



**Cardiff University  
Practice Based  
Learning  
Newsletter**

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2023 / 2024

# Foreword



Hello and welcome to the 2023 / 2024 Practice Based Learning Newsletter. I wanted to start by extending my thanks to you all for supporting our students over the past year.

I have enjoyed working with you during a range of student placements and have loved seeing our students return with stories and enthusiasm for their profession.

I have been impressed by the support and patience shown whilst resolving any challenges and look forward to continuing our work over the coming year.

It has been a year of many changes with new courses starting in the University of South Wales and Swansea alongside the replacement of our PGDip programme with our MSc (Pre-reg). It was also my first year as Practice Education Lead for the programmes.

The coming year should see less change but more consolidation as we move forward. A key focus of this is around support for educators and students during placement. You will see some of the new support available within the newsletter. This includes opportunities for new pre-placement meetings, quick reference guides and a reflective session for new educators after they have taken a student. You will also see information about the ongoing consultation as part of our HCPC reaccreditation.

I hope that you find a range of useful information in this newsletter. I am always pleased to hear from you all so please feel free to get in touch if there is something that is going well or something that could be going better.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by a series of loops and a long horizontal stroke.

Paul Hartwell

Lecturer & Occupational Therapy  
Practice Education Lead

# Cardiff University Practice Education Team

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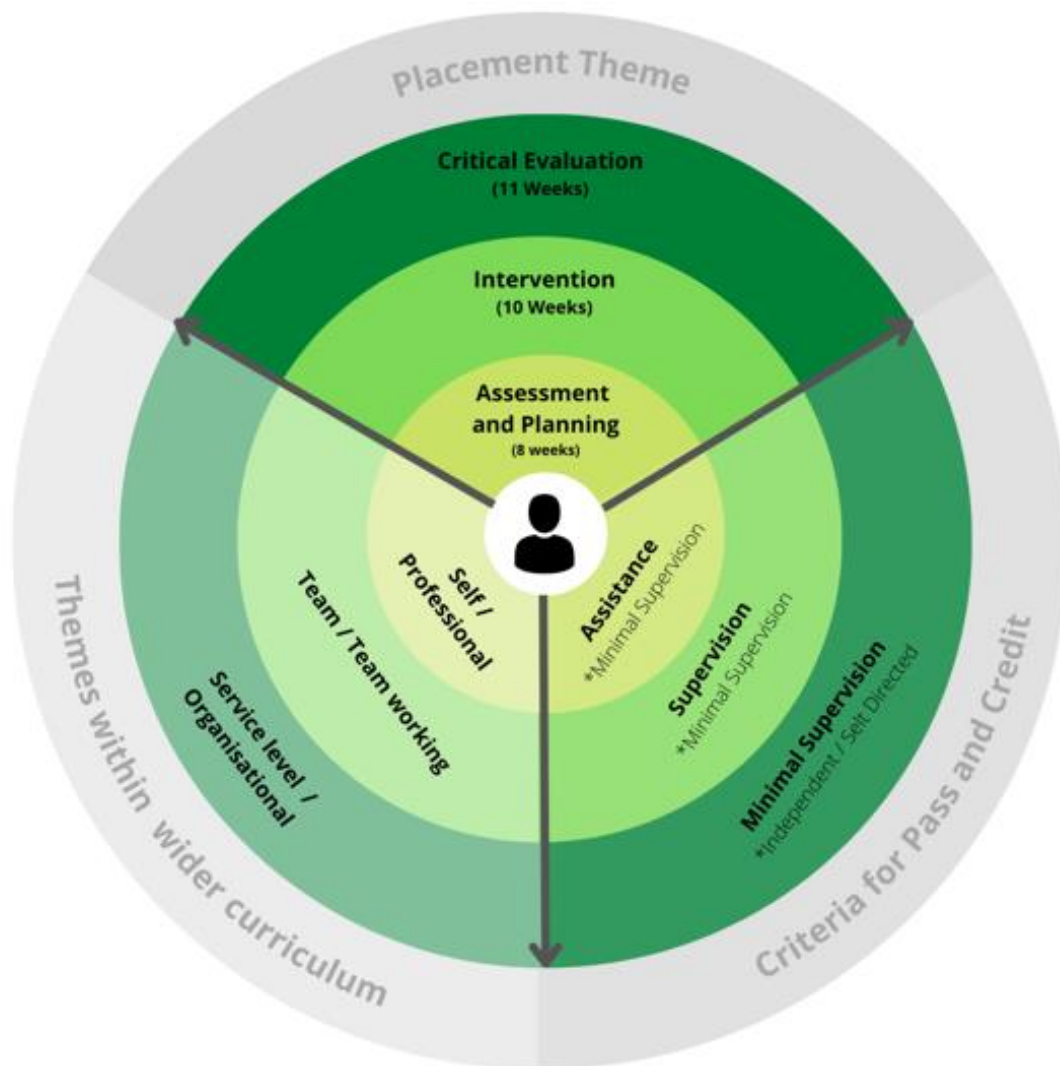
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## Cardiff University Model for Occupational Therapy Practice Based Learning

