STUDY TIPS GUIDE

Training

Developing Personnel Training & Consultancy

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STUDY YOUR WAY WITH
DP Training!

INTRODUCTION

At DP Training we understand that each individual has their own reasons to commence a study program, whether it is for ongoing professional development, changing a career path, gaining formal recognition for the work you do, returning to the workforce or simply starting out after time spent being away from a formal training environment. We are aware of the challenge it presents and offer assurance and encouragement to our students through providing a supportive, quality learning environment in order for you to reach your personal goals.

When you study, you devote your time and attention to gaining knowledge and skills in a subject area. This often requires discipline where you need to do research, reading, identification of important information and note taking for the purpose of increasing your knowledge and skills in the topic.

Learning how to study effectively is an important skill. When it is difficult to balance commitments, students can feel stressed and worn out from their life, work and course requirements and often end up struggling with learning, begrudging assessments, or ultimately dropping out of a course.

This guide is to help you organise how you study best and includes study tips that you can use to be successful in the course you are undertaking. The following sections provide a general understanding on the processes involved in effective studying that you can apply; particularly in a vocational education environment where applying skills and performing tasks is as critical as knowledge of a subject area.

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OVERVIEW

DP Training can offer all students a study option that suits your individual needs and provides ongoing support to cater to your individual circumstances.

DP has developed a model that allows you to study your way with the support of reference materials, learning resources, virtual classroom learning via ZOOM , weekly trainer support sessions, student portal access for direct trainer support and control over your learning along with an online eLearning platform to ensure a robust blended learning program where students can progress comfortably with self-paced learning.

GETTING STARTED

The purpose of this guide is to assist you with the systems you will be using as a DP Student. It will explain what the systems look like and how you can use them. These systems include the Student Portal, and the e-learning platform. The main difference between these two systems is the Student Portal is where you can update your details and where you will be able to view and download your Certificate and Transcript when you complete your course, and the eLearning platform is where you can access and work through your learning resources.

You have now received your welcome letter and invoice via email. Please read through your welcome letter as it contains important information for your enrolment, including course duration, expectations, details on vocational work placement and much more.

DP Training will be contacting you via your phone number and email, so please ensure your details are always correct using the Student Portal.

If you have any questions, please do not hesitate to contact our friendly admin team on 1300 130 487 or adminteam@dptrainingconsultancy.com

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DP LEARNING HUB

Student Portal

Our Student Portal is a system where you can view information about your selected enrolment and update your personal details, this is your personal access to see your records!
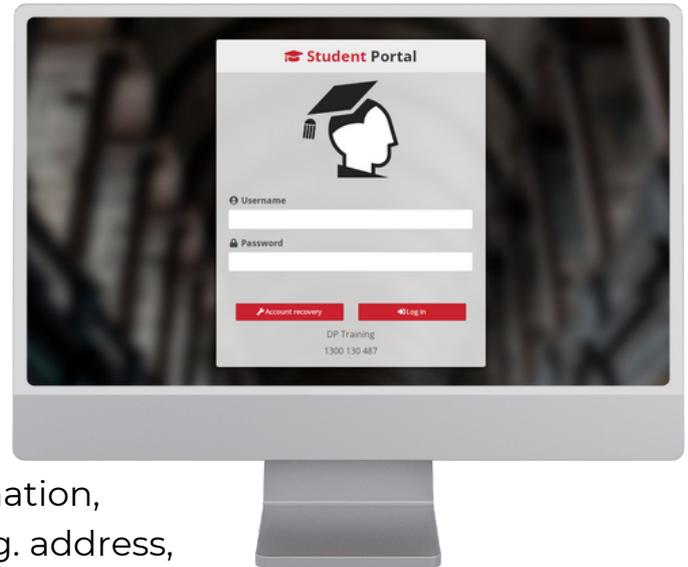
You can use the student portal to;

