**MA Social Work programme**

**Student Handbook**

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**2024/25**

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## Welcome

We’re delighted to welcome you to Cardiff University:

* founded in 1883
* bilingual in Welsh and English
* home to over 34,000 students and 7,500 staff from 130 countries
* offering more than 600 degree programmes
* 24 academic schools across three Colleges
* with 260 sports clubs and student societies.

''A warm welcome to our university - wherever you’re based, and whatever you’re studying, we have so much to offer you. This handbook gives you the key information you need on studying here, the support you can access, and how to make the most of your university experience.

Our student community is the heart of Cardiff University. We welcome students from all over the world, from a diverse range of backgrounds. There are many educational, social, cultural, and sporting experiences on offer to you through the university and Students’ Union. We hope that you enjoy your time with us.''

*Claire Morgan*

*Pro-Vice Chancellor Education and Student Experience*

“As your Students' Union President, I am so excited to welcome you to the community here at Cardiff University, whether you are a new or returning student. I hope this handbook gives you an idea of all the fantastic things that are on offer, how you can get involved and the key things you need to know.''

*Angie Flores Acuña*

*Students' Union President*

“I am delighted to welcome you to the School of Social Sciences (SOCSI) at Cardiff University. You are joining an internationally recognised centre of excellence in research and teaching across a range of subject areas including sociology, policy studies, criminology, education, social psychology and social work. SOCSI has a strong commitment to programmes of study that build on the research expertise and achievements of our academic staff, and which extend disciplinary understandings that are of societal value and practical application. During your time here you will have the opportunity to work with and learn from world class scholars and to work alongside students from across the globe. I hope the years ahead will be rewarding and enjoyable, both academically and socially.

I very much look forward to meeting you all at reception and welcome events organised in the School’s prestigious home, the historic Glamorgan Building. Not so very long ago those sorts of occasions were rather restricted given COVID uncertainties. No longer, and I do so very much hope never again. We want you here with us, in person, switched on and participant in the life and learning that make up the uniquely rich experience of a university education.

Of course, new uncertainties loom – energy crisis, cost of living, political wrangling, culture wars at home, military conflicts overseas (and for students in the social sciences, of course, these provide not only a backdrop but also a possible focus for study). But whatever challenges we might face together as members of Cardiff University and as citizens of the world I feel it would be best and most appropriate to end on a note of certainty.  I am wholly confident – certain – that SOCSI staff and students will work and study together over the coming years as readily and resourcefully as ever.

Once again, welcome.”

*Tom Hall*

*Head of the School of Social Sciences*

“It is a pleasure to welcome you as a new student on our Social Work programme, and to have you join us as part of our academic and practice community.

We’re proud to offer a comprehensive programme that provides theoretical and practical insights into the field of social work, backed by our research and real-world expertise. Our aim is to empower you all with the knowledge, values, and skills you need to make a positive difference in your future practice.”

*David Wilkins*

*Programme Director*

“Welcome to the course! As Chair of the Co-production Board, I’m delighted to welcome you as you begin learning at our Welsh university in the heart of this beautiful capital city. Our group is a collaborative partnership between your academic lecturers and your professional placement providers, all working together to support your journey to social work registration. This approach ensures that your studies are enriched by both academic theory and practical, real-world experience. Input from experts by experience within the co-production group and board adds first-hand evidence, the voices and stories of those who have need of social work. We want you to thrive as you develop, and we look forward to working with you during your time here in Cardiff.

Pob lŵc pawb!”

*SarahJ Waters*

*Chair, Co-Production Board*

## Introduction

This is the programme handbook for the MA Social Work, which you should read alongside the [SOCSI School handbook](https://intranet.cardiff.ac.uk/students/study/student-handbook). Once you have read both handbooks, if you have any questions, please contact [Student Connect](https://intranet.cardiff.ac.uk/students/health-and-wellbeing/how-to-get-in-touch-for-support-using-student-connect), your school office or your personal tutor.

## Programme Information

The MA Social Work programme is a two-year degree delivered in line with the requirements of [The Framework for the Degree in Social Work in Wales](https://socialcare.wales/cms-assets/documents/Framework-for-social-work-degree-2021.pdf) and associated [supplementary rules](https://socialcare.wales/cms-assets/documents/The-Framework-for-the-Degree-in-Social-Work-in-Wales-Supplementary-Guidance-to-the-Rules.pdf).

