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**APPENDIX PV2c**

**RESOURCES DOCUMENT**

**NAME OF INSTITUTE\***

\* For Partner Institutions, take the word Institute to apply to the Partner Institution

**Month and Year**

 **(Retain Heading 1 style for the section headings and Heading 3 style for the sub-headings with two numbers (e.g. 6.1). This will enable the Contents to be automatically updated – see example below.)**

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# Room Resources

The University has multi-disciplinary campuses and learning centres in Birmingham, Cardiff, Carmarthen, Lampeter, London and Swansea. Each campus has a range of contemporary teaching facilities, including classrooms, computer laboratories, seminar spaces, open access learning spaces along with more specialised facilities as appropriate to the discipline. All resources are approved at the programme approval stage, as part of the business approval for the programme.

Each room has an allocated capacity, established by the Estates and Facilities Department. Each room is equipped with facilities to support active learning e.g. whiteboards, smartboards, Hyflex etc.

The University also uses facilities at outreach locations for community-based programmes. These locations are inspected by the University prior to any learning taking place.

The estate is managed by the Estates and Facilities Department. All requests for facility updates are approved and managed by this central department.

# Computing and IT Resources

The University is committed to providing an appropriate digital infrastructure to enable a supportive learning environment for all students, whatever their mode of study, through investment in technological resources. Learners will benefit from the learning enhancement and flexibility offered by the virtual learning environment - currently Moodle. As well as acting as a repository for resources and providing opportunities for interactive learning, among other things, embedded features such as GradeMark for assessment feedback and  pattern matching software (Turnitin), support the feedback process and promote academic integrity. In addition,  Microsoft Teams is available for both scheduled learning and more informal communication.  Both these platforms allow a forum functionality for students to interact and collaborate with one another across all of their modules as well as interact and collaborate with academic staff.

There are a number of open access computer rooms across the University’s campuses where students can also access printing, copying and scanning facilities. The computer rooms offer:

* High-spec PCs connected to the University’s network with a large range of software available to use including Microsoft Teams, Productivity Apps such as Word, Excel & PowerPoint and course specific software such as Adobe Creative Cloud & Autodesk.
* All computers rooms have a multifunctional device (MFD) nearby, offering colour and black and white printing, copying and scanning or a colour laser printer.
* Computer rooms also have access to our wireless network to connect devices such as mobile phones, laptops and tablets.
* Some of the computer rooms have access to specialised equipment such as Plotters, Sports Analysis Equipment and audio visual equipment.
* Long opening hours including 24/7 locations.

**Offers, discounts and freebies**

The University has secured some freebies and discounts for students including free access to Microsoft Office 365, free Windows 10 & 11 for personal equipment, and various software and tech discounts including Adobe Creative Cloud, Autodesk, MatLab, Nvivo, Solidworks, SPSS and many more.

# Library and Learning Resources

The Library and Learning Resources (LLR) aims to support and enhance the learning, teaching and research activities of staff and students across the University. We provide on and off campus access to thousands of online journals and e-books, and subscribe to online databases relevant to each subject area; in addition to specialist digital and information literacy support, research support and special collections and archives.

The Library is a full member of WHELF (Wales Higher Education Libraries Forum) and is also a member of the SCONUL Access (Society of College, National and University Libraries) scheme, which is a co-operative venture between most of the higher education libraries of the UK and Ireland. It enables staff, research students, full time postgraduates and part-time, distance learning and placement students to borrow material from other libraries. Staff are welcomed to Staff / Student Committees and other relevant Institute meetings where invited, including Institute Boards.

**Online Library**

The LLR offers a wide range of printed and electronic resources including an extensive collection of online e-journals and e-books, with the electronic resources being available 24/7. Users may also access a variety of other resources online including audiovisual material, LinkedIn Learning content, newspapers, company reports and legal material. All reading lists are provided online using the LLR’s reading list management solution.

**Skills Development**

The LLR provides both Academic Skills support and Digital Skills support. Academic Liaison Librarians for each academic Institute support students to develop the skills required to find, use, evaluate and manage information sources within the relevant subject area via the [InfoSkills programme](https://www.uwtsd.ac.uk/library/infoskills/). This also includes referencing, plagiarism and transferable employability skills.

Digital Skills Advisors for each academic Institute support students to develop a very broad spectrum of digital skills including digital communication, collaboration, learning, wellbeing and productivity. Our [DigiCentre](https://digitalskills.uwtsd.ac.uk/) resource provides students with access to a wealth of support and opportunities.

**Other specialist support**

The LLR offers access to a wide range of information sources in varied and accessible formats, ensuring equality of provision and access to learning materials. A designated member of staff can help and advise students with disabilities or specific learning requirements. Specialist support on copyright, referencing, and research activities is also provided. This includes advice on Research Data Management, using referencing software, Open Access requirements, setting up your ORCID ID and measuring the impact of research, advanced literature searching and accessing other academic and research libraries.

