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

PROGRAMME OF STUDY HANDBOOK

Diploma Therapy Assistant Practitioner

LEVEL 4

ACADEMIC DISCIPLINE: Digital Health and Care

INSTITUTE OF MANAGEMENT AND HEALTH

2024-2025

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INTRODUCTION

This handbook provides you with information about your Programme of Study for the academic year 2024/25. Module descriptors are presented in the accompanying Module Directory document.

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 academic representatives for your programme of study, through module evaluation questionnaires, through informal meetings with your academic support 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
Level 4 Diploma Therapy Assistant Practitioner	Donna Morgan	01792 481000 (ex 3036)	donna.morgan@uwtsd.ac.uk

SUPPORT DURING YOUR STUDIES

A member of staff will be identified at the beginning of the academic year to act as a point of first contact for support issues. Further support can also be accessed through the Student Services department.

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 2024/25 (forename/surname)**	**External Examiner for 2023/24 (if different to current)**
Level 4 Diploma Therapy Assistant Practitioner	*External Verification is conducted by the Quality Department within Agored Cymru. There is no named person for this process*	n/a

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 2024/25

The academic year 2024/25 will run from 23/09/2024 to 30/05/2025.

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 and that you read and agree to the Enrolment Agreement.

My Student Record / MyTSD

You can view your personal details on MyTSD and make requests to amend data when your circumstances change. It is important to keep your personal details up to date. You can use MyTSD to:

- enrol for the new academic year
- generate a 'Confirmation of enrolment' letter
- generate a council tax exemption letter and/or bank letter
- view enrolment and module registration details
- amend your address
- check your financial information (e.g. fees due)
- submit a programme change request
- apply for 'Extenuating Circumstances'
- check your module results and examining board decision
- request to withdraw from your studies
- register to attend your graduation ceremony (when applicable)

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;
- not being able to borrow materials from the Library and Learning Resources; and
- not being able to use the Information Technology services;
- potential non-compliance with visa regulations.

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 Admissions Team. All DBS related queries should be directed to dbs@uwtsd.ac.uk.

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 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*:
https://www.uwtsd.ac.uk/academic-quality-handbook

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: https://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing/disability-support

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 12 of the Academic Quality Handbook, and in supporting documentation published on the Academic Office section on the University's website:
https://www.uwtsd.ac.uk/academic-quality-handbook

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:
https://www.uwtsd.ac.uk/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 copies of all drafts of work presented or submitted for assessment wherever feasible.
x) You make your work available for sampling for external examining purposes.

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 - this may also take place via Microsoft Teams
- 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 Microsoft Edge browser, 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 https://uwtsd.ac.uk/ and select Current Students (top right side of screen) and then Moodle.
3. URL Input - Open any browser on an internet-connected device and navigate to https://moodle.uwtsd.ac.uk

If you are already signed into the Hwb or Office 365 you should be automatically signed into Moodle when you connect, if not log in using your Network username and password which are the same as used to access a campus PC.

If you are missing any modules from your Moodle homepage, please contact your **lecturers** to ask if they use Moodle. 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, and include screenshots of any error messages

Further information on using online and digital resources can be found at https://digitallearning.uwtsd.ac.uk/

ASSESSMENT FEEDBACK VIA TURNITIN

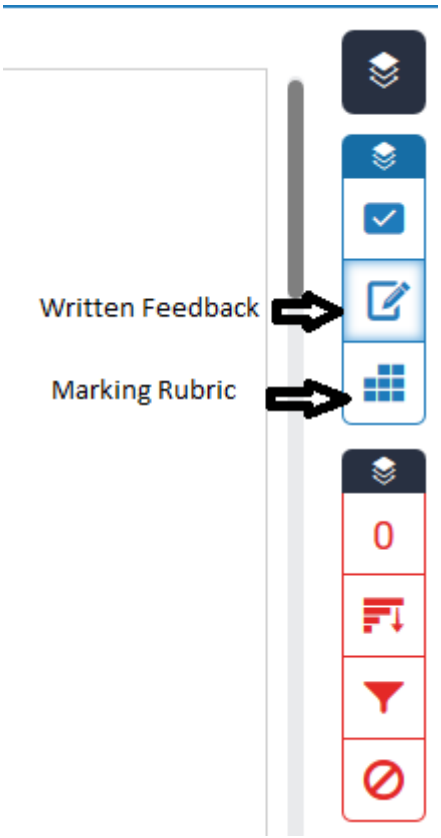
For feedback provided through Turnitin, there are two areas to get your feedback: written feedback, and the marking rubric.

