



LEEDS
BECKETT
UNIVERSITY

Course

Specification

BA (Hons) Youth

Work and

Community

Development (JNC)

Course Code: YWCDJ

2020/21

For applicants

**Undergraduate Material Information
IMPORTANT INFORMATION FOR APPLICANTS**

17 July 2020

**Undergraduate Material Course Information
Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21
in Response to Coronavirus Covid-19 and Associated Public Health England
Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds
Beckett University Awards in 2020/21 (Information Specific to Your Course is
Provided in PART 2)**

Introduction

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning - a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

How we will communicate with you

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School and via the School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at: www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2

Key terms and conditions

Further important information for applicants and students is available on our web site:

www.leedsbeckett.ac.uk/information-for-applicants-and-students/

This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

Start dates

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

Location of delivery

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'.

Course Fees

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE (personal protective equipment) is an essential requirement for the nature of the course you are undertaking this will be detailed below.

Timetable Information

This course will be scheduled using a teaching block-based delivery which will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

- The Student Portal (MyBeckett)
- The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

Policies, Standards and Regulations www.leedsbeckett.ac.uk/public-information

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

Placements and Other Off-Campus Learning Opportunities

Covid-19 response measures are likely to impact on the arrangements for placements, field trips, volunteering and other off-campus activities. If available, these are likely to operate with appropriate social distancing arrangements. Employers may reduce the availability of placement or volunteering opportunities due to the impact of Covid-19 on their operations.

The availability or type of placements with employers, study abroad or volunteering opportunities, may be restricted. The University follows the UK Government's Foreign and Commonwealth travel advice and is also informed by any specific in-country international travel restrictions or requirements.

The University's current position is that we will not facilitate outward (from UK) international/overseas placements, study abroad or volunteering activity in 2020/21. This is to protect students and minimise the risk of you being stranded abroad in the event of a lockdown and the introduction of national/local travel restrictions. We will only consider international placements for students whose domicile address is in the country of their placement.

Inward Exchange study (from other EU countries to the UK under this scheme) will be supported where these align with the teaching blocks academic calendar delivery dates. There may be other national or international travel restrictions or quarantine measures or specific work-place Covid-19 measures that impact on these opportunities.

Should the Covid-19 response and alert level be amended any activity may also be subject to Covid-19 employer, local or in-country requirements applicable at the time of the placement/activity. We will keep the position under review for teaching blocks 2 and 3 or semester 2, informed by Public Health England and the UK Government's Foreign and Commonwealth travel advice.

Students will have access to advice and support from the University careers and employability team during their studies via the online resources and support.

Further information on placements or other off-campus learning opportunities applicable to your course is provided below.

Professional Accreditation or Recognition Associated with the Course

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

Teaching and Learning Activities

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government two metre social distancing measures for teaching block 1 or semester 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions).

There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School and via the School.

Students will be kept up to date with new information when this is available via this University web site.

Learning Support

Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library web site which also provides full details of all our services <http://libguides.leedsbeckett.ac.uk/home>

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc:

- online, including 24/7 chat: http://libguides.leedsbeckett.ac.uk/contact_us
- by phone 0113 812 1000 (24/7 IT support)

The Library Academic Support team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:

www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ

Support from your School

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

Student Advice and Support

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services and opportunities our University provides.

Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 - will open as usual 09.00-17.00 Monday-Friday. You can book an appointment via telephone or online video chat with an adviser via the link at: www.leedsbeckett.ac.uk/studenthub/student-experience-team/. This is where contact details for all specialist support services can also be found. You can also email the team at studentadvicehub@leedsbeckett.ac.uk

Range of Support Services Available

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are disabilityadvice@leedsbeckett.ac.uk or telephone 0113 812 5831. Students who are classed as Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at www.leedsbeckett.ac.uk/studenthub/student-support/. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

PART 2: Important Information Specific to BA (Hons) Youth Work and Community Development (JNC) for 2020/21

