

Faculty of Health and Life Sciences



**Department of Social Work, Education &
Community Wellbeing BSc (Hons) Occupational
Therapy
2020/21 Programme Handbook**

Programme Information	3
Programme Highlights and Aims	3
Professional, Statutory and Regulatory Bodies (PSRB)	4
Programme Learning Outcomes	4
Programme Structure.....	7
Results.....	8
Option Modules.....	Error! Bookmark not defined.
Support from Your Academic Team	8
Hours of Study, Attendance and Timetable	9
Staff Student Programme Committees (SSPC).....	11
Employability on Your Programme	11
Help and Support.....	12
Your Student Portal.....	12
University Library	12
Students' Union.....	13
Key Policies and Information.....	14
Academic Language Skills (ALS).....	15
Health & Safety and Security on Campus	15



This handbook provides you with information regarding your programme and where to find help and support during your time at Northumbria.

Programme Information

Programme Highlights and Aims

Our programme receives exceptional ratings both internally from our students who gave us an above 70% overall satisfaction in the National Student Survey 2020 and externally as indicated by our ranking in the guardian league tables 2020 of 6th in the country. These achievements were acknowledged this year by Professor Andrew Wathey the Vice-Chancellor and Chief Executive of the university who gave the team the following feedback;

“...This achievement is a substantial step towards achieving our ambition to provide an outstanding experience for all students and I would like to thank you personally for your contribution to this. The quality of our teaching is key to our success, and this outcome is a testament to the efforts and commitment that you and your colleagues have demonstrated over the past year.”

Be able to think independently, understand and justify their own opinions, and will recognise the need to challenge their thinking, and the thinking of others

Be able to apply their disciplinary knowledge to complex problems in their discipline and its professional or industrial practice in order to identify appropriate solutions which are sustainable and justifiable.

Value curiosity, collaboration and analysis as keystones in the creation of new knowledge and practice

Be able to communicate effectively to diverse audiences utilising a range of formats and media

Display the attitudes and skills to engage and work constructively and sensitively in multicultural environments and teams and have an awareness of ethical considerations

Combine all of the above to support their future employability and long term career prospects

The programme has also been commended by the Royal College of Occupational Therapists for the quality of teaching activity which supports final year students in preparing for employment, opportunities provided to all students to raise political awareness and appreciation of the real world environments they are entering into. Commendation was also given for the personal tutor support given to all students which gives the opportunity for individuals to explore their academic and professional aspirations which in turn strengthens motivation and supports ambitions.

Aims

In supplementing the Northumbria University Graduate Characteristics, the overall aims of the BSc Occupational Therapy are:

1. To develop detailed knowledge of the key issues relating to human occupation and Occupational Therapy within the context of contemporary practice
2. To develop the knowledge, skills, values and behaviours required to meet professional and regulatory body requirements and to practice safely and effectively as an Occupational Therapist
3. To stimulate a collaborative, enquiry-based approach to the complex nature of occupational therapy, issues of health and wellbeing, and societal needs
4. To research, critically appraise, and apply knowledge relevant to Occupational Therapy practice
5. To develop critical, analytical and reflective skills which can be applied to exploring, influencing and leading issues pertaining to contemporary Occupational Therapy practice, and which can be embedded as part of lifelong professional learning and development.
6. To develop a philosophy of person-centred practice placing individuals, families, groups and communities at the centre of health and social care decision making and opportunities for using occupation to promote health and wellbeing.

Professional, Statutory and Regulatory Bodies (PSRB)

The programme meets the requirements of the Health and Professions Council (HCPC) which is the regulatory body for Occupational Therapists in the UK. Successful completion of the programme enables you to be eligible to register with the HCPC. Registration is mandatory to practice as an occupational therapist within the UK.

Programme Learning Outcomes

In undertaking this programme, you are expected to achieve the following learning and educational outcomes on completion of each stage (level) of the programme, prior to progression to the next stage.

Level 4

Knowledge and Understanding

1. Demonstrate understanding and of concepts, theories and frameworks which underpin the achievement of HPC proficiency requirements.

2. Demonstrate awareness of occupational science and impact of how this underpins professional Occupational Therapy practice.
3. Recognise the value of service user and carer involvement in occupational therapy practice
4. Consider the role of cultural competence in healthcare from local, national and global perspectives.
5. Understand the concept of occupation and its impact on health and wellbeing.
6. Demonstrate an awareness of the impact of occupational disruption on occupational performance on an individual level

Intellectual/Professional Skills & Abilities

7. Demonstrate the ability to plan learning effectively and reflect on achievements in preparation for a lifelong learning approach to professional practice.
8. Apply the principles of equality and diversity to occupational therapy practice,
9. Develop information retrieval skills required to gain underpinning evidence for professional practice as an occupational therapy
10. Exercise appropriate levels of autonomy, accountability and responsibility for personal and professional development.
11. Demonstrate awareness of occupational science on the development of the profession.