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

(1) Level 4 Diploma Therapy Assistant Practitioner

Programme Summary

This qualification aims to support NHS staff in Band 4 (or equivalent) therapy related roles to develop their knowledge and competencies and to allow them to extend their practice (under supervision). It is a work-based qualification that meets the expectations of the NHS Wales Skills and Career Framework for Healthcare Support Workers (Nursing and Allied Health Professionals). The qualification will be funded via Coleg Sir Gâr's adult learning provision for the first year of operation. Subsequently, it will be funded via the apprenticeship route but can also be self-funded.

Learning, Teaching and Assessment Strategy

As a Work-Based learning qualification, assessment will be largely portfolio based; however there are also written assessments required. Teaching will largely be delivered by UWTSD with guest lectures from relevant Subject Matter Experts in the Health Service. Written assessments will be marked by UWTSD teaching staff. Portfolio evidence will be marked jointly between assessors at UWTSD and named assessors from the Service. All methods and marking will go through an Internal Quality Assurance Process by a member of staff at UWTSD. Agored Cymru will undertake periodic External Quality Assurance. Both, Internal and External Quality Assurance will be completed in line with Agored Cymru compliance policy and procedures.

The qualification is structured into units, however as this is a work based learning qualification, some of the units will be delivered in tandem as there is commonality between the learning outcomes and the assessment criteria. There is a portfolio running through the entirety of the course which will assess multiple modules and will not be assessed until the course is completed. This is in accord with Agored Cymru's expectations.

As many of the students will be new to, or have been away from academic study, there will be a preliminary induction module where students will be introduced to study skills, reflective practice, research methods and an introduction to physiology.

For units with no prescribed assessment methods, students will be prompted to craft and submit evidence based documentation to contribute towards their portfolio and will need to relate to the learning outcomes as outlined in the unit description documentation. There are also integrated assessments that will map to learning outcomes across units.

Students studying this level 4 qualification will have previously studied an Agored Cymru level 3 qualification with the Health Boards as the accredited centre. This level 4 award allows a student to study up to 25 credits at level 3 (in accord with the CQFW and Agored Cymru regulations). Some students are likely to use RPCL for the level 3 modules, up to a maximum of 25 credits, as permitted by Agored Cymru - the remaining level 4 mandatory modules total 95 credits. These level 3 modules are under the 'Optional Group with Optional Units' category shown in the Module Summary Table. It is possible that students will study more than 120 credits, depending on which free options a level 3 are chosen.