Successful completion of the programme leads to the award of a master’s degree in social work, recognised by Social Care Wales, across the UK and in many countries around the world as a professional social work qualification.

The programme includes periods of university-based learning and periods of practice-based learning. The content of the programme is governed by the rules and regulations of Cardiff University and Social Care Wales.

The university-based curriculum is delivered by a team of qualified social workers and other academics from the School of Social Sciences, as well as current practitioners and experts by experience.

Arrangements for practice-based learning are described in more detail in the Practice Learning handbook:

* In Year One, Stage One you will complete a 20-day period of practice-based learning.
* In Year One, Stage Two, there is an 80-day period of practice-based learning.
* In Year Two, Stage Three, there is a 100-day period of practice-based learning.

[SIMS](https://sims.cf.ac.uk/) has more information about the programme including teaching, assessments and learning outcomes. You can also find out more about your modules on Blackboard Ultra.

### Overview of the programme structure

The programme is organised into three stages.

In Year 1, you will complete Stages 1 and 2, with most of the academic teaching provided in the autumn term. Your Stage 1 and 2 placements occur during the winter, spring, and summer terms (approximately January to June). Assessments for Stages 1 and 2 are conducted throughout the academic year. While you will have access to the learning materials for Stage 2 modules in the autumn term, you will not formally progress to Stage 2 of the programme until your Stage 1 assessment results are confirmed by the exam board.

In Year 2, you will complete Stage 3 of the programme, with most of the academic teaching provided in the autumn term. Your Stage 3 placement takes place during the winter, spring, and summer terms (approximately January to June). Assessments for Stage 3 are conducted throughout the academic year.

An overview of each stage and the academic content is provided in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year  | Stage | Timeframe | Activity | High-level overview of teaching and learning content |
| 1 | 1 | Autumn term (approx. September to October) | Academic teaching and learning | Introduction to social work lawProfessional ethics and valuesFoundational communication skillsIntroduction to social work theoryUnderstanding research evidence for social workIntroduction to social science perspectives* Human development
* Ageing, death and bereavement
 |
| 1 | Winter term (approx. January to February) | Placement | - |
| 2 | Autumn term (approx. November to December) | Academic teaching and learning | Developing knowledge of social work lawProfessional ethics and valuesDeveloping communication skillsSocial work theoryDoing social work researchSocial science perspectives |
| 2 | Spring to summer term (approx. March to June) | Placement | - |
| 2 | 3 | Autumn term (approx. September to December) | Academic teaching and learning | Developing practice skills, having difficult conversations and using authorityUnderstanding how social service organisations workPracticing in multidisciplinary teams and with interdisciplinary colleaguesApplying theory and research to working with individuals, families, groups and communitiesDissertation supervision  |
| 3 | Winter to summer term (approx. January to June) | Placement | - |

###

### Module options

You are required to complete all modules of the MA Social Work programme.

### Timetables, attendance, and engagement

Your timetable for seminars, tutorials, and lectures (including rooms) can be found in the [Cardiff University student app](https://www.cardiff.ac.uk/new-students/when-you-arrive/it-services-and-digital-community/student-app), which you must check regularly. You will also use this app to register your attendance at all teaching and learning sessions.

In addition to the University’s general expectations for student [attendance and engagement](https://intranet.cardiff.ac.uk/students/study/your-rights-and-responsibilities/attendance-and-engagement), it is a Social Care Wales requirement that you complete 1,400 hours of practice-based learning. Any time missed, for example due to illness or unavoidable caring responsibilities, will need to be made up. We also expect maximum attendance for all university-based teaching sessions as well.

Please familiarise yourself with the university’s [policies and procedures](https://www.cardiffstudents.com/advice/academic/attendance/) in relation to attendance and if you have to miss any sessions, for example due to ill-health or unavoidable caring responsibilities, you should contact MASW@cardiff.ac.uk and the relevant tutor as soon as possible (i.e., as soon as you know you will not be able to attend). You will be informed of any catch-up work you need to do.

### Police Checks (DBS)

An ENHANCED (with barred list checks for both Adults and Children) Disclosure and Barring Service (DBS) check is required for all social work students.

N.B. It is important that students declare all reprimands, convictions, and bind-overs whether spent or not. Students must also declare reprimands and convictions that occur whilst on the course. Failure to do this may result in your having to leave the programme.