Award	Bachelor of Arts with Honours Youth Work and Community Development (JNC)
Contained Awards	Bachelor of Arts with Honours Applied Social and Community Studies Bachelor of Arts Youth and Community Studies Diploma of Higher Education Youth and Community Studies Certificate of Higher Education Working with Children and Young People
Awarding Body	Leeds Beckett University
Level of Qualification and Credits	Level 6 of the Framework for Higher Education Qualifications, with 120 credit points at each of Levels 4, 5 and 6 of the UK Credit Framework for Higher Education (360 credits in total)

Course Lengths and Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 3 years (full time, campus based)
Starts 21 September 2020/ Ends June 2023

Timetable Information

This course will be taught via teaching block-based delivery. Details of on-campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

Placements and Other Off-Campus Learning Opportunities

Summary: Leeds Beckett is dedicated to improving the employability of our students and one of the ways in which we do this is to support our students to gain valuable work experience through work-based placements. Our placement teams have developed strong links with projects and organisations, many of whom repeatedly recruit our students into excellent placement roles and the teams are dedicated to supporting students through every stage of the placement process. More information about the many benefits of undertaking a work placement, along with details about how to contact our placement teams may be found here: <http://www.leedsbeckett.ac.uk/studenthub/placement-information/>

While most applicants will not undertake prolonged placement activity in the first year of study, shorter work based placements, field trips or volunteering opportunities may still be available during the first year of the course in-line with National Youth Agency and Public Health England guidance.

Please be aware that the Covid-19 response measures may impact on the arrangements for placement and other off-campus activities and may lead to changes in what opportunities are available or the ability to undertake these. This may include the application of national or international travel restrictions or quarantine measures or specific work-place Covid-19 measures. The availability or type of placements with employers may be restricted. Students will be advised about any new information or required revisions to confirmed arrangements as soon as this information becomes available.

Length: Level 4: 100 hours of work-related learning; Level 5: 325 placement hours, Level 6: 325 placement hours and 150 hours of work-related learning, subject to NYA guidance in 2020-21.

Location: Local, regional, national and international

Policies, Standards and Regulations <http://www.leedsbeckett.ac.uk/public-information/>

The course follows the Academic Regulations except where noted below.

The course is authorised to use the Fitness to Practise Policy and Procedures.

<http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

Modules required to be passed: The level 5 and 6 practice placement modules and the level 4 work-related module (and all their components) must be passed to achieve the target award, BA (Hons) Youth Work and Community Development (JNC), with each component of assessment for these modules to be passed at a minimum of 40% and the pass/fail assessment must be passed:

- Level 4 Working Positively: Empowering Relationships
- Level 5 Practice Placement: Facilitating Learning
- Level 6 Practice Placement: Leading and Developing Practice

Placements: In order to successfully complete the course and qualify as a youth and community worker, each student must undertake and pass all placements during their course. It is an NYA requirement that students must complete at least 50% of their placement in direct engagement with young people aged 11 to 25 years, but where the primary focus is 13 to 19 years.

In the event of failure of placements: Once a student is on placement they are expected to conform to the expectations of their host agency. All students have an allocated Placement Tutor who completes their Professional Dialogue assessment in year 2 and year 3 and may undertake a three-way meeting (or discussion) during the placement. A focus on their fitness to practise is discussed, where it is felt that this is not being met a student may 'fail' their placement.

In the event of failure of any aspect of the placements, the student, course leader and Professional Practice Co-ordinator determines whether this aspect can be re-assessed. If failure is deemed to be through lack of

evidence of appropriate learning, students may be asked to complete a further piece of assessed practice. Students may be able to extend or retake the placement at a suitable time. Where appropriate, this may involve an External Examiner (Fieldwork) meeting with them. However, where an issue of fitness to practise or misconduct is the reason for failure, the Fitness to Practise Policy and Procedures is followed.