Personal Values Attributes (Global/Cultural Awareness, Ethics, Curiosity)

12. Demonstrate awareness of the skills required for successful collaborative working
13. Demonstrating awareness of appropriate professional behaviour,
14. Develop appropriate written and IT literacy skills,
15. Demonstrate awareness of self-management strategies in terms of time and use of resources,
16. Demonstrate awareness of the standards of the profession of occupational therapy through the acquisition and demonstration of professional behaviour as required by the RCOT.
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Level 5

Knowledge and Understanding

1. Evaluate and apply concepts, theories and frameworks which underpin the achievement of HCPC proficiency requirements.
2. Analyze the principles of public health and health improvement strategies and evaluate their impact on professional Occupational Therapy practice.
3. Appraise the value of service user and carer involvement in the planning, delivery and evaluation of care and services
4. Consider the importance of cultural competence to occupational therapy practice encompassing local, national and global perspectives.
5. Apply the concept of occupation and its impact on health and wellbeing through the analysis of core skills of occupational performance and activity within Occupational Therapy practice.
6. Evaluate the development of Occupational Therapy practice within health, social care and community practice.

Intellectual/Professional Skills & Abilities

7. Consistently demonstrate the ability to plan learning effectively and reflect on achievements in preparation for a lifelong learning approach to professional practice.
8. Consider the principles of equality and diversity to occupational therapy practice in order to meet the needs of those with a disability or impairment, or who may socially excluded or marginalised.
9. Evaluate knowledge and evidence for professional practice as an occupational therapy
10. Exercise appropriate levels of autonomy, accountability and responsibility for personal and professional development.
11. Evaluating the quality and effectiveness of occupational therapy practice and the evidence-based relating to the practice of occupational therapy.
12. Evaluate the impact of occupational science on the development of the profession.

Personal Values Attributes (Global/Cultural Awareness, Ethics, Curiosity)

13. Demonstrate competence in the skills required for collaborative working in health and social care
14. Demonstrating appropriate professional behaviour in line with HCPC and RCOT standards
15. Demonstrate written and IT literacy skills, applying these effectively to professional practice
16. Demonstrate effective self-management in terms of time, use of resources, self-awareness and knowledge
17. Actively uphold and maintain the standards of the profession of occupational therapy through the acquisition and demonstration of professional behaviour as required by the RCOT.

Level 6 (final year)

Knowledge and Understanding

1. Critically evaluate and apply concepts, theories and frameworks which underpin the achievement of HCPC proficiency requirements.
2. Critically analyse the principles of public health and health improvement strategies and evaluate their impact on professional Occupational Therapy practice.
3. Critically appraise the value of service user and carer involvement in the planning, delivery and evaluation of care and services
4. Apply cultural competence to occupational therapy practice encompassing local, national and global perspectives.
5. Consistently apply the concept of occupation and its impact on health and wellbeing through the analysis of core skills of occupational performance and activity within Occupational Therapy practice.
6. Critically evaluate the development of Occupational Therapy practice within health, social care and community practice.
7. Analyse the impact of occupational deprivation disruption, dysfunction and injustice on occupational performance across the lifespan on an individual and community level.

Intellectual/Professional Skills & Abilities

8. Consistently apply the ability to plan learning effectively and critically reflect on achievements in preparation for a lifelong learning approach to professional practice.
9. Proactively apply the principles of equality and diversity to occupational therapy practice, thus meeting

- the needs of those with a disability or impairment, or who may socially excluded or marginalised.
10. Critically evaluate knowledge, research and evidence for professional practice as an occupational therapy
 11. Utilise facilitation skills to maximise support, learning and change in the practice of occupational therapy
 12. Exercise appropriate levels of autonomy, accountability and responsibility for personal and professional development.
 13. Demonstrate skills in evaluating the quality and effectiveness of occupational therapy practice and the evidence-based relating to the practice of occupational therapy.
 14. Contribute to the development of the evidence-base for the practice of occupational therapy and the development of knowledge in Occupational Therapy practice.
 15. Debate the impact of occupational science on the development of the profession

Personal Values Attributes (Global/Cultural Awareness, Ethics, Curiosity)

16. Demonstrate competence in the skills required for successful collaborative and inter-agency working in health and social care
17. Demonstrate appropriate professional behaviour, including readiness to ensure that the professional practice of self and other remains exemplary.
18. Enter or re-enter the world of work equipped with the flexibility and resilience to adapt to changing environments, taking the lead in managing change when appropriate.
19. Demonstrate written and IT literacy skills, apply these effectively to professional practice, and be both competent and confident in their ability to utilise numeracy and data applications skills.
20. Demonstrate effective self-management in terms of time, use of resources, self-awareness and knowledge of own limitations in order to practice safely.
21. Actively uphold and maintain the standards of the profession of occupational therapy through the acquisition and demonstration of professional behaviour as required by the RCOT.