- Manage your own enrolment information, making updates where necessary e.g. address, phone number etc.
- Track your progress such as units completed and the results as competent, not yet competent or continuing.
- Contact your trainers directly through message services.
- See feedback from your trainer regarding your submitted work
- Access your award and letter of completion once finalised.
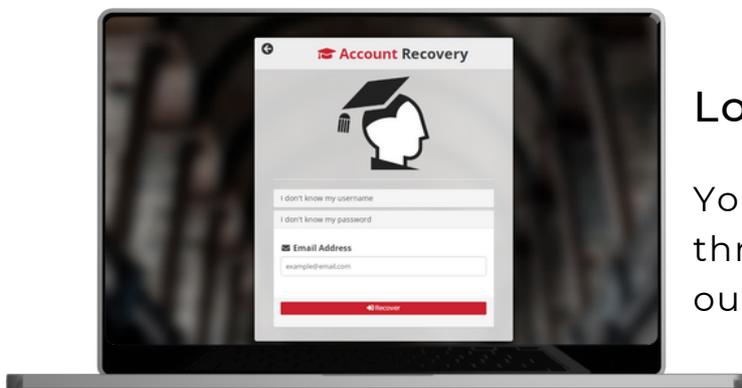
Logging in for the first time

You can access the student portal through the DP Learning Hub on our website.

1. Click "Account recovery"
2. Click "I don't know my password" and enter the email address you provided DP Training on your enrolment form
3. Click recovery and you will receive an email to reset your password
4. In the email, click the reset password option
5. Create a password you will remember
6. It will then take you back to the student portal and login using your email and the password you created

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DP LEARNING HUB
Navigating the Student Portal

Dashboard

When you log in, you will see the Dashboard. This is where you can see a snapshot of your unit completions, and any upcoming tasks or events. You will also be able to see recent messages from your trainer.


Notifications

The bell icon is for your notifications. It allows you to access a quick view of recent activity from your trainer such as file notes and messages. You can change notification settings to receive an email when activity happens in the portal.

DP LEARNING HUB
Navigating the Student Portal

Personal Details

The Personal Details tab will have all the details you provided on your enrolment form already filled out. If you need to change or update your details, you can click "Edit Details". This can be edited at any time. We encourage students to confirm all contact details are correct to ensure you can stay up to date with all correspondence from DP Training. For DP@Home students where workbooks are being posted out, it is important to always ensure your postal address is correct. If DP Training is required to re-post workbooks due to your address being incorrect, there may be a fee associated with this.
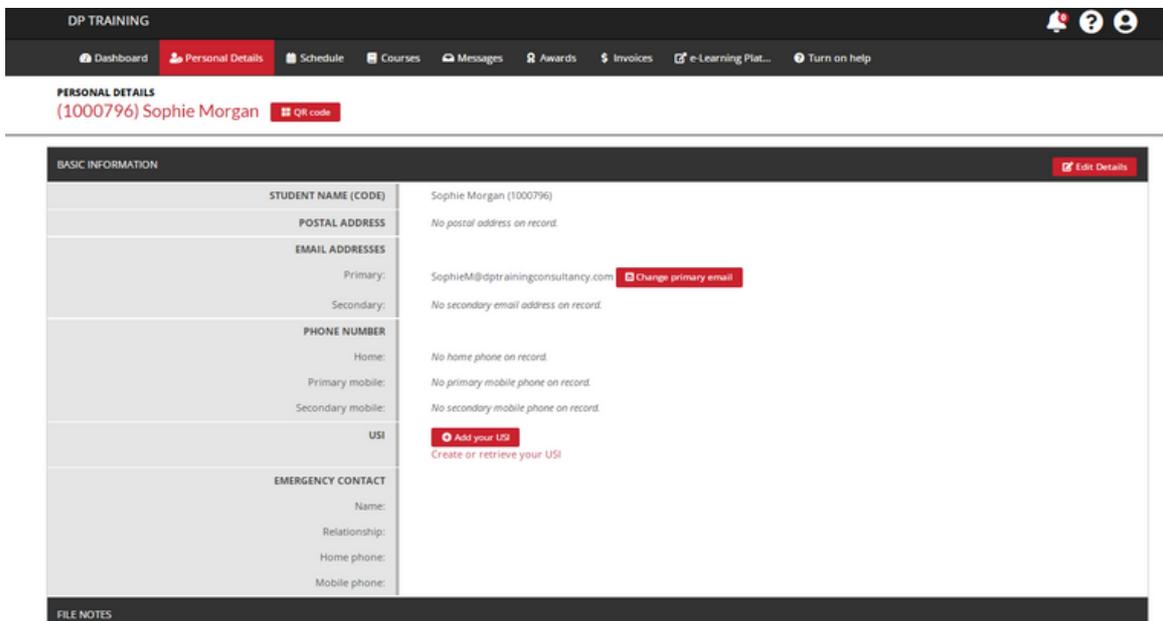
Schedule