Attendance requirements: Students are required to engage with all aspects of the taught course. Evidence of attendance, in excess of the minimum placement hours detailed within the module specification, must be presented. The student is responsible for providing evidence of completing their assessed practice placement hours. Failure to meet the attendance requirements, without evidence of mitigation, may result in a student only being eligible for a non-professional contained award. Where students are at risk of failing to meet the attendance requirement, they are seen in the first instance by their Academic Advisor, and if concerns remain the Course Leader or Course Director agrees an Action Plan/ Learning Contract.

Your Key Contacts

Course Director	Alan Smith
Academic Advisor	Caroline Mountain
Course Administrator	Urszula Scibior u.scibior@leedsbeckett.ac.uk

Professional Accreditation or Recognition Associated with the Course

Professional Body: National Youth Agency (NYA)

Accreditation/ Recognition Summary: This course gives graduates the status of professionally qualified youth and community worker as recognised by the Joint Negotiating Committee (JNC).

Leeds Beckett University is working closely with the National Youth Agency to ensure students can meet the professional recognition requirements and all minor course adjustments have been discussed and agreed in advance.

Current Covid-19 advice from the National Youth Agency can be found here: <https://nya.org.uk/>

Course Overview

Aims

This course aims to provide students with the necessary knowledge, skills and values required by the NYA in its Professional Validation and Curriculum Requirements guidance to achieve a professional qualification at graduate level. A distinctive aspect of the youth work and community development programmes at the University has been the priority given to learning through reflection and the emphasis on the contribution of theory to practice and of practice to theory. As such, the course encourages students to: critically examine previously held assumptions about themselves, others and society; question traditional concepts such as 'youth' and 'community'; recognise and explore contradictions inherent in youth work and community development such as the tension between empowerment and social control, and; to promote enterprising, sustainable and ethical practice.

Whilst the main focus of the professional validation process is Youth Work, the course seeks to encourage students to understand the diverse family and community contexts in which young people live and the contribution they make. The aim is to equip our students with knowledge and skills to enable them to respond creatively to change taking place in families and communities whether of identity, interest and/or location. Our view is that there are common and defining principles which underpin youth work, work with young people and community development.

Similarly, the impact of the changing political world (particularly post-Brexit), a decade of public sector austerity measures and the impact of globalisation on young people and communities has taken on a greater significance in the curriculum and placement opportunities. The contexts for practice are changing and innovative models of evidence based practice are evolving to meet the demands and needs of new and diverse constituencies, including newly arrived migrants and unaccompanied asylum seeking children, survivors of child sexual exploitation, those with mental health concerns, homeless people, and young people struggling to survive in mainstream education.

Inter-agency working within and across different sectors has become an established requirement for all public sector work and this has resulted in models of practice that have the potential to complement and reinforce the significance of youth work and community development. These models include coaching and mindfulness, participatory practice, mentoring, counselling, mediation and restorative practice. The development of a School-wide portfolio of courses for those who work with individuals and groups in community-based settings introduces students to inter-professional working, interdisciplinary learning, models of evidence based practice and approaches used, and raises awareness of the professional roles and responsibilities that are inherent within a changing and diverse workforce.

The overall aim of the course is therefore to develop qualified workers who can demonstrate skills for employment and future learning and have attributes valued by employers within the specific youth and community work workforce and wider related settings; this includes the ability to understand and apply national policies and guidance, including the Department for Education (2017) *Working Together to Safeguard Children*; to be able to undertake primary research and evaluation into areas of professional practice, using a wide range of approaches and evidence that guide and inform future practices.

Course Learning Outcomes

At the end of the course, students will be able to:

- Have developed a critical understanding of the place of social sciences in the professional and applied contexts of youth work and community development practices.
- Have developed the ability to employ knowledge, skills and values that reflect 'best and innovative practice' in complex situations.
- Adopt an enquiring, analytical and critical approach to applying policy to their practice as it relates to young people and communities.
- Have developed a reflexive approach to new and creative forms of learning including digital literacy.
- Critically assess and evaluate new and evolving models of practice and potential synergies with youth and community work.