Programme Structure

First Year (Level 4)			
Semester	Module Code	Module Title	No. of Credits
Year Long	OT4004	Occupations Across the Lifespan	40
One	OT4002	Fundamentals of occupational science	20
One	OT4000	Becoming and occupational therapist	20
Two	OT4003	Introduction to Occupational Disruption	20
Two	OT4001	Placement 1	20

Second Year (Level 5)			
Semester	Module Code	Module Title	No. of Credits
Year Long	OT5004	Occupational Therapy Practice Skills	40
One	OT5001	Occupation and Public Health	20
One	OT5000	Placement 2	

Two	OT5002	Evidence and research underpinning Occupational Therapy	20
Two	OT5003	Innovations in Occupational Therapy	20

Final Year (Level 6)			
Semester	Module Code	Module Title	No. of Credits
Year Long	OT6003	Occupational Therapy Dissertation	40
One	OT6000	Occupation centred community Practice	30
Two	OT6002	Professional development and lifelong learning	30
Two	OT6001	Placement 3	20

Results

Following Programme Assessment Boards (PAB), you can access your Student Module Record Form (SMRF) via your Student Portal on specified dates. Marks received before a PAB are subject to change and are not confirmed until they have been ratified by the PAB. For information around results release dates for your programme ask your programme leader.

For further information regarding your results, search '*understanding your academic results*' in the Help and Support Search in your Student Portal.

Support from Your Academic Team

Our pastoral support is designed to ensure that you can conduct your studies to the best of your abilities. We endeavour to ensure that you always know exactly what is expected of you during your studies. Staff will help you develop the skills required to plan, manage, and review your learning, and will support you should you encounter any issues which hinder you. This is supported by Module Leaders, Dissertation Supervisors, and by your individual Personal Tutor. A central principle of this system is to develop your autonomy in order that you develop a well-honed ability to work independently upon graduation.

You will find details and further information on your programme representative and personal tutor on the student portal.

Hours of Study, Attendance and Timetable

Hours of Study

Your degree programme is made up of a number of modules. Each module has a specific number of credits attached. Credits identify the total number of hours you are expected to apply to the module. Each credit represents 10 hours of learning. You will be expected to study a minimum number of hours, for example, 600 hours per semester of full-time study.

The work you are expected to do for each module is made up of the following activities:

1. **Contact Hours:** These are the lecturers, seminars, workshops and tutorials shown on your timetable for each module
2. **Directed/Independent Study:** This is the time you will spend preparing for seminars, writing up your seminar and lecture notes, reading the recommended texts and articles, meeting with fellow students on group work and carrying out your own research
3. **Assessment:** This is the time you will be required to devote to complete the module assessment, which may include examinations, assignments, portfolio, presentations and group reports

You can access your timetable via the Student Portal.

Practice Placement

Practice placement is a key component and integral to your occupational therapy programme. In order to meet the requirements for the Health and Social Care Professions Council (HCPC), the Royal College of Occupational Therapists (RCOT) and the World Federation of Occupational Therapists (WFOT) you are required to successfully complete 1000 hours of practice placement. There are 4 periods of practice placement throughout the programme and these are assessed via the achievement of competency on a pass/fail basis assessed by clinical practitioners in the placement setting.

Why is attendance important?

Unless you are enrolled on a Distance Learning programme, your regular attendance at taught sessions is really important. Research shows a high correlation between attendance and subsequent achievement at University. As a student, the University expects that you will attend all timetabled lectures, seminars, workshops, lab sessions and tutorials.

On enrolling at the University, students undertake to engage in academic study through a variety of means. Their engagement in group work, seminars, tutorials, etc. is an important element for learning and also

contributes to the learning of others on the programme. Many students benefit from peer learning and such work is particularly important for the development of interpersonal skills. Some programmes require that specific attendance requirements are satisfied. The academic study component of the MSc Occupational Therapy (Pre-registration) programme prepares students to engage in two periods of clinical practice each year and to finally meet the required standards for registration with the Health and Social Care Professions Council at the point of qualification. There is the expectation of a minimum of 80% attendance for university course work in order for a student to be appropriately prepared to undertake the clinical practice components of the programme. Clinical practice activity requires the student to work within a clinical service area full time over a set period of weeks to enable the appropriate level of competence to be achieved and to meet the required 1000 hours of clinical practice needed in order to be eligible for registration with the HCPC at point of qualification.