Module Summary Table

UWTSD Module Code	PSRB Unit Code	Module Title	Change code	Level	Credits	Module status CR = Core CM = Compulsory CMO = Compulsory option O = Optional
Mandatory Units (maximum credits 40, minimum credits 40)						
BMAC4002	PJ14CY012	Clinical Decision Making for Therapy Assistant Practitioners	N	4	10	CM
BMAC4017	PJ14CY010	Role of the Therapy Assistant Practitioner	N	4	10	CM
BMAC4020	PJ14CY011	Therapy Assistant Practitioner: Demonstrating Practice	N	4	20	CM
Mandatory Group with Optional Units (Students study 55 credits from this group)						
BMAC4006	PJ14CY014	Developing Therapeutic Relationships to enhance Interventions	N	4	10	CMO
BMAC4012	PA94CY001	Promoting Health and Wellbeing	N	4	10	CMO
BMAC4016	EE84CY003	Research and Evaluation Skills for Health Care Practice	N	4	15	CMO
BMAC4018	PJ14CY013	Science in Therapeutic Practice	N	4	20	CMO
Optional Group with Optional Units (Maximum of 25 credits)						
BMAC2000	PJ52CY004	Podiatry Support Worker: Anatomy and Physiology of the Foot and Lower Limb	N	2	1	O
BMAC3000	PE13CY013	Adapt and Fit Healthcare Equipment, Medical Devices, Assistive Technology, or Products to Meet Individuals' Needs	N	3	6	O
BMAC3001	PE13CY015	Adapt and Fit Healthcare Equipment, Medical Devices, Assistive Technology or Products	N	3	6	O
BMAC3002	NH23CY017	Advise Caterers and Carers on Delivery of Therapeutic Diets to Clients	N	3	3	O
BMAC3003	PJ33CY002	Assist and Support Individuals to Use Alternative and Augmentative Communication Systems (AAC)	N	3	5	O
BMAC3004	PJ23CY010	Assist in Implementing Treatment Programmes for Individuals with Severely Reduced Movement/Mobility	N	3	5	O
BMAC3005	PH13CY040	Assist Others to Monitor Individuals' Progress in Managing Dysphagia	N	3	5	O
BMAC3006	PJ13CY023	Assisting in Testing Individuals' Abilities Prior to Planning Physical Activities	N	3	5	O
BMAC3007	PJ13CY056	Burns and Skin Loss	N	3	2	O
BMAC3008	HD23CY008	Communication Skills for Workforce Professions	N	3	6	O
BMAC3009	AF43CY004	Contribute to Effective Multidisciplinary Team Working	N	3	3	O

UWTSD Module Code	PSRB Unit Code	Module Title	Change code	Level	Credits	**Module status** CR = Core CM = Compulsory CMO = Compulsory option O = Optional
BMAC3010	PJ33CY001	Develop and Prepare Speech and Language Therapy Resources for Alternative and Augmentative Communication (AAC) Use	N	3	4	O
BMAC3011	PJ13CY031	Developing Community Partnerships to Facilitate Occupations	N	3	5	O
BMAC3012	PJ13CY061	Enabling Independence in Mobility and Transfers	N	3	4	O
BMAC3013	PJ23CY026	Equipment Assisted Therapeutic Intervention: Diagnostic Equipment	N	3	3	O
BMAC3014	PJ23CY022	Equipment Assisted Therapeutic Intervention: Electrical	N	3	3	O
BMAC3015	PJ23CY023	Equipment Assisted Therapeutic Intervention: Hand Exercise	N	3	3	O
BMAC3016	PJ23CY024	Equipment Assisted Therapeutic Intervention: Large Gym	N	3	3	O
BMAC3017	PJ23CY025	Equipment Assisted Therapeutic Intervention: Small Gym	N	3	3	O
BMAC3018	NH23CY020	Facilitating Groups in Dietetics	N	3	6	O
BMAC3019	PJ13CY062	Facilitating Occupational Therapy Groups	N	3	6	O
BMAC3020	NH23CY016	Food and Nutrition for Dietetic Support Workers	N	3	6	O
BMAC3021	PJ23CY027	Gym Equipment Assisted Therapeutic Intervention	N	3	3	O
BMAC3022	PJ23CY016	Human Movement Systems	N	3	3	O
BMAC3023	PC83CY004	Hydrotherapy: Patient Treatment	N	3	6	O
BMAC3024	PC83CY003	Hydrotherapy: Pool Maintenance	N	3	3	O
BMAC3025	GB73CY012	Implement Therapeutic Group Activities	N	3	4	O
BMAC3026	PJ13CY038	Implementing Occupational Therapy Activities with Individuals Following a Stroke	N	3	7	O
BMAC3027	PJ13CY063	Implementing Occupational Therapy Programmes	N	3	9	O
BMAC3028	PJ13CY035	Implementing Occupational Therapy Programmes in Self Maintenance	N	3	8	O
BMAC3029	PJ23CY021	Improving Patient Mobility: Gait Training	N	3	3	O
BMAC3030	PJ23CY020	Improving Patient Mobility: Mobility Aids	N	3	6	O
BMAC3031	PJ23CY017	Improving Posture Awareness and Therapeutic Positioning	N	3	4	O
BMAC3032	PJ13CY055	Leading a Therapeutic Exercise Group	N	3	6	O
BMAC3033	PE13CY012	Manufacture Equipment or Medical Devices for Individuals within Healthcare	N	3	4	O
BMAC3034	NH23CY021	Monitor and Review Individuals Progress in Relation to Maintaining Optimum Nutritional Status	N	3	3	O
BMAC3035	NH23CY018	Nutrition Analysis	N	3	4	O
BMAC3036	PT13CY089	Obtain a Client History	N	3	3	O
BMAC3037	PH13CY022	Obtain Venous Blood Samples	N	3	3	O