## Management of the programme

### Programme Partnerships

The Programme Partnership comprises university tutors, employers (local authorities) and experts by experience. We work together in relation to admissions, the management and delivery of the programme and on teaching, learning and assessment within the university and in practice-based settings.

### Co-production Board

The programme is supported by our Co-production Board, made up of tutor representatives and experts by experience in relation to a range of different social work settings and contexts. The Co-production Board is empowered to oversee various elements of the programme, including the representation of experts by experience in teaching and learning, the programme content and methods of assessment.

### Programme Management Committee

Each local authority partner has a representative on our Programme Management Committee (PMC), which is responsible for managing and monitoring the programme and ensuring that resources are available to meet all necessary requirements. The PMC also has a number of student representatives.

### Board of Studies

The Board of Studies (BOS) reports to the School of Social Sciences and Senate to ensure the programme is meeting all relevant University regulations and requirements. The BOS is composed of members of university staff, partner agencies, experts by experience and student representatives.

### Student representation

Student Academic Representatives help provide feedback about student views and any positive or negative issues that students experience. During your induction week, we will ask for volunteers to be Student Academic Representatives.

### Student-staff panels

[Student-Staff Panels](https://intranet.cardiff.ac.uk/students/student-voice/share-your-feedback/student-representation) provide a formal channel for student representatives to meet with staff and discuss issues related to their education. They also provide an opportunity for staff to consult with students and receive feedback on proposals. Our student-staff panel meets 4 to 5 times a year and includes student representatives from both years of the programme.

## Social Care Wales

### Registration with Social Care Wales

All students on the programme must be registered with Social Care Wales. Assuming you have confirmed your place, you will have already received an email from Social Care Wales, requesting that you create a [Social Care Wales account](http://www.scwonline.wales/en/) and to register with them as a student social worker. You will not be allowed to commence placement until you have registered.

### The Code of Professional Practice for Social Care

The [Code of Professional Practice for Social Care](https://socialcare.wales/cms-assets/documents/Code-of-Professional-Practice-for-Social-Care-web-version.pdf) is a list of statements that describe the standards of professional conduct and practice required of those employed in the social care profession in Wales. Anyone registered with Social Care Wales, including student social workers, must be familiar with the Code and are required to comply with it. As a student social worker, you are responsible for making sure that your work always meets the standards of the Code.

### Fitness to Practice

As a student social worker, you have a personal responsibility to behave in a safe and professional way. **The University** [Fitness to Practice Procedure](https://www.cardiff.ac.uk/__data/assets/pdf_file/0011/1560485/Fitness-to-Practise-Procedure.pdf) **and** [Social Care Wales Code of Professional Practice](https://socialcare.wales/dealing-with-concerns/codes-of-practice-and-guidance#section-29491-anchor) **serve as criteria against which the programme and Social Care Wales can make judgements about a student’s suitability for professional practice. Any concerns about a student’s conduct which calls into question their ability to meet these criteria will be referred to the School according to the fitness to practice procedures, and Social Care Wales will be notified.**

### Raising Concerns and Whistleblowing

Anyone can raise a concern with Social Care Wales, including employers, workers and members of the public, so long as they provide sufficient details for the matter to be considered further.

A concern is where there is doubt about whether a registered person (including a student social worker) is doing their work safely, effectively and in-line with the Code of Professional Practice. This can include incidents which happen outside of work. Examples of concerns that might be investigated by Social Care Wales include:

* Dishonesty or abuse of trust
* Fraud
* Covering up mistakes or obstructing an investigation
* Not following policies and procedures
* A health problem that the registered person has not disclosed to Social Care Wales, which could place people using services at risk
* Violent or threatening behaviour
* An inappropriate relationship with a person using services
* Behaviour that could undermine public confidence in the profession

If you have a concern about a registered social care worker, you can let Social Care Wales know by [raising a concern](https://socialcare.wales/dealing-with-concerns/raising-a-concern). You can read more about how Social Care Wales deals with concerns [here](https://socialcare.wales/dealing-with-concerns) and how to raise a concern [here](https://socialcare.wales/pdfs/scw-how-to-raise-a-concern-33528.pdf).

If a concern is raised about a student, this is initially assessed by the university (via our [Fitness to Practice](https://www.cardiff.ac.uk/__data/assets/pdf_file/0011/1560485/Fitness-to-Practise-Procedure.pdf) procedures). Should further action be required, Social Care Wales will investigate concerns raised about students in the same way as any other registered person.

