

## A GUIDE TO STUDYING

Any form of learning requires the right environment in order to gain the most from your study. Here are some useful tips:

- Arrange specific times to study during the week e.g. Monday 7pm – 9pm and Thursday 10am – 12 Noon
- Try to study for about 2 hours at a time – study for too little a time and you may find that most of it is spent catching up on where you left off last time and make little progress – too much and you may be overloaded
- If your living accommodation is shared with anyone, make sure they know what times you have set aside for study and let them know that it is important for you not to be disturbed – switch off your mobile!
- Set aside a place for study, so that you can keep all of your work together, so you don't waste time looking for the manual, paper, pencils, calculator etc – let others know that this is your space
- Know when to ask for help. If you are feeling frustrated at not being able to understand a particular process, make a note of the relevant point in the manual and email your tutor for assistance at the first opportunity. This sometimes happens when you have been working for too long. Why not take a 10 minute break if necessary and then go back to it – the answer may be staring you in the face when you return.
- Sometimes, a particular point may need to be read or practised several times before being understood – don't worry, this is absolutely normal, so persevere.
- Don't be tempted to skim through parts too quickly, as many are interlinked and if you miss a part, subsequent elements may not make sense.
- Above all – enjoy learning a new and valued skill!