This section is for face to face training students only, to see their class schedule.
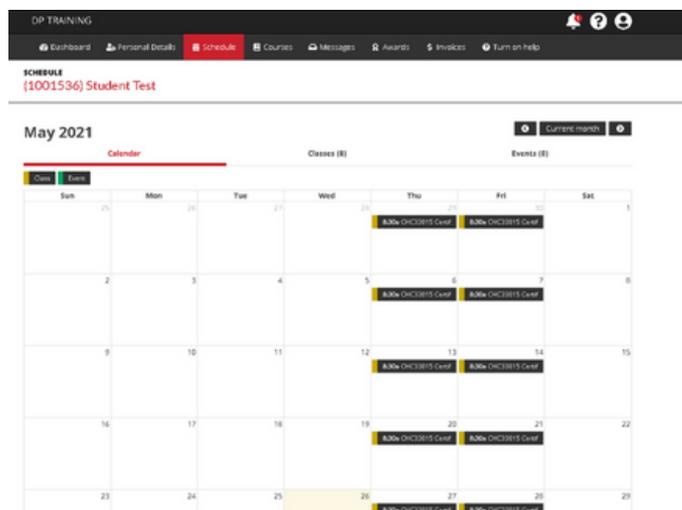
DP LEARNING HUB
Navigating the Student Portal

Courses

This is where you will be able to view information such as contact details, trainers name, as well as a list of all your units, and your status (result) for each unit.

Status (Result)

The status colum represents your result for the unit.

Competent - You have completed all requirements for this unit.

Continuing - There is outstanding course requirements. Please speak to your trainer if you are unsure what else is required.

Unit Commenced - The resources have been released, either online or posted to you address on file (depending on your course delivery mode).

Messages

You will now be able to contact your trainer through the messages tab in the portal. This will send a notification to your trainer when you send them a message.

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DP LEARNING HUB
Navigating the Student Portal

Awards

Congratulations! Your trainer will advise when you have completed all the required tasks for your course. DP Training then has 30 days to issue your Certificate and Transcript. When this has been issued, you will receive an email congratulating you and prompting you to log into the student portal to view and download your letter of completion, Certificate and Transcript. You will always have access and download your Certificate and Transcript.
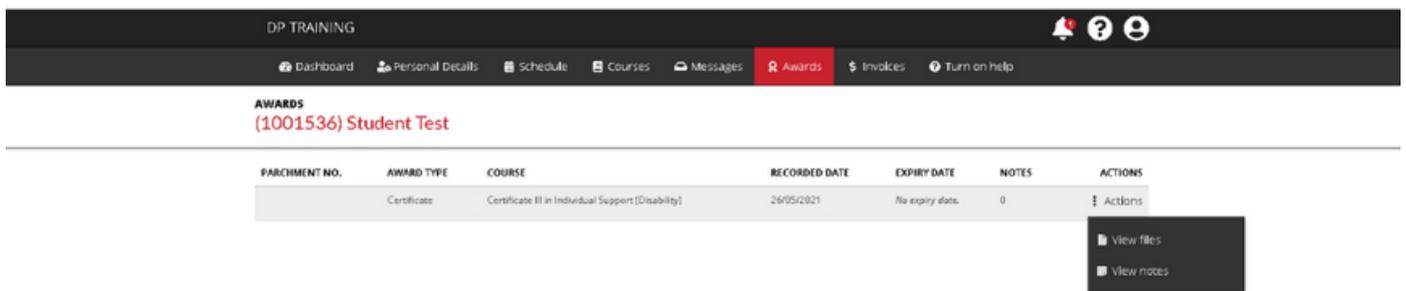
To Access Your Award

Click the icon where a box will pop up. You then have the option to preview file or download file for printing purposes. If you have any issues, there is a help guide avaliable with trouble-shooting tips avaliable on our website.