In addition, Social Care Wales is a designated organisation under [The Prescribed Persons Order 2014](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/604935/whistleblowing-prescribed-persons-guidance.pdf). This means that any worker in the social care sector (including student social workers) can make a report to Social Care Wales, known as ‘whistleblowing’, if they suspect wrongdoing in their organisation. If you would like to speak to Social Care Wales and pass information to them concerning suspected wrongdoing in the social care sector, you can do so via ftp@socialcare.wales. Social Care Wales can ensure that you remain anonymous.

## Progression through the programme

You must pass all academic assignments and placements for the current stage of the programme before progressing to the next stage. This will involve providing evidence of your competence against the twenty [National Occupational Standards for Social Work](https://socialcare.wales/resources-guidance/early-years-and-childcare/national-occupational-standards-nos/social-work) and your ability to understand and apply the [Code of Professional Practice for Social Care](https://socialcare.wales/cms-assets/documents/Code-of-Professional-Practice-for-Social-Care-web-version.pdf).

### Exit Awards

If you pass all elements of the course, including every academic assignment and all three of your practice placements, you can be awarded an MA in Social Work. This allows you to register with Social Care Wales as a social worker.

If you pass all elements of the course, including every academic assignment and all three of your practice placements, except for the dissertation module, you can be awarded a Postgraduate Diploma in Social Work. A Postgraduate Diploma in Social Work allows you to register with Social Care Wales as a social worker.

If you pass all elements of Year 1 (Stages 1 and 2) including your practice placements *and* all elements of Year 2 (Stage 3) except your practice placement and the dissertation module, you can be awarded a Postgraduate Diploma in Applied Social Sciences. A Postgraduate Diploma in Applied Social Sciences does not allow you to register with Social Care Wales as a social worker.

If you pass all elements of Year 1 (Stages 1 and 2) except for your practice placements, you can be awarded a Postgraduate Certificate in Applied Social Sciences. A Postgraduate Certificate in Applied Social Sciences does not allow you to register with Social Care Wales as a social worker.

### Re-sits and repeats

If you fail an academic assignment, you will be given one further attempt to pass that assignment. If you have failed 60 credits worth of modules or less, you will have the option to be reassessed in any failed assignments during the specified resit period (see below). If you have failed more than 60 credits worth of modules and up to 90 credits, you will have the option to be reassessed in any failed assignments during the next academic year. If you fail more than 90 credits worth of modules, you will be required to withdraw from the programme. If you pass your assignments following a reassessment opportunity, you will be able to progress onto the next stage of your programme. If you fail an assignment following a reassessment opportunity, you will be required to withdraw from the programme.

If you fail your placement, you will have the option to be reassessed during the next academic year. If you pass your placement following the reassessment opportunity, you will be able to progress onto the next stage of the programme. If you fail your placement following a reassessment opportunity, you will be required to withdraw from the programme.

* Resit periods:
	+ In Year One, stage one, the re-sit period is in January
	+ In Year One, stage two, the re-sit period is in June
	+ In Year Two, stage three, the re-sit period is in June.

### Extenuating circumstances

You are expected to submit all assignments by the published deadlines. However, if you experience a severe and exceptional circumstance within two weeks of, or at the time of, an assignment, you should submit a declaration of [extenuating circumstances](https://intranet.cardiff.ac.uk/students/study/exams-and-assessment/extenuating-circumstances/extenuating-circumstances-policy-for-undergraduate-and-postgraduate-taught-students). Your declaration will be assessed by the School’s Extenuating Circumstances Group, which operates independently of the programme. If the Group decides that your circumstances meet the criteria, you will either be given an extension, or the opportunity to defer the assignment to a later date, usually during the specified resit periods, as above.

*Please note, deferring assignments may delay your progress onto the next stage of the programme, so you should discuss your options with your Personal Tutor.*

### Interruption of Studies

If you need to be absent from the programme for more than 14 days, you should apply for an [interruption of studies](https://intranet.cardiff.ac.uk/students/study/changes-to-your-studies/absence-and-interruption-of-study). For short-term absences of less than 14 days, you must notify the School office. Before making an application for an interruption of studies, you should speak with your personal tutor to discuss options and any academic implications.

