

Tips that you may find useful to ensure a successful completion of your nationally recognised qualification.

- **Schedule** - Before you begin to think about the process of studying and completing your training, you need to develop a schedule. A good, well thought out schedule can be a lifesaver. It's up to you to develop a schedule that suits your circumstances as things change and life gets busy you may need to revise your schedule. It is most important that you follow it.
- **Participate** - The only way you will benefit from the classroom experience is to actively participate in discussions and activities.
- **Manage your time** - The amount of time you require to study is not the most important; it is allowing yourself enough time so that you can absorb and reflect on the content. Everyone learns differently. Think about what kind of learner you are...
- **Motivation** - If you are not motivated and have a poor attitude, your study session/class time will not be very productive. When completing assessments pick a time of day where you can get motivated to answer questions, write essays and do research.
- **Concentration** - The ability to concentrate is one of the more important study skills you need to develop. You won't always be able to study in absolute silence or be able to spend as much time as you would like on a particular project. Learn how to overcome distractions so you can focus all your attention on your studies.
- **When in doubt, ask!** - If you aren't sure about a particular topic, don't be shy, ask..... It is important to address the problem area as soon as possible.
- **Hand in all your work on time.** It is your responsibility to complete your written questions and projects on time. You will be able to discuss any issues or resubmit your work to gain full competency.
- **Consult with your trainer** whenever you're having difficulty with an assignment. They are more than willing to assist you.
- **Ask questions** and lots of them. Be an involved, interested student. Classes are a safe respectful environment and we believe there is no such thing as a silly question.
- **Study buddy** - One way of successfully completing the assessments and projects could be with a buddy or small group. Studying with others is a helpful way to share ideas and learn from one another.
- **Stay on task** by having a time limit to help the group focus. If you know you only have an hour, you're more likely to stay on task. Wherever you study make sure that is free of distractions and that there is room to spread out books and notes.

We take this opportunity to welcome you and to assure you that we are able to support you through this course. You will feel very proud of yourself and will be able to look forward to exciting opportunities; you may even choose to continue on with further study. If you would like to find out more, please do not hesitate to speak with one of our Education Services Coordinators.