk/studentcharter/>).

The University also has Fitness to Study and Fitness to Practise Policies (see <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>).

In addition, many programmes have a professional code of conduct that you are expected to adhere to. Your Programme Manager will provide you with appropriate details.

ABOUT ACADEMIC MISCONDUCT AND PLAGIARISM

The University defines academic misconduct as 'any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage...'. Committing academic misconduct in assessment is one of the most serious offences in

academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process.

It is very important to understand that it is no defence to claim that academic misconduct has been committed unintentionally, accidentally, due to extenuating circumstances or a long-term impairment (irrespective of whether or not these circumstances or long-term impairment have been acknowledged by the University).

Plagiarism is one type of academic misconduct. Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another **without acknowledgement**, whether those words etc. are published or unpublished. It is plagiarism, for example, to copy the work of another student, of a member of staff or a published article without crediting the author. Persons who allow their work to be plagiarised are also guilty.

It should be noted that re-submitting work that has already been submitted for a different assessment task without noting that this is the case is also regarded as plagiarism (and is called self-plagiarism) and will be treated as such.

Plagiarism is one of the worst offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process. The guidance that follows explains what is meant by plagiarism, describes the University's regulations for dealing with it, and provides help in avoiding it.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and in person to check for cases of plagiarism. Normally, your work will be submitted electronically via Moodle.

For submissions outside of the Moodle platform, it is equally important that you reference your sources accurately. In some cases, you will be expected to submit both hard and electronic copies, which can be checked against the database of the UK Higher Education Plagiarism Detection Service. For handwritten, portfolio and process workbook submissions check with your module tutor if you are in any doubt about whether you have infringed the regulations. They are here to assist you; ensure that you take advantage of their expertise.

Plagiarism: Regulations, Procedure and Penalties

Full details of the University's procedures and penalties for dealing with issues of plagiarism can be found in Chapter 13 of the *Academic Quality Handbook* and the associated *Academic Misconduct Policy*, which can be seen on the University website or obtained from the Institute Offices.

<https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

Avoiding Plagiarism

Coursework, dissertations, or creative work are meant to be your own original work. Obviously you will use the work of others. Not only is this inevitable, it is expected.

All scholarship builds on the work of others. The important thing to remember is always to **acknowledge your sources**. The University recognises four referencing styles: APA, Harvard, IEEE and MHRA and provides a handbook for each of these styles. For your programme of study, you should be using the Harvard style. The handbooks can be found online: <https://www.uwtsd.ac.uk/library/infoskills/referencing-handbooks/> or in print from the Library and Learning Resources. A Referencing Essentials session will be provided during the first term of your first year but as a general rule of thumb observe the following:

- *Anything that is copied or quoted from another source, including electronic sources such as the internet, must be in quotation marks and attributed to the original author. This may*

be in the body of the text or as a footnote, depending on which Referencing style you are asked to use.

- *Paraphrasing or summarising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source.*
- *Where you are generally indebted for your ideas to one or two main sources, this can be a bit trickier. If the ideas or the way they are presented come from one or two sources, make this clear. Do the same if they come from lectures. It is important not to claim originality where it does not exist but to indicate in general where the information comes from.*
- *Full citations in timed unseen examinations are obviously not expected, but you should indicate general indebtedness and always credit any quotations you have managed to remember.*

The golden rule is; **'if in doubt, provide references'** and your Referencing Handbook will provide you with specific guidance to help you to do this correctly. For support, contact your tutor or Academic Liaison Librarian. There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism and failure to reference means your work could be considered to be plagiarised.

Other types of Academic Misconduct

There are other types of academic misconduct, including, but not limited to producing work as a group where it is an individual task (called collusion), fabricating data or making false claims to have carried out research, using the service of an essay bank/essay mill, having an unauthorised source of information in an examination, prohibited communication during an examination. The same regulations, procedures and penalties apply to all types of academic misconduct.

LIBRARY AND LEARNING RESOURCES

Library and Learning Resources (LLR) supports the learning, teaching and research activities of staff and students across the University with libraries at Carmarthen, Lampeter, London and Swansea and includes online resources, social learning spaces, special collections and archives.

The library prioritises the purchase of e-books over print wherever possible and loan periods are regularly reviewed by the library to ensure that they are appropriate and provide equitable access to resources. It is expected that at least all Essential reading list items are available from the library. The LLR follows a Fairer Fines policy which means students are only fined on items if they are in heavy demand or requested by another library user.

The LLR provides a *Need More?* service which aims to provide a one stop shop for all learning resource needs, for example, if a book, journal or thesis is needed which is not in the library stock then it may be purchased or borrowed from another library. Further information can be found here: <https://uwtsd.ac.uk/library/need-more/>.

Learning Spaces

There are six libraries across the Carmarthen, Lampeter, London and Swansea campuses. As well as collections, the library provides a variety of modern and flexible learning spaces, reflecting different styles of working e.g. group study spaces and quiet areas, as well as IT facilities, wireless internet, photocopying and printing facilities and excellent customer service.

Online Library

The LLR offers a wide range of printed and electronic resources including an extensive collection of online e-journals and e-books that are available 24/7 providing access to scholarly journals, newspapers, company reports and reference material. The library catalogue searches the whole range of print and online library materials and gives access to your library account from anywhere.

InfoSkills

All students are provided with a library tour, a Basic Skills session and a Referencing Essentials session in the first few weeks at the University. Academic Liaison Librarians will help students to develop the skills required to find, use and evaluate information sources within their subject areas. Numerous sessions are offered throughout the year to help students develop their Information Skills further to support their academic success and employability. These include sessions on identifying fake news, using statistics, commercial awareness, managing the information about them that is available online and accessing information sources in accessible formats. The LLR operates an open door policy which enables students to ask for help and advice on the information resources available throughout the academic year. Academic Liaison Librarians are welcomed to Staff / Student Committees, and also attend other relevant Institute meetings where invited, including the Institute Board. For further information on InfoSkills provision go to: <https://www.uwtsd.ac.uk/library/infoskills/>

STUDENT SERVICES

A professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential. Support available includes the Careers Service, Financial Support, Learning Support, Counselling Service and support for students from a care background. For further details see BLC Moodle page (<https://moodle.uwtsd.ac.uk/course/view.php?id=5294>) and in London see Moodle page (<https://moodle.uwtsd.ac.uk/course/view.php?id=30>).

STUDY SKILLS

All students have access to study skills support to assist them in their studies. Details of provision are available from the Student Services offices on each campus.

Topics covered include:

- Developing effective study strategies
- Planning and writing assignments
- Preparing presentations
- Planning for seminars
- Preparing for exams

COMPLAINTS

You have a right to make a complaint about any specific concern about the provision of your Programme of Study or a related academic service. Full details of the complaints process can be found in the *Student Complaint Policy* associated with Chapter 13 of the Academic Quality Handbook and in supporting documentation published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>