

# STUDY GUIDE & TIPS

## Your Success Is Not An Accident!

It is the result of planning, motivation, hard work, time management, some sacrifices, evaluation and review.

Many things may affect your studies. Dealing with time management, wanting to do well, family commitments, working in isolation and trying to balance work and study may from time to time affect your academic performance.

## Effective Study Skills

Here are some tips to assist you in your time at **YouStudy**. Effective study skills are about more than understanding your learning. Effective study skills must be practiced in order for you to improve. It is not enough to simply 'think about' studying. In order to develop your current study skills, it is important that you consider the following:

### The value of a schedule

Before you even begin to think about the process of studying, you must develop a schedule. If you don't have a schedule or plan for studying, you do not have a way of managing your time when the unexpected occurs. A good, well thought out schedule can be a lifesaver.

Your online course provides you with a calendar for you to use to schedule your study if you wish. Alternatively, your trainer can provide you with a printed template that you can download, print and use.

### Review and revise

Remember, you may not get it right the first time. The secret is to regularly REVIEW what works well and what does not work, and REVISE your schedule as required.

### Complete your schedule

Now it is time for you to complete your own schedule – a blank schedule is provided for you in your online resources or your trainer can forward a copy that can be downloaded and printed. You can use the schedule to map out how you will need to manage your time in order to fit in time to study.

When completing your schedule, make sure you think about the things that are important in your life and how you will work to make them all fit in. You are only **one person and you can only do so much in one day!**

The types of things you need to think of are:

- When am I working?
- When do I want to spend time with my family and friends?
- When am I most productive (i.e. When should I allocate time to studying?)
- Do I need some alone time?
- I need to sleep!

### The process of study

Time is the most valuable resource everyone has. It is also one of the most wasted of resources. To maximise the use of your valuable resource, here are a few helpful suggestions to prepare a flexible learning schedule:

- **Plan enough time for study**
- **Study at the same time every day;** regular hours are easier to follow.
- **Space study periods;** Fifty to ninety minutes of study at a time for each course works best. Relaxation periods of ten or fifteen minutes should be scheduled between study periods. It is more efficient to study hard for a definite period of time, and then stop for a few minutes, than attempt to study on indefinitely.
- **Plan for weekly reviews;** at least one hour each week for each subject (distinct from study time) should be scheduled. The weekend is a good time for review.
- **Leave some unscheduled time for flexibility;** this is important! Lack of flexibility is the major reason why schedules fail. Students tend to over-schedule themselves.
- **Allow time for planned recreation;** when you plan your schedule, you should begin by listing the activities that come at fixed hours and cannot be changed. Next, you can schedule your flexible time commitments. These hours can be interchanged with other hours if you find that your schedule must be changed during the week. Recreational activities are planned last.
- **Set up study sessions online** with fellow students. This can be a good way to expand on your knowledge and understanding.
- **YouStudy assistance;** Utilise all assistance offered by trainers.

### Where to study

You can study anywhere. Obviously, some places are better than others. It is best to study at a desk with good lighting and a comfortable chair. Most importantly, make sure you are not distracted by music, friends or the telephone, while you are studying.

### Research

Find out as much as you can about the **YouStudy** resources

- Use the online e-Library
- Attend webinars, tele-tutorials
- Make use of the web links provided for additional learning resources

- **YouStudy** staff can offer assistance with learning strategies, report writing skills and literacy & numeracy skills; get to know your **YouStudy** Trainer.
- Use your local library
- Use the lynda.campus video library

### Be organised

- Prioritise work into immediate and less urgent
- Put tasks in order of urgency and break the big jobs down into smaller parts; the more you break down your work into small jobs, the more you're likely to find the time to do them
- Draw up a calendar of when all your assignments are due and display it in a prominent place
- Try to get ahead in your work, so that if a crisis arises you won't fall behind too easily
- Find a special place and time for working; this will help to create the right mood to concentrate on study
- Don't worry; it will take time to get into a routine of study, so don't put too much pressure on yourself.

### Share your experiences

- Meet with other students in the student online forums. Talk about your experiences (good and bad) and share these with others
- Try to organise some social activities for yourself and other friends and/or family members.
- If it all seems too much, approach your trainer or the Student Support Officer

### Take time out

- Be kind to yourself and, where possible, take some time out to do something that you enjoy; perhaps reading a book or watching a movie

### Teaching styles

It is important to be aware that there will be differences between the learning, teaching and assessment styles of teachers in the online learning environment at **YouStudy** to those you may have experienced in any previous face to face study. Any issues should be discussed with your trainer so that additional support can be provided to you.