### Appeals

Finally, you have the right to [appeal](https://intranet.cardiff.ac.uk/students/study/exams-and-assessment/results/appeals) the decision of the exam board using the [Academic Appeals Procedure](https://intranet.cardiff.ac.uk/__data/assets/pdf_file/0006/1560480/Academic-Appeals-Policy-and-Procedure.pdf). For example, if you believe the exam board has made an error of fact, or that there has been an irregularity in the conduct of the assessment where this can be shown to have had an adverse effect on the outcome and which was not known by the exam board at the time it was considering your results, or if you have experienced any extenuating circumstances which can be shown to have had an adverse effect on your academic performance, which were unknown to the exam board and could not have been known to the exam board by you before the school deadline.

## Supporting your well-being and development

### Personal tutors

You will receive more information about the [personal tutor system](https://intranet.cardiff.ac.uk/students/study/your-rights-and-responsibilities/your-personal-tutor) during the induction week. Your personal tutor’s name will also be listed on your SIMS account. Your personal tutor is there to maintain an overview of your learning and educational experiences, and can provide you with academic advice and guidance, as well as signpost you to specialised support services for any non-academic matters. Your personal tutor should meet with you within the first two weeks of each academic session and at least once per semester. You can change your personal tutor. You will not, at the first request, be required to give a reason.

### Independent study days

As you will see from your timetable and programme calendar, in addition to days in the university and on placement, you also have days allocated for independent study. This time is set aside for you to read books and articles, go over learning materials including slides and handouts, complete seminar tasks and other activities, and to work on your assignments.

### Vacation days

As well as independent study time, you also have vacation days. You are encouraged as far as possible to use these to take a break from your studies. We do not expect you to complete academic or programme-related work during these times.

### Working alongside your studies

We know that many of our students undertake paid work alongside their studies. As an adult learner, you are best placed to decide for yourself how to manage your own time. However, it is important to note that the programme is a full-time course, and we expect students to attend every scheduled teaching and learning activity, and all placement days. If you are finding it difficult to balance the demands of the course with your other responsibilities, you should arrange a meeting with your personal tutor and / or consider accessing other forms of student support.

### Practice Educators and On-site Supervisors

In addition to being allocated a [personal tutor](https://intranet.cardiff.ac.uk/students/study/your-rights-and-responsibilities/your-personal-tutor), during your time on placement you will also be allocated a Practice Educator and in some cases an On-site Supervisor. Your Practice Educator, who is a qualified social worker, will support you by sharing their knowledge, allocating you work appropriate for your learning needs and stage of development, provide regular supervision, observe your practice, and give you regular formative and summative feedback.

Your On-site Supervisor (if applicable) will help ensure you are integrated into your placement, identify suitable work for you to carry out, take responsibility for your day-to-day supervision and attend regular meetings with you and your Practice Educator. While on placement, your Practice Educator (and On-site Supervisor) will be your main source(s) of support.

### International student support group

Many of our students are Welsh or from the wider UK and already have some knowledge and experience of local social work systems. However, we are also fortunate that we regularly have overseas students on the programme, who may be less familiar with how social work is done in Wales. We recognise that studying in a foreign country can present unique challenges for all sorts of other reasons too. As such, we invite all our international students to attend a specific support group to help ensure their integration into the programme and to provide a form of ongoing support. You will be given more information about this during the induction week.

### Black and ethnically minoritised student support group

We recognise that Black and ethnically minoritised students whether from the UK or overseas can also experience unique challenges in higher education. For this reason, we invite all our Black and ethnically minoritised students to attend a specific support group. You will be given more information about this during the induction week.

## The Welsh language

Teaching on the programme is provided in English, although we aim to promote the Welsh language wherever possible (for example, by having case studies available in both Welsh and English). You are encouraged to find out more about your [Welsh language rights](https://intranet.cardiff.ac.uk/students/study/your-rights-and-responsibilities/your-welsh-language-rights) and about the support provided by the [Welsh Language Academy / Yr Academi Gymraeg](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/postgraduate-research-students-teaching-support/learning-and-teaching-development/about-the-cardiff-learning-and-teaching-academy/welsh-language-academy).

### Welsh-speaking personal tutors

As with all students at the University, Welsh speaking students on the social work programme have the right to a Welsh-speaking personal tutor. Currently, we have two Welsh-speaking tutors available as part of the social work tutor team.

### Welsh language student support group

In addition to the support available for the Welsh language in the wider University, on the social work programme we also provide a specific student support group for all Welsh-speaking students. You will be given more information about this during the induction week.