UWTSD Module Code	PSRB Unit Code	Module Title	Change code	Level	Credits	**Module status** CR = Core CM = Compulsory CMO = Compulsory option O = Optional
BMAC3038	PJ13CY037	Occupational Therapy Environmental Assessments	N	3	6	O
BMAC3039	PJ13CY039	Occupational Therapy Interventions with Individuals who have Dementia	N	3	6	O
BMAC3040	PJ13CY060	Occupational Therapy Philosophy	N	3	4	O
BMAC3041	PJ53CY007	Podiatry Support Worker: Assisting with Nail Surgery	N	3	3	O
BMAC3042	PJ53CY003	Podiatry Support Worker: Diabetic Foot Assessment	N	3	3	O
BMAC3043	PJ53CY005	Podiatry Support Worker: Foot and Toe Nail Care	N	3	3	O
BMAC3044	PJ53CY008	Podiatry Support Worker: Orthotics	N	3	1	O
BMAC3045	PT23CY170	Promote Nutrition and Hydration in Early Years and Childcare Settings	N	3	4	O
BMAC3046	GB63CY030	Provide SLT Support for Individuals with Learning Disabilities	N	3	6	O
BMAC3047	PH13CY03633	Provide Support to Continue Recommended Therapies	N	3	3	O
BMAC3048	PJ23CY015	Providing Physiotherapy Support to Older People	N	3	3	O
BMAC3049	PJ13CY057	Rebound Therapy	N	3	6	O
BMAC3050	PJ13CY064	School Focused Occupational Therapy Interventions	N	3	5	O
BMAC3051	PJ13CY058	Soft Tissue Healing	N	3	2	O
BMAC3052	PJ13CY054	Supervising Patients Undertaking Therapeutic Exercise	N	3	6	O
BMAC3053	KB63CY006	Support Adults and Young People with Speech, Language, and Communication Needs (SLCN) to Develop Their Communication Skills	N	3	10	O
BMAC3054	KB63CY007	Support Children with Speech, Language, and Communication Needs (SLCN) to Develop Their Communication Skills	N	3	10	O
BMAC3055	PT23CY152	Support Children’s Speech, Language and Communication	N	3	4	O
BMAC3056	PH13CY058	Support Individuals to Manage Dysphagia	N	3	5	O
BMAC3057	KB63CY008	Support Individuals with Cognition and Learning Difficulties	N	3	5	O
BMAC3058	FN13CY058	Supporting Bilingualism in Speech and Language Therapy Practice in Wales	N	3	2	O
BMAC3059	PJ13CY065	Supporting Individuals with Assistive Equipment	N	3	6	O
BMAC3060	PJ13CY070	Supporting the Use and Provision of Wheelchairs	N	3	4	O
BMAC3061	NH23CY019	The Role of the Dietetic Support Worker in the Dietetic Service	N	3	4	O
BMAC3062	PT23CY125	Understand and Enable Interaction and Communication with Individuals who have Dementia	N	3	4	O
BMAC3063	PT13CY023	Understand How to Support Individuals With Autistic Spectrum Conditions	N	3	3	O
BMAC3064	PJ13CY059	Understand how to Support the Development of Children and Young People with Physiotherapy Needs	N	3	6	O