- Critically analyse the significance and impact of global/political events on young people and local communities and support appropriate practice interventions.

Teaching and Learning Activities and Your Modules

2020/21 location of delivery: blended delivery - online and City Campus

Also see: [Leedsbeckett.ac.uk HCS2020Teaching](https://leedsbeckett.ac.uk/HCS2020Teaching)

It is currently planned that most lectures will be delivered online given the current restrictions placed on social distancing, but this will be reviewed at regular intervals. Alongside this, small seminar groups will offer both online and in-class learning activities to contextualise and support the taught lectures and provide regular contact with peers and tutors.

In teaching block 1, level 4 students will attend 90 minutes of seminars in alternate weeks, with synchronous delivery online for students unable to visit City Campus.

Access to a personal digital device to enable participation in digital and online learning, teaching and assessment is essential (see part one, Course fees section for more details). Online delivery may use a variety of platforms including Skype for Business and MS Teams. Other platforms may be used for specific activities. Support is available from the University to enable you to use platforms or software that you are unfamiliar with; you can download Microsoft Office onto your device by logging into your Office 365 portal from the IT tab on [MyBeckett](#) and you can obtain IT Support here: https://libguides.leedsbeckett.ac.uk/it_support. You will receive guidance on managing your independent study hours for each module undertaken.

The course emphasises peer-learning and co-production of knowledge, in line with the professional value-base, and beliefs about the relationship between teacher and learner. In the majority of modules, this is experienced as a 'workshop' style approach to encourage everyone to participate. To enable students to make the most of this approach, significant emphasis is placed on preparatory work which is either uploaded in the VLE in support of 'flipped learning' or provided as module readers. This shared approach to learning is further embedded through the use of online debates, in-class activities and small group tasks.

In order to support students in their transition to University, many of the modules encourage small group working and an opportunity to practise and develop skills. This will be replicated through group activities and online seminars. At level 5, in the option modules, the learning and teaching activities are very practically focussed, whilst at level 6 part of the *Management, Leadership and Enterprise* module requires students to work in small teams to undertake a very practical task, usually a funding bid, and present this to a panel of senior staff from local youth and community work projects. Within the current context of youth and community work management the ability to undertake a practice-focussed enquiry or write and present funding bids and project proposals is a growing area of practice.

In addition to the taught modules, the practice placement modules include taught workshops to prepare students for undertaking their work-related learning and practice placements. These include a specific introductory course which is delivered online and covers safeguarding and child protection which must be completed prior to undertaking the level 4 Work-Related Learning. There are other level specific sessions on

employability, developing reflective practice skills, understanding how to apply safeguarding policies in practice, risk-assessments and asset-based community development. These workshops are co-ordinated by our Practice Placement Co-ordinator and include external speakers and inputs from staff within the University.

A range of assessment tools are used reflecting both the diversity of knowledge and skills being assessed, and the need to provide students with a range of means of demonstrating their achievement of Learning Outcomes. Assessments include written and visual assignments, group presentations, reflective learning (v)logs, reports, digital learning objects, group projects, authentic experience exercises and in class tasks.

Digital learning objects and digital audio and video tools are used to support teaching and learning. These are introduced at level 4 to support their digital leaning and communication. Students are asked to produce a digital communication output in the *Politics of Everyday Life* module and the *Engaging and Communicating* module. These outputs take the form of a podcast/(v)log for the *Politics of Everyday Life* module and a practice skills video within the *Engaging and Communicating* module. Multimedia sources are used to engage and support students learning in a comprehensive manner throughout the course please see the VLE section for further discussion.

During the second and third year of the course, students undertake two periods of assessed practice with support from a suitably qualified and experienced practice supervisor on placement. Each placement has a specific focus, and students are supported by a member of the course team and a supervisor, to identify individual learning outcomes, role and responsibilities. The summative practice assessment is completed by a member of the course team, based on feedback and evidence from the student and their supervisor. In addition to the formal teaching and assessment roles undertaken by staff, every year group has a Level Tutor, and access to an Academic Adviser who works to support their personal and professional development.