The BSc and MSc (Pre-registration) Occupational Therapy Programmes both follow a 3 placement structure containing over 1000 hours of clinical experience. The placements incrementally focus on stages of the occupational therapy process and are connected to academic work reflecting a broadening understanding of the profession. Whilst the placements are not graded the level required to pass or achieve a credit increases with each successive placement.

Contact: [hcareotpracedu@cardiff.ac.uk](mailto:hcareotpracedu@cardiff.ac.uk)



# New for 2023 / 2024 Pre-placement Educator Meetings



Following feedback from students and educators we are introducing some additional support for educators in the coming year.

All educators who are due to take a student for an upcoming placement will be invited to a virtual meeting approximately 2 weeks before the start.

Attendance is not mandatory and we realise that it might be tricky to attend for some. As a result this session will be recorded and will be accessible throughout to provide guidance and support.

The meeting will cover:

- Clarifying level of student placement and reasonable expectations.
- Location of paperwork and relevant processes
- Opportunity to ask questions, discuss and plan the placement.

Please note. This is an additional offer on top of the refresher training. This will not count as Refresher training itself.

# Training Dates

We are continuing to offer online virtual sessions at present. Attendees will be sent a Microsoft Teams link near to the date to enable them to log-on to the session.

Once you have booked onto the course, please ensure you complete the Part 1 E-learning materials in advance of the virtual session. Details for the E-learning materials are in the booking link.

When booking it is important you state in full the name of the organisation you work for e.g. Cardiff and Vale UHB / Bridgend Social Services etc.

For booking queries please email [hcareotprogrammesupport@cardiff.ac.uk](mailto:hcareotprogrammesupport@cardiff.ac.uk)

If you are unable to book on to a session because they are sold out please inform lead coordinators who will be able to let the university know of numbers waiting for training.

## **New Educator Training**

Link for e-learning materials and to book on to the part 2 virtual session:  
[New Educator Training Tickets, Multiple Dates | Eventbrite](#)

This training is for educators who have not completed any previous educator training.

This training takes place in two parts:

- Part 1 – attendees need to complete online e-learning modules (**details available on the link below**). You can access these materials when you book on.
- Part 2 - online virtual session with member of university practice education team – book using the link above.

Tuesday 12<sup>th</sup> September 2023: 1-4pm

Wednesday 6<sup>th</sup> March 2024: 1-4pm

## **Catch up for New Educators**

This is an open session for all who have taken their first student in the previous year. It will provide the opportunity to reflect and consolidate learning.

Wednesday 10<sup>th</sup> July 2024: 2-4pm



# Refresher Training

It is advised that existing educators complete refresher training at least once every 3 years.

Please select the topic from the list below and use the links to book.

