

CHARTERED TOWN PLANNER DEGREE APPRENTICESHIP

INDUCTION HANDBOOK 2023–24

Welcome!

On behalf of the Spatial Planning team, I would like to take this opportunity to warmly welcome you to Oxford Brookes University and the Chartered Town Planner Degree Apprenticeship.

Combining an innovative and interdisciplinary taught programme with supported workplace learning and practical experience, our Degree Apprenticeship has been designed specifically to address the requirements of the Chartered Town Planner Apprenticeship standard.

Drawing on the strengths of both the core teaching team and the wider School of the Built Environment, the taught programme centres on the role of spatial planning in tackling the key challenges that our built and natural environments face in the coming decades.

In this short Induction Handbook, you will find information about your course, key dates at Oxford Brookes, enrolment and induction, and the University's Virtual Learning Environment (VLE), Moodle.

Further information will be shared with you through the Chartered Town Planner Apprenticeship Induction site, which is hosted in Moodle. An invitation to create a guest username and password to access this site will be emailed to you soon after you receive this Induction Handbook.

The course Induction will take place on Wednesday 20th and Thursday 21st September 2023. Teaching will then begin the following week. For now, it just remains for me to say that we are very much looking forward to working with you this year and wish you all the best for your studies.

Dave Valler
Subject Coordinator, CTPDA

CHARTERED TOWN PLANNER DEGREE APPRENTICESHIP

September 2023

1. Important dates

Teaching periods

Semester 1: 25th September – 15th December

Semester 2: 29th January 2024 – 22nd March; 8th April – 3rd May

Teaching timetable

Teaching takes place simultaneously on-campus and online on Wednesdays (10:00-12:00 and 13:00-15:00) each week of the semester in your first year. You can check your teaching timetable by accessing the Oxford Brookes Google Calendar, which will be shared with you during your first week of study.

International field trip

During their first year of study, all apprentices are offered the opportunity to attend an international field trip. This will be to Freiburg, Germany, during the Spring semester, with the dates to be finally confirmed. Travel and accommodation cannot be funded through the apprenticeship levy, so employers and apprentices have two options:

- The employer or apprentice can independently fund in-person field trip attendance
- The apprentice can participate in a virtual version of the field trip, which is delivered through the University's Virtual Learning Environment (VLE)

Arrangements for field trip attendance will be a key discussion point in the first few weeks of semester and it is likely we will need to confirm your participation plans in October. The provisional timetable for the field trip will be either Wk 8 (the week before the Easter vacation) or – possibly more likely - Wk 9 (week after Easter recess).

2. Induction

Induction

The induction will take place simultaneously on-campus and online on Wednesday 20th and Thursday 21st September 2023. An Induction timetable listing sessions and events for the week can be found here:

<https://www.brookes.ac.uk/new-students-welcome/induction-week>

Most of the sessions will be recorded and made available to you through the Moodle Virtual Learning Environment (VLE).

In person attendance at induction is not compulsory, but you are encouraged to attend in person if you would like to. Before semester starts, all apprentices should aim to:

- Watch (live or recorded) the 'Spatial Planning and the RTPI' talk.
- Watch (live or recorded) the 'Introduction to Planning Frameworks' talk.
- Meet your academic adviser (Dave Valler).

You will also receive an email inviting you to create a guest username and password to access the online Chartered Town Planner Apprenticeship Induction site, in Moodle. This site is not linked to enrolment, you can create any username and password you wish.

Should you have any queries or difficulties, your Programme Administrator is available to help. This is Tracey Isaac and her email address is:

tisaac@brookes.ac.uk

3. Brookes Systems Information

Student number and student password

As part of online enrolment, you will be issued with a Student Number and Student Password that will provide you with access to:

- Student Information System (SIS)
- Student Email account (Google)

- Google Calendar (timetable information)
- The Virtual Learning Environment (Moodle)
- University Library
- Sports Centre Facilities

APTEM

APTEM will be used to track progress and log off-the-job hours, and as part of the tripartite meeting process. You should continue to login to APTEM using the username and password that you used during the application and onboarding process.