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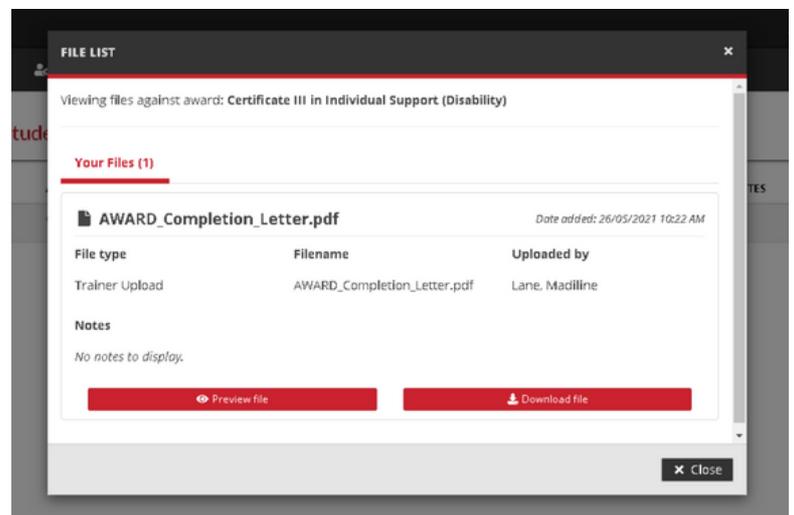
DP LEARNING HUB

DP Tip!

Award Verification

If you ever need to verify your Certificate has been issued by us, and is true and correct, you can visit the Award Verification tab on our website. Simply enter your name and the parchment ID listed on your Certificate and click 'Verify'.

Award Verification

Developing Personnel Training & Consultancy (RTO 31888) issues a Qualification or Statement of Attainment to participants who are deemed competent against set assessment criteria.

These certificates are issued either electronically or via the post upon successful completion of a course.

In order to verify the Authenticity of a Certificate (Qualification or Statement of Attainment) issued by Developing Personnel Training & Consultancy, please enter the required details below.

> Given name

> Surname

> Parchment ID

VERIFY

Leave us a review!

We are always happy to get feedback from our valued students. Reviews from amazing students like you help other students make confident decisions about their study options.

You can leave us a review on Google, or on our website. For our website please send us an email with what you have to say, and we will publish it under our testimonial section.

Reviews ⓘ

Write a review   Add a photo

62 Google reviews

A "Great **experience** and great training good **instructor** very welcome **place**"
★★★★★

A "**Trainers** are knowledgeable - highly recommend."
★★★★★

L "The **diabetes awareness workshop** was a very informative and well organised."
★★★★★

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DP LEARNING HUB
eLearning Platform

Logging in for the first time

Our eLearning system is for you to access your training modules, completing each of the tasks and submitting your assessments to your trainer/assessor, uploading additional evidence for assessment/marking.

We have included some detailed instructions to assist you in learning how to navigate the Catapult online eLearning platform.

You would have received a "Welcome to your online learning" email once your account has been activated.

Click "Confirm my username" and you will be taken to the online learning platform in your browser.

To get started, please confirm your username by clicking the button below:

Confirm my username

This will ask you to make a password for yourself. After doing so, you will be able to log in any time at:

- https://dptraining.learnlogin.com.au

We hope you enjoy your online learning experience!