## **Learning contracts and strategies to support learning**

Wednesday 15<sup>th</sup> November 2023: 1pm – 4pm

Link to book: <https://www.eventbrite.co.uk/e/refresher-training-learning-contracts-and-strategies-to-support-learning-tickets-621709749597>

## **Supporting Struggling Students & Giving Constructive Feedback**

Thursday 11th January 2024: 1pm – 4pm

Link to book: <https://www.eventbrite.co.uk/e/refresher-training-supporting-students-and-giving-constructive-feedback-tickets-621708626237>

## **Alternative Placements and Supervision Models**

Tuesday 7th May 2024: 1pm – 4pm

Link to book: <https://www.eventbrite.co.uk/e/refresher-training-alternative-placements-and-supervision-models-tickets-621707603177>

## **Supporting Students with Reasonable Adjustments and Additional Learning Needs**

Friday 5<sup>th</sup> July 2024: 1pm – 4pm

Link to book: <https://www.eventbrite.co.uk/e/refresher-training-supporting-students-with-reasonable-adjustments-tickets-621707873987>

Visual guide only - Some dates will fall when there is a 5 week or previous month overlap

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
Cardiff BSc 2021		Critical Evaluation 11 weeks 02.10.23 – 15.12.23										
Cardiff BSc 2022					Intervention 10 weeks 15.01.24 – 22.03.24							
Cardiff BSc 2023						Assessment and planning 8 weeks 22.04.24 – 14.06.24						
Cardiff Pre-reg MSc 2023					Assessment and planning 8 weeks 05.02.24 – 29.03.24						Intervention 10 weeks 17.06.24 – 23.08.24	
Cardiff Pre-reg MSc 2022							Critical Evaluation 11 Weeks 04.03.24 – 17.05.24					
Cardiff Summer Period (resits, deferrals and out of sync) (Various)									Various Dates and Placements			
USW BSc 2022			PIE2-Assessment and Planning Level 4 10 weeks (2.5 days per week) 09.10.23 – 13.12.22									Critical Evaluation (Bsc) is earliest on 13.5.24 for 11 weeks. Flexible start dates available.
USW BSc 2023												
									PIE2 E.g. weeks 1-4 22.04.24 - 09.05.24			
	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24



# Reaccreditation and HCPC

I hope that everyone got through their re-registration this summer and that it was ok for those that had to submit portfolios. There is a similar but more involved process for the Occupational Therapy programmes at Cardiff University and our BSc Occupational Therapy Programme comes up for its 5 year reaccreditation next year.

We are currently working on this and have to submit the equivalent of a highly detailed portfolio regarding the course. The current (2019) programme has had very little opportunity to run in its current form due to covid. No major changes are planned at present as a result.

We are developing additional resources and tools for educators and students as part of this process. Keep a look out for further information during the year.

There will be opportunities to take part in consultations and express your views as part of the process. We really value your input and views. If you would like to take part please email [hcareotpracedu@cardiff.ac.uk](mailto:hcareotpracedu@cardiff.ac.uk) and we can share your details.



# Quick reference guides

We are always looking for ways to support educators and students on placements.

Alongside the day to day support we provide from the Practice Education Team and our scheduled courses we had a number of discussions amongst the Lead Coordinators Meetings about how we can help educators to get the right information a the right time. For example, in the middle of a placement.

As a result of this we produced two initial 'Quick reference guides'. You can access these via the embedded documents below. There is also a link to a video version of the leaflet on the form.

Quick reference guide 1 – Supporting students with disabilities, reasonable adjustments and additional learning needs



Quick Reference Guide 1 (10).pdf

Quick reference guide 2 – Supporting struggling students



Quick Reference Guide 2 (8).pdf

If you have any ideas or requests for further guides or improvement please get in touch via [hcareotpracedu@cardiff.ac.uk](mailto:hcareotpracedu@cardiff.ac.uk)

# Have you considered further study?

There are many reasons to consider further study as a practicing occupational therapist.

Increasingly, many Band 7 and above posts require applicants to have or be working towards a Master's level qualification. You may also wish to study to deepen your existing knowledge and build additional skills.

Cardiff University run an MSc Course for registered Occupational Therapists. You can find out more information via the links below:

Full time: [Occupational Therapy \(MSc\) \(full time\) \(18 months\) - Study - Cardiff University](#)

Part time: [Occupational Therapy \(MSc\) \(part time\) \(3 years\) - Study - Cardiff University](#)

Please get in touch if you have any questions or would like to discuss further and we can put you in touch with the MSc team.

## Newsletter Contributions

If you have a question or have something to share within the newsletter please email [hcareotpracedu@cardiff.ac.uk](mailto:hcareotpracedu@cardiff.ac.uk)

We would love to hear from you.

The chances are that someone else may be thinking the same or would benefit from hearing your experience.