Student Email account

Your Student Number is also your Oxford Brookes email address:

‘studentnumber’@brookes.ac.uk

Oxford Brookes University’s email is hosted by GoogleMail. You can access your email via Google or by clicking on the ‘Email login’ link, listed in the ‘Student homepage’, accessed from the top right of the Oxford Brookes homepage (<http://www.brookes.ac.uk/>)

To access your Brookes email (and various other facilities and services), go to the Oxford Brookes homepage and click on ‘Menu’ and then ‘Students’ at the top right of the page. This opens the Student homepage (<https://www.brookes.ac.uk/students>). Then click on Email login.

4. Virtual Learning Environment

Moodle

Your course is hosted within a Virtual Learning Environment (VLE) called Moodle. Here you can access activities and materials needed to undertake your studies.

Here is a simple guide to access Moodle for the first time.

1) Access the Virtual Learning Environment via the Oxford Brookes main website. First, on the main website, click 'Students' in the top right of the page.

<https://www.brookes.ac.uk/students>

Then, on the Student homepage, click on 'Moodle login':

2) Enter your Student Number and password (Or a guest username and password created by yourself if you are accessing the Chartered Town Planner Apprenticeship Induction site).

3) You will now see your home page or 'dashboard', listing your main Chartered Town Planner Degree Apprenticeship site and the module(s) you are taking (when released in Moodle in Week 1 by the module leader). If you are logging in using your guest username and password, you will only see the Chartered Town Planner Apprenticeship Induction Site.

The purpose and content of different Moodle sites:

- Chartered Town Planner Apprenticeship Induction site - introductory materials and activities relating to your apprenticeship
- Chartered Town Planner Degree Apprenticeship site - comprehensive information about your course and teaching team, IT Services, Student Support and Wellbeing, Careers and Academic Skills
- Module sites - materials relating to the specific module(s) you are taking.

5. Staff structure explained

- Head of School - is responsible for all activities of the School of the Built Environment and all courses offered.
- Postgraduate Programme Lead - is responsible for co-ordinating the activities of Postgraduate courses throughout the School of the Built Environment.

- Subject Coordinator (also known as course leader) - is responsible for the day-to-day management and delivery of a course, as well as the progress and welfare of students.
- Module Leader - is responsible for the running and assessment of an individual module. Please note that modules may have more than one lecturer, but only one will be the Module Leader.
- Academic Adviser - a subject-relevant member of the academic teaching team, assigned to you (see the Student Information System for their name), for advice and information regarding all aspects of your academic studies.
- Programme Administrator - provides support to both staff and apprentices relating to the administration and running of the programme.
- Apprenticeships Manager - provides support to apprentices regarding APTEM, logging off-the-job hours and tripartite meetings
- Student Support Coordinators - provide support and guidance regarding any problems or issues you may face during your studies

For more information, please refer to the 'Meet the team' section of the Chartered Town Planner Apprenticeship Induction site.

6. Coursework grading in brief

Grade boundaries are governed by central University rules as follows:

0-49% Fail with resit opportunity

50-59% Pass

60-69% Merit

70% + Distinction

You are allowed to fail individual elements of a module but you have to pass the whole module with an average mark of 50%+ across all elements of the module's assessment. If an apprentice achieves less than 50% in aggregate, they will be awarded a resit opportunity in order to pass the module.

Grade boundaries are governed by central University rules as follows:

- 0-49% Fail with resit opportunity
- 50-59% Pass
- 60-69% Merit
- 70% + Distinction

You are allowed to fail individual elements of a module but you have to pass the whole module with an average mark of 50%+ across all elements of the module's assessment. If an apprentice achieves less than 50% in aggregate, they will be awarded a resit opportunity in order to pass the module.

- To graduate with overall Pass your average mark for the course must be 50-59%.
- To graduate with overall Merit your average mark must be 60-69% with a minimum mark of 58% in your Research Project.
- To graduate with overall Distinction your average mark must be 70% + with a minimum mark of 68% in your Research Project.