Persistent absence is a cause for concern and as such can trigger a series of interventions with a view to getting you re-engaged on your programme. This can range from the setting of individualised targets to a Formal Warning or ultimately removal from the programme.

Why do we monitor attendance?

When you begin your studies, you will notice that we monitor student attendance at all timetabled sessions. Attendance is a requirement of the standards for education and training of occupational therapists set by the Health and Social Care Professions Council who approve the programme, and the Royal College of Occupational Therapists who accredit the programme.

The University takes a proactive and positive approach to supporting your engagement with your studies and attendance on your Programme. Student attendance data, and other student engagement data which you have consented to provide, enables the University to identify where you may need some additional support to 'stay on track'. We strongly believe in providing the best possible student experience we can, and we know that sometimes life can become complicated. If we are concerned about your attendance, we may contact you to see if everything is okay, and how we may help. Your lecturers, or your Student Progress Team may contact you in-line with our [Attendance Monitoring Policy](#).

The Student Progress Team are highly-experienced, professional support members of staff, who can work with you to ensure you receive the right guidance and support from the University, should you ever need it. They work with your Personal Tutor, Module Tutor and Programme Leader, and a range of confidential University Services and Procedures such as:

- Counselling and Mental Health
- Disability and Dyslexia Support
- Financial Support
- Welfare and Health support
- International Student Support
- Changes to your Circumstances
- Chaplaincy and Faith Advice
- Personal Extenuating Circumstances
- Requesting an Extension to an Assessment (Late Approval)

You can find out more about these by visiting the Help and Support Section of your [Student Portal](#) at any time.

The University also has a legal obligation to monitor the attendance of its international students under its Tier 4 licensing agreements.

Staff Student Programme Committees (SSPC)

Programme Representatives are elected by you during Programme Rep Election Week, usually held close to the start of teaching, to represent the views of students on your programme to the University. They are there to take forward any programme-wide feedback and let the University know what students are enjoying on the programme, or what students would like to see improved. The Programme Representatives will be invited to one Student Staff Programme Committee (SSPC) per semester, usually around November/December and March/April. At this committee they will represent you and deliver your feedback so you are strongly encouraged to make your views known to them.

In the spirit of continuous improvement, we aim to promptly address the issues you raise and actions are normally monitored through the SSPC and annual programme review. The SSPC is a formal, minuted meeting of academic, technical and professional support staff and student representatives. Minutes will be posted on Blackboard after the meeting.

Employability on Your Programme

Your programme at Northumbria is relevant to the workplace and already has employability embedded, so from day one you are gaining sought-after skills that will make you much more employable when you graduate.

You are gaining transferrable employability skills through project work and practical problem solving through real-world examples. You are getting experience of and insights into the workplace through external visits and groupwork, and you are building skills to enhance your employability by learning how to promote yourself in the competitive job market through reflection and action planning, and attending practical career sessions and working with careers advisers to help you plan your career and secure a job.

You may also have access to placement and study abroad opportunities on your programme, as well as support to start your own business.

To give yourself an edge over other graduates you can also get involved in opportunities outside of your course. Find out how you can get hands-on experience and gain further skills to make yourself more employable.

To access the links below you must first sign in to your [Student Portal](#).

[Careers and Employment](#)

[Study Abroad](#)

[Placements](#)

[Year in International Business - UK and Amsterdam](#)

Help and Support

Your Student Portal

Your Student Portal provides a single point of access to a range of self-help information and guidance on topics such as careers and employment, accommodation, international, IT, money and finance, your course, student life and support and wellbeing. You can also route queries through to Ask4Help and our network of support professionals.

Link to Student Portal <https://myportal.northumbria.ac.uk/>

University Library

Your University Library is here to support your academic success by providing you with expert help and high-quality resources

Your University Library is here to support your academic success by providing you with expert help and high-quality resources. You can choose from over 2,000 spaces across our three campus libraries offering a range of social and collaborative areas as well as rooms for dedicated quiet and silent study. City Campus Library

is open 24/7 during term-time, and Coach Lane Library and Law Practice Library offer generous opening hours tailored to your academic calendar.

Your online reading list service provides access to all the materials you are directed to read as part of your programme modules. For your wider reading and research, discover your subject through Library Search which provides access to millions of books, journal articles and other scholarly resources in the Library Collection and beyond.