# Student Services

The Student Services department comprises of the Learning Support Unit, Student Wellbeing Support, the Money Support Unit, the Student Hwb team and the Careers Service.

Individual support and reasonable adjustments are provided to students with a diagnosis of a [disability or special learning difference](https://www.uwtsd.ac.uk/services-for-disabled-students/). The Learning Support team provide initial screening and access to formal diagnosis for students without medical evidence. Qualified Learning Support staff provide appropriate one-to-one non-medical helper academic support to students with a diagnosis and the University assists qualifying students with applications to the Disabled Students’ Allowance national scheme in order to access funding and equipment. All non-medical helper support is delivered in compliance with published annual DSA guidance and staff are required to maintain their professional qualifications in line with the non-medical helper services framework. Learning Support is organised on an Institute basis with a learning Support Manager in situ in each institute. The service offers a peer mentoring programme and additional project activity designed to assist student transition.

Qualified Learning Support staff additionally offer a one-to-one bookable programme of [study skills support](https://www.uwtsd.ac.uk/study-skills/) which any student at the university can access to explore elements of planning, researching or structuring their academic work.

The University’s [Wellbeing Service](https://www.uwtsd.ac.uk/student-services/student-wellbeing/) provides safe routes for disclosure for students requiring mental health support or wishing to raise a safeguarding issue. There are also published routes for stakeholders to raise issues on behalf of students. Disclosure routes include a central Support Request Form and a Cause for Concern Reporting form. The Wellbeing Service also supports the network of trained Safeguarding Officers embedded across the institution, with the Head of Wellbeing acting as the Lead Designated Officer.

The service assesses appropriate support requirements via an established triage process and works with students to identify appropriate support or intervention, developing safety plans and risk assessments as appropriate. Students are provided with information to support and enable decision-making, with appropriate referral into internal and external services as necessary. The Wellbeing Service includes appropriately qualified Advisors and Specialist Mentors who together provide assessment, triage and targeted support. Professional networks and connections are maintained with a range of statutory and specialist external services to ease the referral of students into appropriate support as required.

The Wellbeing Service includes a wealth of informative and preventative information and resources, designed to equip students with skills and knowledge to safely traverse student life.

The University publishes a bursary framework on an annual basis to support access to higher education and to provide assistance with defined associated costs of study. The framework is administered by the Student Money Support team who additionally offer support with issues relating to Student Finance allocation, budgeting and identification of other national benefits and financial support schemes. All bursaries are [published on the University website](https://www.uwtsd.ac.uk/bursaries/) and can be applied for online.

The [Student Hwb](https://hwb.uwtsd.ac.uk/) is a central information resource which provides access to all of the core University information and services. The Hwb can be access via app or online, and is supported by the Hwb team who work to answer student queries or appropriately refer students to the correct place within he university to resolve their issue. The team develop and share key news, developments and opportunities via the student bulletin and via other communication channels.

Through the Careers Service students are able to access employability related advice and practical guidance, skills and knowledge information focused on identifying and securing job opportunities, work experience opportunities and career identification and planning. The digital careers platform [My Career](https://uwtsd.careercentre.me/welcome/uwtsd) provides all enrolled UWTSD students with access to practical tools and assessments, key guidance information, learning opportunities and access to national job markets.

# Technical and Other Specialist Resources

Details of any technical and other specialist resources used by the Institute including, where applicable resources to support delivery of flexible or distributed learning programmes.

Institutes have the freedom to either list all specialist resources in this section or to detail them for the portfolio or programme in the PV2a Narrative Document.

# Staffing

### Summary of Academic and Administrative Staffing

A summary of the Institute’s staffing establishment, including academic, technical and administrative staffing numbers in both headcount and FTE.

### Staff Development

Staff Development is delivered at the University in partnership with Academic Institutes and Professional Service Units and will involve a range of partner organisations and outside agencies. Somestaff development activity is coordinated centrally by the Organisational and Development Manager to provide and support strategic workforce development activities that can, for reasons of economies of scale, or by enabling a coordinated approach be provided more effectively from the centre, such as; the development of management and leadership capabilities to meet current and future needs; or training that ensures compliance and adherence to policies and procedures.

The University provides an annual budget allocation to each Institute/Unit, which enables staff development planning and delivery at a local level. Individual members of staff can also request funding for staff development activity to support their continuous professional development, such as attendance at conferences and programmes leading to academic or professional qualifications, provided the activity reflects the needs of the Institute/Unit in relation to meeting the strategic goals of the University.

### Academic Staff CVs

CVs of all academic staff within the Institute, normally presented in accordance with the format given in Appendix PV2d.