### The Active Offer

Promoting the Welsh language and making an ‘active offer’ – providing services in Welsh without someone having to ask – is an important part of Welsh social work practice, and something we expect all our students to do when on programme. Whether you speak Welsh as a first language or want to start learning your first words in Welsh, as a student social worker in Wales the Welsh language is important for you and your practice. You can find out more about the Active Offer [here](https://www.gov.wales/sites/default/files/publications/2019-04/delivering-the-active-offer-information-pack-social-services-and-social-care.pdf).

## Placements

The MA Social Work Programme is offered in partnership with the following local authorities:

* Blaenau Gwent County Borough Council
* Bridgend County Borough Council
* Caerphilly County Borough Council
* Cardiff City Council
* Carmarthenshire County Council
* Monmouthshire County Council
* Newport City Council
* Rhondda Cynon Taff County Borough Council
* Torfaen County Borough Council
* Vale of Glamorgan County Borough Council

Individual local authorities will host students for the duration of their studies. The responsibilities of the local authority, the University and students are outlined in the Agency Agreement completed at the beginning of your Stage One placement, with more details available via the Practice Learning handbook. You will be provided with a copy of this handbook as part of your timetabled sessions on the Introduction to Social Work Theory and Practice module.

Placements may be provided directly by local authorities or via independent and voluntary sector services. In any case, the named local authority is responsible for the overall management of each student’s practice-based learning.

### Availability of Practice Learning Opportunities

The host local authority is responsible for matching each student’s learning needs with their available practice learning opportunities. Requests for specific settings, to work with specific groups or to undertake specific activities cannot be guaranteed. If a student turns down a practice learning opportunity within a specific setting, or with a specific group of people for reasons other than exceptional circumstances, the programme is under no obligation to offer an alternative. If the Programme Management Committee and Board of Studies considers that an appropriate practice learning opportunity has been offered and a student declines to attend, this may result in the student being withdrawn from the programme.

### Periods of Practice-based Learning

Whilst we endeavour to provide placements as per the parameters of the Calendar, specific dates cannot be guaranteed in advance.

## Useful Contacts

The SOCSI Student Hub is based in Room 0.02, Glamorgan Building. If you are unsure about anything, please call into the Student Hub and ask.

|  |  |  |  |
| --- | --- | --- | --- |
| *Role / team* | *Name(s)* | *Glamorgan Building room* | *Contact details* |
| **Student Hub** | Sheila WhymanHenry King-O’ReillyLiam Boyle | 0.02 | 029 20874208Socsiundergrad@cardiff.ac.uk |
| Head of School of Social Sciences | Tom Hall | 1.30 | HallTA@Cardiff.ac.uk |
| **Programme Administrators** | James GriffithsSusan HayesKaren ChiversShannon Bailey | 0.06 | 029 20874208Socsiundergrad@cardiff.ac.ukSOCSI-Assessment@Cardiff.ac.uk |
| **Senior Tutor** | Dr Rachel Swann | 1.03 | 029 2087 4774SwannRE@cardiff.ac.ukpersonaltutor@cardiff.ac.uk |
| **Director of UG Studies** | Dr Robin Smith  | 2.26 | 029 20870330Smith RJ3@cardiff.ac.uk  |
| **Director of Learning & Teaching**  | Dr Adam Edwards | 1.12 | 029 20870262EdwardsA2@cardiff.ac.uk  |
| **Teaching & Learning Team Leader**  | Jackie Swift | 0.03 | 029 20875333Swift@cardiff.ac.uk |
| **Quality & Standards Officer** | Gemma Robinson | 0.04 | 029 20874168RobinsonG5@cardiff.ac.uk  |
| **Student Experience & Engagement Officer** | Sahar Hasheminia | 0.04 | 029 20874619HasheminiaS@cardiff.ac.uk |
| **Recruitment & Widening Participation Officer** | Cara Blair-Baggs | 0.04 | 029 20870303blair-baggsc@cardiff.ac.uk |
| **IT Services** | Normally allqueries should bedirected to the generalemail/phone number forIT Services. |  |  029 2251 1111IT-ServiceDesk@Cardiff.ac.uk40-41 Park Place (Monday-Friday 8am to 5pm) |
| **Subject Librarian for Social Sciences** | Sarah Puzey | Bute Library | 029 2087 0796puzeySL@cardiff.ac.uk  |
| **UG Student Staff Panel Co-ordinator** | Jenny Hoolachan |  | 029 20876871HoolachanJ@cardiff.ac.uk  |
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| **Employability & Placements Manager** | Rosemary Granger | 0.05 | 029 22510275GrangerRH@cardiff.ac.uk |