Warm regards,

The team at Developing Personnel Training & Consultancy.

https://dptraining.learnlogin.com.au

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eLearning Platform
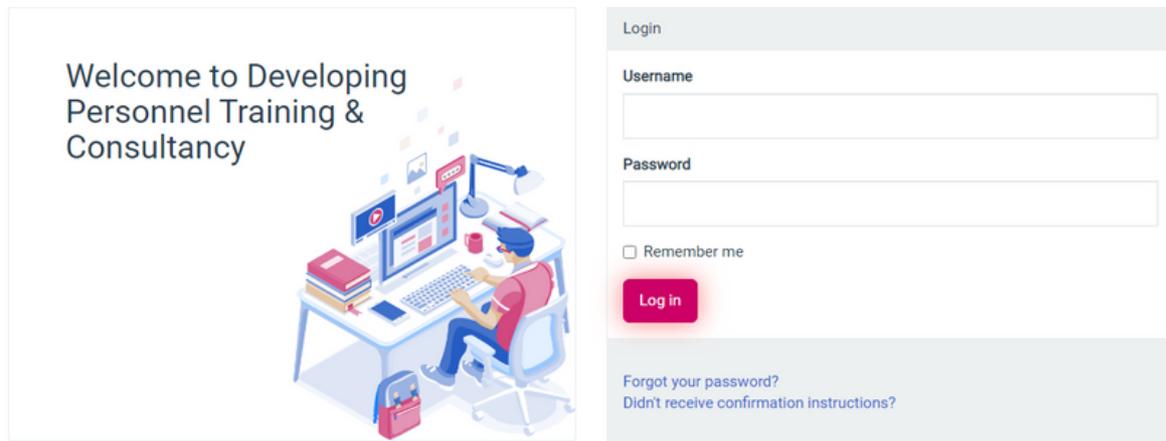
You will be asked to create a password. Make sure this is a secure password that you will not forget. Once you have created a password it will take you back to the above screen for you to log in with your username and password. Your username will be your email address and the password will be the one you have just created.

When you login to the portal for the first time, you will be asked to read through and confirm a Learner Use Policy.

It is Recommended you use a laptop or computer over an iPad, phone, or tablet device. This is due to the nature of online study, and the requirements of some of the assessment questions.

DP Tip!

If you ever forget your password, you can reset it using the 'Forgot your password?' option on the log in screen. Enter your username, which is your email address and select 'Send me reset password instructions'. This will then send an email to you with a link to reset your password. This may take a few moments to come through to your email, and may accidentally go to your junk folder.

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DP LEARNING HUB
eLearning Platform

Notifications

When you login you will have a notification in the top right corner. By clicking on this, you will see this navigation menu.
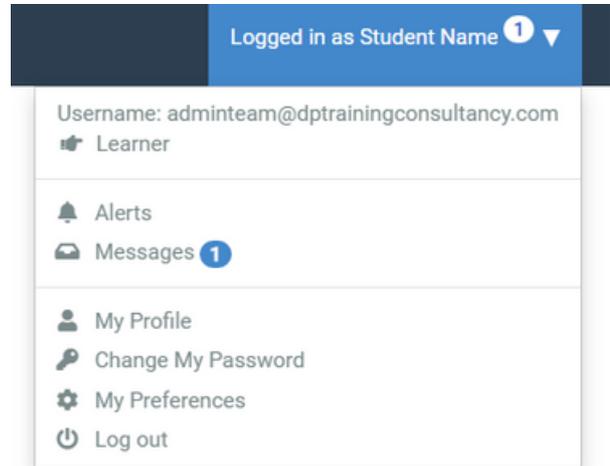
You will recieve a message when you have been released learning resources, when your trainer marks your learning resources and provides feedback, or when your trainer sends you a message. Be sure to check your messages regularly.