UWTSD Module Code	PSRB Unit Code	Module Title	Change code	Level	Credits	**Module status** CR = Core CM = Compulsory CMO = Compulsory option O = Optional
BMAC3065	PJ13CY069	Understand how to Support the Development of Children and Young People with Occupational Therapy	N	3	6	O
BMAC3066	PT13CY024	Understand Physical Disability	N	3	3	O
BMAC3067	PT13CY025	Understand the Impact of Acquired Brain Injury on Individuals	N	3	3	O
BMAC3068	KB63CY002	Understand the Speech, Language and Communication Needs of Children and Young People with Behavioural, Social and Emotional Difficulties	N	3	3	O
BMAC3069	PJ23CY018	Understanding Physiotherapy and Physiotherapy Practices	N	3	4	O
BMAC3070	HD23CY009	Understanding the Communication Process	N	3	4	O
BMAC3071	GB83CY019	Understanding the Principles and Practices of Assessment	N	3	3	O
BMAC3072	PH13CY021	Undertake Physiological Measurements	N	3	3	O
BMAC3073	PH13CY057	Undertaking Treatments and Dressings of Lesions and Wounds	N	3	4	O
BMAC3074	PJ13CY045	Using Active Support with Individuals with Learning Disabilities	N	3	5	O
BMAC3075	PJ13CY036	Using an Enabling Approach with Meal and Drink Preparation	N	3	4	O
BMAC3076	PJ13CY041	Using an Enabling Approach with Personal Care Activities	N	3	5	O
BMAC3077	PJ13CY046	Using Digital Technology in Occupational Therapy	N	3	4	O
BMAC3078	PJ23CY019	Using Movement Terminology	N	3	1	O
BMAC3079	PJ13CY067	Using Occupational Therapy Programmes to Support Children and Young People to Eat and Drink	N	3	6	O
BMAC3080	PJ13CY066	Using Occupational Therapy Programmes to Support Children and Young People to Dress	N	3	6	O
BMAC3081	PJ13CY047	Using Occupational Therapy to Support Individuals with Long Term and Enduring Conditions	N	3	4	O
BMAC3082	PJ13CY048	Using Occupational Therapy with Individuals with Cognitive Impairment	N	3	6	O
BMAC3083	PT13CY090	Using Rehabilitation Approaches to Promote Independence, Recovery and Participation for Adults and Young People	N	3	6	O
BMAC3084	PJ13CY068	Using the Recovery Approach and Value Based Practice within Occupational Therapy	N	3	5	O
BMAC3085	HF13CY008	Work with Parents, Families and Carers to Support their Children's Speech, Language and Communication Development	N	3	3	O
BMAC3086	PH43CY010	Working with Individuals with Profound and Multiple Learning Disabilities	N	3	6	O
BMAC3087	AF43CY009	Working within Multidisciplinary, Primary, Secondary and/or Community Teams	N	3	2	O
BMAC4000	PH54CY019	Assist with the Application of Multi Layered Lymphoedema Bandaging of the Lower Limb	N	4	3	O
BMAC4001	PH54CY020	Assist with the Application of Multi Layered Lymphoedema Bandaging of the Upper Limb	N	4	3	O
BMAC4003	GB84CY016	Delivering Education and Training	N	4	6	O

UWTSD Module Code	PSRB Unit Code	Module Title	Change code	Level	Credits	**Module status** CR = Core CM = Compulsory CMO = Compulsory option O = Optional
BMAC4004	GB84CY011	Develop and Prepare Resources for Learning Development	N	4	6	O
BMAC4005	PH54CY021	Developing Key Worker Skills in the Management of Lymphoedema/Chronic Oedema	N	4	3	O
BMAC4007	AJ54CY003	Encourage Learning and Development	N	4	3	O
BMAC4008	PH54CY015	Healthcare Support Worker: Patient Assessment	N	4	6	O
BMAC4009	PJ14CY00843	Introduction to Plastic Surgery and Cancer	N	4	3	O
BMAC4010	PJ14CY009	Post Surgical Management of Burns and Skin Loss	N	4	2	O
BMAC4011	PH54CY017	Promoting Exercise and Movement for Individuals with Lymphoedema	N	4	3	O
BMAC4013	PH54CY025	Promoting Skin Care for People with Lymphoedema to Reduce the Risk of Cellulitis	N	4	6	O
BMAC4014	PJ14CY007	Providing Occupational Therapy Equipment and Housing Adaptations	N	4	7	O
BMAC4015	PH53CY026	Providing Simple Lymph Drainage Massage and Other Self-Massage Techniques for People with Lymphoedema	N	4	6	O
BMAC4019	PT24CY002	Support Children and Young People with Physical Disabilities	N	4	6	O
BMAC4021	PJ14CY006	Using Sensory Approaches within Occupational Therapy Programmes	N	4	6	O

Please note that delivery schedules/timetabling can be found by accessing your personalised timetable via the My Timetable tile on the Student Hwb.