Level 4 delivery 2020/21	
<i>Teaching Block 1</i>	Core (Y/N)
Professional and Academic Skills	Y
Politics of Everyday Life	Y
Working Positively: Empowering Relationships Work-Related Learning 1 (all blocks)	Y
<i>Teaching Block 2</i>	
Social Justice and Inequality	Y
Human Growth and Development	Y
Working Positively: Empowering Relationships Work-Related Learning 1 (all blocks)	Y
<i>Teaching Block 3</i>	
Working Positively: Empowering Relationships Work-Related Learning 1 (all blocks)	Y
Engaging and Communicating	Y

Level 5 Core Modules

Developing Research in Practice: Young People and Communities
 History and Ideologies of Youth and Community Work
 Practice Placement: Facilitating Learning
 Working in Communities

Indicative Level 5 Option Modules

Drama and Creative Arts: Creative Ways of Working with Individuals and Groups
 Emerging Issues in Practice
 Informal Education Approach to Health and Wellbeing
 Outdoor and Adventurous Activities

Level 6 Core Modules

Contemporary Challenges for Practice: Working with Children, Young People and Families
 Management, Leadership and Enterprise
 Practice Placement: Leading and Developing Practice
 Practitioner Enquiry
 The Global Practitioner

Assessment Balance and Scheduled Learning and Teaching Activities by Level

The assessment balance and overall workload associated with this course are calculated from core modules and option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, comprising teaching, learning and assessment, placement activities and independent study. Modules may have more than one component of assessment.

Assessment

Level 4 is assessed by coursework and practical assessments.

Level 5 is assessed by coursework and practical assessments.

Level 6 is assessed by coursework and practical assessments.

Placements on this course are assessed.

Overall Workload in hours	Level 4	Level 5	Level 6
Teaching, Learning and Assessment	210	156	150
Independent Study	890	719	475
Placement	100	325	575
Total	1200	1200	1200

Learning Support Arrangements (School/course)

In line with the University's expectations the programme operates an Academic Advisor system. All students are allocated to an Academic Advisor who is the first point of contact for non-academic/module related pastoral support. Students enrolled on the programme will be supported throughout their studies by the same Academic Advisor (where possible) and the course team. Where possible, all Academic Advisors will be engaged in the delivery of credit-bearing modules at Level 4. This will ensure that students will have regular contact with their Academic Advisor and that they can support them in their personal, academic and career development. It is expected that students will meet with their Academic Advisor, outside of credit-bearing provision and induction programme, a minimum of three times per year. Academic Advisors use a variety of ways to arrange meetings with their students which may include tutor arranged appointments and student arranged appointments online or face-to-face where appropriate and safe to do so.

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

Details of how students will be supported to engage with online content and assessment on the course will be covered at induction and detailed in your module handbooks, available on MyBeckett. You will be guided to the support available from the University to help with unfamiliar software or platforms for your modules. You will also be guided to our usual online resources, such as the Skills for Learning and the Library resources, and to the support provided by the Library Academic Support team. You will receive guidance on managing your independent study hours for each module undertaken.

Within the Professional and Academic Skills module there will be presentations from various University services including support for essay writing and effective use of online resources.

Your course team and the School of Health and Community Studies are committed to ensuring that you continue to have opportunities to access the learning and wellbeing support that you need over the coming year. Your Academic Advisor and Course Director are available to help with any questions regarding your learning support arrangements in 2020/21.

Useful links

IT support: https://libguides.leedsbeckett.ac.uk/it_support

Skills for Learning: <https://skillsforlearning.leedsbeckett.ac.uk/>

Library: <https://libguides.leedsbeckett.ac.uk/home>

Library skills and subject support: https://libguides.leedsbeckett.ac.uk/subject_support

Disability Advice: www.leedsbeckett.ac.uk/studenthub/disability-advice/

University Covid-19 guidance: www.leedsbeckett.ac.uk/COVID19/