



Careers, Counselling & Pathways Service

GETTING STARTED: TIPS FOR SUCCESS WITH STUDY

Attend all classes

- As with the working world, you are expected to attend classes and complete set work in order to pass or be assessed as competent
- If you can't come, notify your teachers and ask someone to collect handouts. Allow time for catching up
- If you are on a Centrelink Benefit, you need to attend regularly or you may get a Centrelink debt. Advise Centrelink of any changes to your study load. There is a free phone near the bookshop

Aim to arrive at class a little early

- This gives you a chance to get your books and notes ready and be ready to listen at the beginning of the class
- It reduces stress for you and is less distracting for the teacher and other students than if you arrive late

Ask questions in class

- Usually there will be other students who also want to know, but who are too shy to ask
- Remember: teachers won't know you don't understand, unless you tell them

Reduce distractions in class, so you can concentrate and hence remember

- Turn off mobile phones
- Keep stress levels down
- Be aware of the impact of diet on concentration
- Be aware of the impact of sleep deprivation on concentration
- Manage your alcohol and other drugs intake (Do not come to class if affected)

Ask for help if you cannot afford books, uniforms or equipment

- Talk to your Head Teacher about which are the most important
- See if the relevant books are available in the Library
- Check noticeboards for secondhand books
- Talk to a TAFE Counsellor about whether any other help is available

Link up with the TAFE Library

- Do a Library tour or arrange for an individual session with a librarian

Read the Student Handbook

- This contains lots of information about managing your study, Support Services and conduct requirements. It also has useful websites and other information

Set up a study partner or study group

- Help each other with researching for assignments (beware of plagiarism) and preparing for exams
- Provide support to each other when motivation is low or the workload is high

Give courses and subjects a fair trial

- The first couple of weeks are often spent on introductions and orientation. It may seem as if you are not learning anything. Be assured the pace will pick up!

Ask for an exemption or Recognition of Prior Learning (RPL)

- Ask for an exemption or RPL if you have covered the content of a subject in a previous course, or at work
- If you are receiving a Centrelink Benefit, make sure your contact hours don't go below the required number

Find ways of making the less interesting subjects more appealing

- Talk about them with fellow students. Is there a different point of view? Are there any aspects you are missing? How could the knowledge gained be useful in a work environment and/or in your personal life?
- Can you set yourself a goal to get particularly high marks in this subject?

Ask for help early if you are finding the work difficult

- Ask your teachers
- Go to the Flexible Delivery Centre
- Check with your Head Teacher whether Tutorial Support is available for your course. Otherwise, you must have a Disability, be from a country where English is a second language or be of Aboriginal or Torres Strait Islander descent to be eligible

If the course is not right for you, consider changing courses

- This may be possible in the first 3 weeks, if there are vacancies
- Talk to your teachers and/ or a TAFE Counsellor

If the study load is too heavy, consider dropping one or more subjects

- This is better than withdrawing from the whole course

Study out of class

- The amount depends on the level of the course and how good you are at that type of subject
- Talk to your teachers about what they expect, on average
- Look through your notes, underline key points, note things you don't understand and decide how you will find out more
- Mark on a timetable, due dates for assignments, exams, assessment tasks, other important events eg 21st birthday party
- Build in time for important daily things like sleeping, eating, part-time job, housework, socialising, exercising
- Get help with essay writing and report writing from the Flexible Delivery Centre
- ***Allow time for the unexpected***

When preparing for exams or assessment tasks, use as many senses as possible

- Read, write, say aloud etc

You don't have to like your teachers or classmates

- TAFE is like being at work: you don't choose the people you are with
- You **do** want to learn as much as possible from teachers
- You **do** need to be able to co-operate with fellow students so you can all learn
- You **do** need to be able to work in a group

It is common to feel overwhelmed in the first few weeks, when given a list of exams and assignments

- ***Remember, you don't have to do them all at once!***
- Try to identify why you feel overwhelmed
- List your commitments and the due dates. Plan when you will work on each one
- Talk to your teachers about an extension, if there are unexpected reasons why you cannot hand in an assignment by the due date.
- Some sections may require a medical certificate
- See a TAFE Counsellor

Keep your sense of humour!