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 1 September 2024, 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 ENGAGEMENT POLICY

All students should familiarise themselves with the engagement policy and understand their responsibilities in relation to engaging with their course (https://www.uwtsd.ac.uk/academic-quality-handbook).

Student Responsibilities in relation to attendance and engagement are:

- To engage with all scheduled and asynchronous learning in their programme/module(s);
- Attend punctually and completely all scheduled and timetabled learning and teaching activities unless unable to do so for reasons of illness or other extenuating circumstances;
- To engage as appropriate with the University's support mechanisms, according to their specific needs;
- To inform their Academic Support Tutor (or other member of staff identified by the Institute) of any issues that affect or are expected to affect their engagement with their course;
- To engage proactively with all university procedures in support of their learning, including probation, action plans, etc.

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

Appeal against withdrawal due to lack of engagement

Information on how to appeal against withdrawal due to lack of engagement is provided within the Engagement Policy.

Withdrawal

Students who have decided they do not wish to continue their programme of study, must complete a formal University withdrawal form which is available on MyTSD. (Please access the form under the 'Data Changes and Forms' tab on the 'Forms' menu). Withdrawal from a programme may have implications for student finance and this should be understood by the student prior to submitting the form.

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/about/governance-and-management/student-charter).

The University also has Support for Study and Fitness to Practise Policies (see https://www.uwtsd.ac.uk/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 INTEGRITY

Academic integrity is being honest in the work that you do in your studies. Honesty takes many forms; for example:

- writing your own answers in unseen exams without consulting with others or using online or printed materials;
- formally acknowledging the work and ideas of others, whether those of a friend, a lecturer, an article or book that you read, or a page on the internet that you accessed;
- ensuring that you get ethical approval for your research where necessary;
- and many other actions that you take during your studies.

Breaches of Academic Integrity are called Academic Misconduct.

The University defines academic misconduct as '– Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research'. 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).

You can find out the full regulatory framework, including penalties, on Academic Misconduct in the UWTSD Academic Misconduct Policy, which you can find here: https://www.uwtsd.ac.uk/academic-quality-handbook.

There are several types of Academic Misconduct. Here are some examples and how to avoid them:

Plagiarism is presenting someone else's work or ideas as one's own. Plagiarism can include phrases, sentences, ideas, viewpoints, data, tables, pictures or indeed anything that someone else has created and is presented as your own work.

How to avoid plagiarism:

1. Never copy/paste from any source, unless you have clearly identified that you are doing this.
2. Always provide references to the sources of information you have used.

Referencing is essentially acknowledging the sources of information and ideas that you have used.

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 Harvard referencing.

You can find all of the Referencing Handbooks here:
https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills/referencing-handbooks

If you are uncertain which handbook is for your subject, do ask your Programme Manager or Academic Tutor.

Self-plagiarism is when you are reusing material that you have created yourself.
How to avoid self-plagiarism:

1. Never take a paragraph (or sentence or graph or image, etc.) from a previous piece of work and submit it as part of a new piece of work.

Remember Self-plagiarism is as bad as plagiarism and has the same penalties.

False authorship is a broad category of misconduct, which covers from buying an essay off an essay-mill to using paraphrasing software.

How to avoid false authorship:

1. Never ask someone else to create your work, whether that is a friend, a relative or someone you pay.
2. Never submit work that you have bought or solicited.
3. Do not use material repositories, where students store essays and notes, without full referencing.
4. Do not use paraphrasing software, unless you have been allowed to do so by the module tutor.
5. Use Generative Artificial Intelligence tools only as allowed in the assessment specification for any given assessment.

Fundamentally, the work that you submit for any part of your degree **must be your own**.

