

## How to Succeed with Your Studies

<p><b>Schedule Regular Study Time and Set Study Goals</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Set a personal study timetable and stick to it</i></li> <li><input checked="" type="checkbox"/> <i>Minimise interruptions to your study time</i></li> <li><input checked="" type="checkbox"/> <i>Set achievable goals for completing your Assessment Tasks.</i></li> </ul>
<p><b>Read Your Learner Resource</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Read your Learner Resource</i></li> <li><input checked="" type="checkbox"/> <i>Answer the quiz questions for Experience points and to solidify learning.</i></li> </ul>
<p><b>Attend Classes and or Mobile, micro learning</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Attend on time and actively participate in Classes</i></li> <li><input checked="" type="checkbox"/> <i>Complete independent study and take up tutorial support to assist you</i></li> <li><input checked="" type="checkbox"/> <i>Schedule appointments where needed to help you progress</i></li> <li><input checked="" type="checkbox"/> <i>Learn on the go – use your phone, tablet or pc. Or if you are old school, use hard copy workbooks.</i></li> </ul>
<p><b>Ask Questions</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>If you are unsure about anything to do with your studies - ask questions and clarify either in person, by telephone or send an email</i></li> <li><input checked="" type="checkbox"/> <i>Ask, Ask, Ask, Ask !!!!!!!</i></li> <li><i>There are no silly questions.</i></li> </ul>
<p><b>Independent Research</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Undertake and Reference research to develop your knowledge and support your assessment answers</i></li> <li><input checked="" type="checkbox"/> <i>Use the internet, industry experts, professional publications, employers and observe your peers.</i></li> </ul>

## My Personal Study Diary and Timetable

Use the table below to develop a study plan to assist you with completing your course. You will need to allocate a minimum of 20 hours per week to complete your studies using a combination of lessons and self-paced activities, research and on the job learning/ simulation.

Complete the following table and allocate suitable times to complete your Course work. In addition, use your AD1 College Course Training Plan to keep track).

*(Consider: College Workshops, Study at College, Study at Home, Study at Library)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.00 – 9.00am							
9.00 – 12.00pm							
12.00 – 3.00pm							
3.00 – 6.00pm							
6.00pm – 9.00pm							

**Whilst Wireless Internet Access is available in class, other places you can access the internet to support your independent studies include:**

- **Internet “Hot Spots”**
- **Local libraries and community facilities**
- **Selected cafes and restaurants**

**Also the AD1 College Learning Management System app, allows you to save your Assessment Tasks and associated work even when you are not on line.**

**Use the VISTA Goal Setting Model to assist you in completing your studies:**

V  I  S  T  A	<b>Visualised</b>	<p><i>What is the mental picture you have of success?. Close your eyes and try to imagine what it will look, sound, feel, smell and taste like the exact moment when you realise that you have succeeded</i></p> <hr/> <hr/> <hr/>
	<b>Inspirational</b>	<p><i>This aspect is a result of the scene you have visualised. Is it powerful enough to move you into action?</i></p> <hr/> <hr/> <hr/>
	<b>Specific</b>	<p><i>Make certain that when you define your goal you specify every detail you can possibly think of. Write the colour, shape, size, taste, and sound of your goal. Identify how you want to feel when the result is achieved.</i></p> <hr/> <hr/> <hr/>
	<b>Time-bound</b>	<p><i>Place deadlines on each specific step, as well as the final outcome.</i></p> <hr/> <hr/> <hr/>
	<b>Assessable</b>	<p><i>Assessable steps must be quantifiable in terms of time, or amount, or number, so that it is obvious to 'you' that you have made progress. E.g. 1) the first phone call to set up 2) a first meeting to 3) decide a course of action gives you three assessable points. They can in fact be anything that you can hold up and say, "Yes! This means I am on track toward reaching my ultimate goal."</i></p> <hr/> <hr/> <hr/>

## Assessment Task Style Guide – if not completed within the Learning Management System.

Standard Assessment Task			
<b>Program</b>	Microsoft Word	<b>Font Size</b>	Minimum 11pt
<b>Header</b>	- Learner Name - Unit Name - Assessment Task Number	<b>Footer</b>	Page Number
<b>Alignment</b>	- justified or - left alignment	<b>Font Style</b>	Business appropriate
Presentation Assessment Task			
<b>Program</b>	Microsoft Powerpoint	<b>Font Size</b>	Varies for headings and content
<b>Graphics</b>	Task appropriate	<b>Font Style</b>	Business appropriate
Answer Format			
<p>Your answers may take a number of different forms depending on the specific question and how the information needs to be displayed. This may include:</p> <ul style="list-style-type: none"> <li>• Reports</li> <li>• Paragraphs</li> <li>• Short answers</li> <li>• Tables</li> <li>• Graphs</li> <li>• Presentations</li> <li>• <i>Correct and appropriate business language, professional presentation and question specific layouts are essential</i></li> </ul>			
Referencing Information Sources			
<p>Many assessment questions will need to be supported by information sourced from other sources. This is called Referencing. You will need to provide details of where you obtained this information from and have it recorded close to where the information is used in your assessment task. A simple bibliography, like we remember from school is not sufficient.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Reference: NSW Department of Fair Trading <a href="http://www.fairtrading.nsw.gov.au">www.fairtrading.nsw.gov.au</a></li> <li>• Reference: Mary Smith, Cosmetics Manager from David Jones Wollongong advised that ...</li> <li>• Ref: Code of Practice, Managing the Workplace and Environment, Workcover NSW 2013</li> </ul>			
Assessment Cover Sheets			
<p>All Assessment Tasks need to be accompanied with a signed Assessment Cover Sheet as a legal requirement and declaration that this is your own work.</p>			
<p><b><i>If you have questions please speak to one of our friendly Trainers</i></b></p>			

## How to Best Answer Assessment Questions

By completing your course, you are commencing or re-commencing your individual career pathway. All jobs need to be able to apply sound logic and best practise to the way they make decisions and apply their work. Part of the process to develop these skills will be approaches that you apply to answering your assessment tasks.

To best answer your assessment task questions and complete unit you will need to apply one or more of the following strategies to each component of your answers:

- Discussion on the key concepts and how you arrived at your conclusions
- Back up your answers with references to information, data and additional information
- Explanation of your rationale and reasons for answering the way you did
- Provide evidence, precedence and examples to support your responses
- Demonstrate analysis, evaluation problem solving and business process in your decision making
- Source, interpret and apply legislation, codes of practise, statutory and ethical considerations

Follow the steps under the **PROCEDURE** heading on the Assessment Task to find the questions and answer these accordingly. Once you have completed your answers use the key points listed under the **SPECIFICATIONS** heading to check that you have covered each section required

### Assessment Marking Codes

COMPETENT: All completed successfully

NOT YET COMPETENT: Needs additional information to be completed successfully