### Student skills

Students are encouraged to develop independent thinking and to;

- Take notes during online sessions
- Ask questions of the trainers
- Read prescribed texts plus additional reading
- Hand in original work
- Develop research and library skills

- Complete all assessment tasks
- Request help if needed

### Active learning

Trainers at **YouStudy** offer industry experience, knowledge, information, ideas and facts but they also encourage you to explore and find additional knowledge from sources and books other than those used on line.

Asking the trainer questions and offering opinions in online forums and tele-tutorial sessions is encouraged and is not seen as being disrespectful or challenging to the trainer's authority. This shows your interest and willingness to participate in class.

### Study and family

Studying and looking after a family can be challenging. The following guidelines may help to manage both:

- **Inform:** Make sure each family member knows why study is important to you. When your family understands why you are studying and the pressures you face, they are more likely to help you and give you the time you need to study.
- **Plan:** Write up a new household chores roster and involve each family member in the process. You won't be able to do as much around the house now that you're studying.
- **Time:** Work out a schedule to ensure that each week includes time for family and time together as a couple. Students do get breaks between terms; look forward to them.
- **Share:** Get together with other students who are also managing a family. You can share your experiences and advice with one another.

### Study and work

Studying and working at the same time can also be challenging. Follow these guidelines for managing your time between work and study

- **Plan:** Develop a schedule to follow for work and study
- **To Do List:** Keep a to-do list to make sure you finish every task
- **Use time well:** Don't waste your time – make the most of your free time to study. You can always study while on public transport, instead of watching TV, or first thing in the morning when you wake up.
- **Say no:** Learn to say no when people try and add more on to your already busy schedule. Make sure your boss knows you can't take on extra hours.
- **Inform:** Keep your boss and Trainers informed about your situation and your commitments, so that they can be flexible as well. Keeping them informed is the best way to avoid problems.

### Satisfactory student performance and progress

**YouStudy** will monitor your study and personal progress during your course.

- If you have any problems with your study you should talk to your trainer.
- If you have problems with your employer you should raise these issues with your trainer
- If your progress is not satisfactory for any reason you will be provided with assistance.
- Unsatisfactory progress may put your enrolment at risk depending on the duration of your online training.

An intervention strategy will be discussed and offered to you by your trainer or the CEO if your progress in your course is unsatisfactory.

### Completing a qualification

When you enrol with **YouStudy** in a full qualification or Unit of Competency from the Australian VET system you are enrolling in 'Competency Based Training'. A Trainer/Assessor will work with you to collect evidence of competence using the benchmarks provided by the unit standards that comprise the relevant Australian Qualifications Framework qualification.

### Assessment

Your competency based assessment during your studies is the process of gathering evidence to confirm that you can perform the required skills and knowledge outlined in each Unit of Competency. Competency-based assessment could be in the form of:

- **Skill assessment;** a task or group of tasks performed to a specified level of ability which typically involves the operation of tools and equipment, or expertise that is knowledge or attitude-based.
- **Competency assessment;** a skill performed to a specified standard under specific conditions.

Competency based assessment does not have a marking scale, there can only be two results of assessment for each unit: 'Competent' (C) or 'Not Yet Competent' (NYC). To be deemed Competent (C) you will have performed particular tasks and duties to the standard required in the workplace. Once you are considered Competent in all the units required for a qualification, you are entitled to the qualification. If you are deemed to be Not Yet Competent (NYC) this means that you may have to undergo further studies to competently complete the unit.

Detailed information on the assessment requirements for each unit are provided in your online course content and will clearly outline the requirements of each assessment including marking and presentation and other relevant instructions. You are required to follow the assessment instructions, please ask your trainer if you have any difficulties with your assessment tasks.

### Results and feedback

As you complete each assessment task for each Unit of Competency, your evidence for each assessment will be deemed 'Satisfactory' or 'Not Satisfactory'. When all of the evidence for required for each unit has been deemed Satisfactory to workplace standards you will be deemed

Competent (C) to the evidence standards for that Unit of Competency.

Assessments will be marked by your trainer, generally within 72 hours, exceptions may occur when there are public holidays, or when you have submitted a major final assessment or project.

Trainers will provide feedback on your work and will point out areas needed for improvement or areas of excellence.

### **Role of assessors**

The role of an assessor in assessing student work is to objectively assess a student's evidence and performance against the prescribed set of standards. In order to do this effectively, the assessor will be skilled in and have a sound knowledge of the industry area they are assessing.

At **YouStudy** the assessor will be qualified and skilled and will:

- Ensure student work meets the requirements of the competency standards.
- Ensure that evidence is valid, reliable, sufficient, authentic, current and consistent.
- Use their expertise to make a fair and object assessment decision.
- Provide constructive feedback to the student.