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| --- | --- | --- | --- |
| *Role / team* | *Name(s)* | *Glamorgan Building room* | *Contact details* |
| MA Social Work Programme Director | David Wilkins | 1.08 | WilkinsD3@Cardiff.ac.uk |
| Programme Administration | Susan Hayes | 0.06 / 0.02 | HayesSM@Cardiff.ac.ukMASW@Cardiff.ac.uk |
| Practice Learning Liaison | Alyson Rees | 1.13 | ReesA1@Cardiff.ac.uk |
| Admissions Tutor  | Becky Oatley | 1.08 | OatleyR3@cardiff.ac.uk |
| Staff / Student Liaison | Louise Robert  | 1.08 | RobertsL18@Cardiff.ac.uk |
| Co-Production Group tutor  | Dan Burrows | 1.01 | BurrowsDR1@Cardiff.ac.uk |

### Module Convenors

|  |  |  |  |
| --- | --- | --- | --- |
| *Title* | *Convenor(s)* | *Glamorgan Building room* | *Contact details* |
| Anti-Discriminatory Practice: Social Work in the Welsh Context | Abyd Quinn Aziz | 2.02 | QuinnAzizA@Cardiff.ac.uk |
| Introduction to Social Work Theory and Practice, Stage 1 | Alyson Rees | 1.13 | ReesA1@Cardiff.ac.uk |
| Introduction to Social Work Theory and Practice, Stage 2 | Abyd Quinn Aziz | 2.02 | QuinnAzizA@Cardiff.ac.uk |
| Principles and Context of Statutory Social Work, Stages 1 and 2 | Dan BurrowsDavid Wilkins | 1.011.08 | BurrowsDR1@Cardiff.ac.ukWilkinsD3@Cardiff.ac.uk |
| Social Science Perspectives, Stages 1 and 2 | Louise Roberts  | 1.08 | RobertsL18@Cardiff.ac.uk |
| Understanding Evidence for Social Work Practice Stages 1 and 2 | Dan Burrows | 1.01 | BurrowsDR1@Cardiff.ac.uk |
| Working with Individuals, Families, Groups and Communities, Stage 3 | Dan Burrows | 1.01 | BurrowsDR1@Cardiff.ac.uk |
| Working in and Across Organisations, Stage 3 | Sally Holland | 03.14(Spark | Sparc Building) | HollandS1@Cardiff.ac.uk |
| Social Work Practice, Stage 3 | Becky OatleyDavid Wilkins | 1.081.08 | OatleyR3@cardiff.ac.ukWilkinsD3@Cardiff.ac.uk |
| Dissertations, Stage 3 | Louise Roberts | 1.08 | RobertsL18@Cardiff.ac.uk |

### External examiners

Jo Finch, University of Suffolk

Caroline Leah, Manchester Metropolitan University.

*Nb. Information about external examiners is provided for information only; students must not contact external examiners directly.*

## Getting started checklist

Use this checklist to ensure you have completed all necessary tasks in your first weeks on the programme:

|  |  |
| --- | --- |
| Task | Mark when completed |
| Access your Cardiff University email |  |
| Complete and return induction questionnaire |  |
| Arrange payment of your [tuition fees](https://intranet.cardiff.ac.uk/students/money/tuition-fees) |  |
| Check that your information on the Student Information Management System ([SIMS)](https://sims.cf.ac.uk/) is accurate and up to date |  |
| Collect your [student ID card](https://intranet.cardiff.ac.uk/students/study/id-cards) |  |
| Complete online registration and enrolment |  |
| Complete two online courses - *Equalities, Diversity and Inclusion* and *Welsh Language Awareness* - and download the completion certificates for your Stage 1 portfolio and CV |  |
| Connect your devices (phones, laptops, tablets) to [eduroam](https://intranet.cardiff.ac.uk/students/it-support/wireless-and-remote-access/using-wireless/connect-to-the-wireless-network) |  |
| Download the [Cardiff student app](https://intranet.cardiff.ac.uk/students/applications/view/student-app) |  |
| Provide the University with a copy of your most recent DBS check |  |
| Register with [Social Care Wales](https://socialcare.wales/registration) as a student social worker |  |