The Northumbria Skills Programme can help you develop your skills in searching for information, academic writing, avoiding plagiarism, time management, and referencing. We offer one to one support by telephone or email and provide a range of help guides in a variety of formats through Skills Plus (northumbria.ac.uk/skillsplus). Access the University Library online through your Student Portal, or direct at <https://library.northumbria.ac.uk/home>

Students' Union

Your Students' Union, representing your academic interests.

Coming to University is a big investment, of time, money and effort that will affect the rest of your life. The Students' Union represents all students, helping them resolve problems they encounter through its work with the University. Independent of the University, it trains and supports over 1,000 students a year to represent Northumbria.

Every programme at Northumbria has a programme representative, a student from the course, elected by all members of the course in around the fourth week of teaching. Their role is to represent you to the programme staff. Large programmes may have two or three reps. These student reps are trained and supported by the Students' Union and will consult with you about the issues you face on the course, discuss them with programme staff and together we will try and find a solution.

Each department has its own Department Rep, as does each Faculty. Recruited and trained by the Students' Union, they meet monthly with the senior staff in the department and University on cross cutting issues and support programme reps in their work.

The five Sabbatical Officers who lead the Students' Union are elected by students every year. Their role is to represent the voice and views of students across the institution, working with the Vice Chancellor and

Deputy Vice Chancellor and other senior staff. Two Officers each year sit on the University's Board of Governors. You can find the Officers on the ground floor of the Students' Union or contact them through our website.

You can find details of all these reps in the MyReps section on your Student Portal.

In addition to the student representation, the Union also provides students with academic advice for students who need help in making a complaint, appeal or another issue to do with the student regulations. You can contact them at www.mynsu.co.uk

Finally, the Students' Union is the largest provider of extra-curricular opportunities and placements on campus. When you come to graduate employers will expect to see evidence of both your academic skills and your personal skills and abilities. Volunteering with the Union is a great way to help develop these skills and experiences that will help your CV stand out. This isn't something you should leave to your final year, but you can get involved at any time on your course. You can find out more at www.mynsu.co.uk

Key Policies and Information

You will find useful information and policies on a number of aspects around your on-course studies at:

[Handbook of Student Regulations](#)

[Guidance for Students](#)

- Assessment regulations and policies
- Academic Misconduct
- Examinations
- Late submissions and Personal Extenuating Circumstances (PECs)
- Appeals and Complaints

[Student Engagement](#)

- Student Surveys
- Student Charter
- Student Protection Plan

[Academic Engagement](#)

- Personal Tutoring Policy
- Educational Analytics
- Student Attendance Monitoring

- Northumbria Higher Education Achievement Report (HEAR)
- Northumbria Graduate Characteristics

[Ethics and Governance](#)

Academic Language Skills (ALS)

Academic Language Skills is an in-sessional academic study skills module delivered in each Faculty. If you are an International Student and are studying at a UK University for the first time, these modules should appear on your timetable. It is offered at postgraduate and undergraduate level. Each Faculty has a named ALS coordinator and experienced academic language lecturers lead the Seminars.

ALS modules run in Semesters 1 and 2 each year. If you have any questions, please contact the ALS Module Leader attached to your Timetable. You can also check this if you call into your nearest Student Central location.

The formal sessions and interactive seminars are designed by these lecturers in conjunction with Faculty Programme Leaders to tailor the course to your specific study areas.

Directed learning will require a range of activities including reading, preparation for interactive activities, using the e-learning platform, tutor-directed study as well as independently researching and discussing good academic resources and articles.

Health & Safety and Security on Campus

To ensure your own safety and the safety of others, you must familiarise yourself with and adhere to all aspects of health and safety, both generally and more specifically, those that are most relevant to your programme and the areas you are working in. For any queries regarding health and safety or risk assessment within the Faculty please ask your Programme Leader.

First aid: The University provides a network of first aiders covering all sites. In the event of sudden illness or injury the first aiders should be the first point of contact.

Fire and Evacuation Procedures: Faculty staff acting as fire marshals have been nominated for all areas to ensure that everyone evacuates the building when the alarm sounds. On hearing or seeing the alarm you must leave the building quickly in an orderly manner and gather at the designated assembly point. You must not re-enter the building until you are told it is safe to do so by the Fire Marshal or Security Officer.

In an emergency, please use appropriate number:

- **First aid** 0191 227 3999
- **Emergency first aid** 0191 227 3200
- **Fire and evacuation** 0191 227 3200

More information is available in the [Health and Safety Policy](#).

Information to help you stay safe whilst on campus, including details of the free SafeZone app, can be found at [Safety on Campus](#).