Collusion is when two or more students submit work that is very similar and there is evidence to suggest that they worked together, or one used the other's work. Collusion is only relevant when the assignment is to be completed by each student individually. Group work that is submitted on a group basis is not subject to allegations of collusion.

How to avoid collusion:

1. Keep your materials, such as notes from reading, essay drafts, etc. private.
2. Do not share them with others, whether in the same class or in another class.
3. Do not publish them online.
4. Do not leave them in shared computers without password protection.

There is no problem in discussing your work, your discoveries and knowledge with other students. On the contrary, you will often be asked to work with others informally whether in class or outside. Learning from others and teaching others is an essential avenue to deeper learning.

Cheating in examinations (or other formal assessment) includes the possession of unauthorised material or technology during an examination, and attempting to access unseen assessment materials in an advance of an examination.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and for academic misconduct. 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.

LIBRARY AND LEARNING RESOURCES

The Library and Learning Resources (LLR) aims to support and enhance the learning, teaching and research activities of staff and students across the University. There are libraries at Swansea, Carmarthen, Lampeter, London and Birmingham campuses, providing access to a variety of welcoming and flexible learning spaces. We provide on and off campus access to thousands of online journals and e-books, and subscribe to online databases relevant to each subject area; in addition to specialist digital and information literacy support, research support and special collections and archives.

The LLR is a full member of WHELF (Wales Higher Education Libraries Forum) and is also a member of the SCONUL Access (Society of College, National and University Libraries) scheme, which is a co-operative venture between most of the higher education libraries of the UK and Ireland. It enables staff, research students, full time postgraduates and part-time, distance learning and placement students to borrow material from other libraries. Librarians are welcomed to Staff / Student Committees and other relevant Institute meetings where invited, including Institute Boards.

Online Library

The LLR offers a wide range of printed and electronic resources for the programmes offered by the University. The LLR houses an extensive collection of online e-journals, e-books, and audio-visual material, with the electronic resources being available 24/7. Users may access a variety of e-resources, containing scholarly journals, newspapers, company reports and reference material.

Skills Development

Academic Liaison Librarians are the main point of contact for staff and students, and contribute to teaching and learning by helping students to develop the skills required to find, use and evaluate information sources within the subject areas taught by the Institute. All new students receive a basic skills session and a referencing session during the first term, followed by more in-depth sessions throughout their studies.

Academic Liaison Librarians also provide a wider InfoSkills programme focusing on transferable employability skills and academic skills. This includes advanced search skills, ethical use of information, referencing and managing your online identity. Support can be provided face-to-face or remotely; by email, over the phone or via Teams. Students can also book a one-to-one session directly with their librarian or digital skills advisor from the library website. Referencing guidance is also available from the LLR and can be accessed from the library intranet pages:
https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills

Digital Skills

Our Digital Services team are always on hand to assist students in identifying their own skills gaps and locate appropriate structured learning resources to develop digital confidence. You can access our full range of digital skills resources at any time. Many of our courses are from LinkedIn Learning, and as a member of staff or student, you have free access. Students can gain a range of digital badges to demonstrate their knowledge and digital capabilities.

Other Specialist Support
The LLR offers access to a wide range of information sources in varied and accessible formats, ensuring equality of provision and access to learning materials. A designated member of staff can help and advise students with disabilities or specific learning requirements. Specialist support on copyright, referencing, and research activities is also provided. This includes advice on Research Data Management, using referencing software, Open Access requirements, setting up your ORCID ID and measuring the impact of research, advanced literature searching and accessing other academic and research libraries.

The Need More? Service
The LLR provides a Need More? service which takes an innovative approach to resource delivery, providing a one stop shop for all learning resource needs. If a book, journal or other resource is needed and is not in library stock, it may be purchased, borrowed from another library or rented as an e-book. The service also provides a referral mechanism so that students are introduced to their Academic Liaison Librarian to ensure they are getting the most out of existing resources or where they are working on a specialist project.

Learning Spaces
Students are welcome to use any UWTSD libraries, regardless of the subject of their study. As well as collections, the libraries provide a variety of flexible spaces, reflecting the way students work e.g. group study spaces and quiet areas, as well as IT facilities, wireless internet, photocopying and printing facilities, and excellent customer service.

Further Information
For recent service developments and updates please visit the LLR's intranet pages: https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources. This also provides staff and library contact information for all the libraries of the University. The LLR can also be followed on Facebook, Twitter and Instagram (@UWTSDLib) and contacted by email: library@uwtsd.ac.uk.

DIGITAL CREATIVITY AND LEARNING (DCL)

Digital learning

Digital learning encompasses a wide variety of learning models and approaches, digital technologies, and services, therefore, playing a vital role in how content is delivered and how students learn. The current Covid situation has been a catalyst to elevating the significance of high-quality digital teaching and learning resources, and also the importance of ensuring parity for both face-to-face and remote learning experiences.

A well-developed package of digital learning materials can:
- Improve learning experience
- Widen participation and collaboration
- Improve accessibility
- Develop key employability skills

IT SERVICE DELIVERY

IT support is available through our IT Service Desk who are available to help and assist you over the phone, in person or via our online portal and live chat service.

Telephone support is available 24 hours a day, 365 days a year so no matter when you may need assistance, we're here to help by calling us on 0300 500 5055.

Wi-Fi
All students can access our eduroam wireless network on their laptop, mobile phone or tablet.

Eduroam is the wireless network available to use across all campuses. Eduroam also provides you with Wi-Fi access at any other eduroam enabled institution across the world.

Open Access Computers & Booking Facilities
Students can access general IT facilities through our open access computer areas across our University campuses.

What do computer rooms offer?

- PCs connected to the University's data network
- Usually a multifunctional device (MFD) offering colour and black and white printing, copying and scanning or a colour laser printer
- May also contain wireless access and more specialised equipment such as plotters, Sports Analysis Equipment and audio visual equipment
- Long opening hours with many of them open 24/7
- Ability to pre-book a PC to use remotely to make sure you have access at the time you need to study.

Student IT Exclusives
We provide students with access to free or heavily discounted software and computer solutions through our Student IT Exclusives offers.

Free Microsoft Office 365
As a UWTSD student, you can download Microsoft Office 365 Pro Plus including Word, Excel and PowerPoint to use free for the duration of your studies at UWTSD.

Adobe Creative Cloud
Students studying on eligible courses are able to access Adobe Creative Cloud suite for free which can be installed on your personal device during your studies.

You can also purchase a copy of Adobe Creative Cloud directly from Adobe's Website and save over 65% discount paying on a monthly basis.

Free Windows 11
We are able to provide all students with a license to use Microsoft's latest operating system for free from our On the Hub store.

Software Discounts
We've created an online store where all students can download a huge range of free or heavily discounted software for use at home.

The EDU store
Discounts are available for students on a range of products including the Microsoft Surface, Apple devices, Phones & Smart Watches. Free 4 year warranty on all Apple products & free next day delivery on all orders.

Select Easy Upgrade
Get the Apple Product you want right now. Spread the cost with low monthly payments, upgrade to the latest device at the end of the plan or pay off the balance with the Easy Upgrade Store.

Apple's Education store
You can get great Apple education pricing by visiting the Apple Education Store.

Free Autodesk
Download a range of Autodesk software including Fusion 360, Inventor Professional, Revit, AutoCAD, 3ds Max & Maya.

Print, Copy & Scan
Students have access to print, copy and scanning services which are available across all University Learning Resource Centres as well as specific computer rooms and open access areas.

UWTSD use Multi-Functional Devices (MFDs) which all have print, copy and scan functions available in full colour or black and white.

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, Well-being Support, Counselling Service and support for students from a care background. For further details see https://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing.

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 and at https://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing/learning-support.

Topics covered include:
Developing effective study strategies
Planning and writing assignments
Preparing presentations
Planning for seminars
Preparing for exams

Drop-in study skills sessions and 1:1 appointments are available online (and in person where possible) – no appointment necessary. Please see the Student Services study skills webpages for further details: https://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing/learning-support.

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 12 of the Academic Quality Handbook and in supporting documentation published on the Academic Office section on the University's website: https://www.uwtsd.ac.uk/academic-quality-handbook.