Logged in as Student Name 1 ▼

Username: adminteam@dptrainingconsultancy.com
Learner

🔔 Alerts
📭 Messages 1

👤 My Profile
🔑 Change My Password
⚙ My Preferences
⏻ Log out

Inbox messages

+ New message

| Messages from people | Messages from the system 1 | All messages 1 |

Inbox
Sent
Trash

	Subject	From	Date
☐	Student, you have been enrolled in 2 new units	Sophie Morgan	24/02/2023 03:11 PM
☐	Test, welcome to your online learning!	info@dptrainingconsultancy.com	24/02/2023 02:57 PM

Show 20 ∨ entries   Displaying **all 2** items

Change My password

* Current password

we need your current password to confirm your changes

New Password

leave it blank if you don't want to change it

Password confirmation

Cancel   Save

Change My Password

You are able to update your password at any time in the 'Change My Password' tab. Don't share your password with anyone, and don't save the password to the computer if you are using a comunal or shared computer.

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eLearning Platform

My Profile

Details

First Name
Student

Last Name
Name

Email
Adminteam@dptrainingconsultancy.com

Username
adminteam@dptrainingconsultancy.com

Preferences

Created
24/02/2023 02:57 PM

Last updated at
24/02/2023 03:10 PM

Last activity at
02/03/2023 02:23 PM

Address

Contact Numbers

Cancel   Edit

You are able to update your details in 'My Profile'.

You can update:
- Your name
- Your email address
- Your preferences
- Your address
- Your contact details

DP Tip!

If you are updating your name/contact/ address details, this will not automatically update in other systems, so please either also update your details in the student portal or advise our team on 1300 130 487 or via our email adminteam@dptrainingconsultancy.com

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DP LEARNING HUB
eLearning Platform

When you login, you will see you have been released two units. Your trainer will advise our admin team when you are ready to have two more units released to you. Your trainer will recieve notification when you submit a unit.
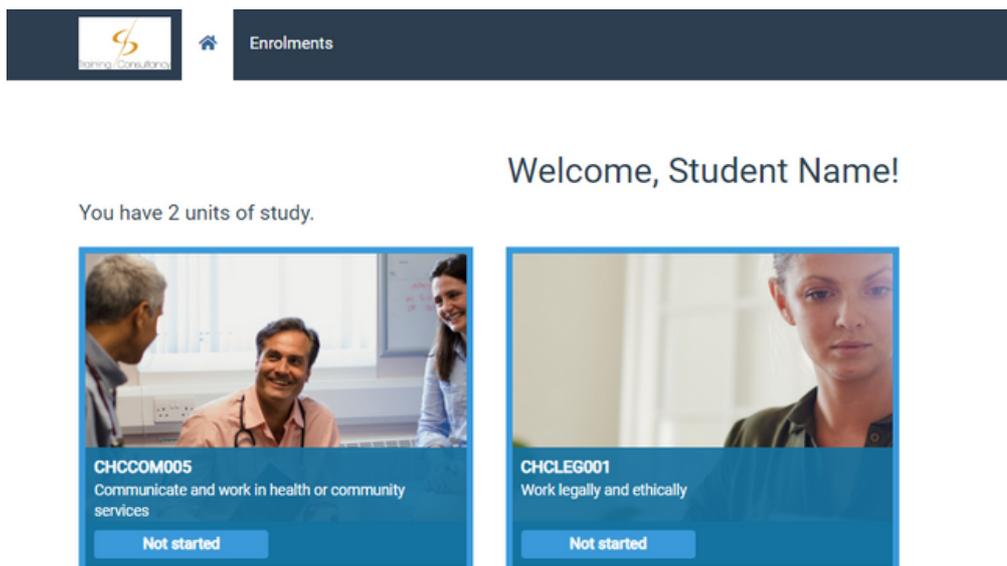
You can click on the unit to open it. This will take you to the unit home. From here, you can navigate through the side tab options, Learning resource, Assessment, Supporting info, My notes, Search, and Timeline.

DP LEARNING HUB
eLearning Platform

Learning Resource

You are able to access the learning resources from the 'Learning resource' tab. The resources are broken up by topics, which then have the information clearly laid out for you to read through. You are able to read through each topic at your own pace, and you are able to bookmark specific pages for you to find quickly later. You are also able to add notes at any time.
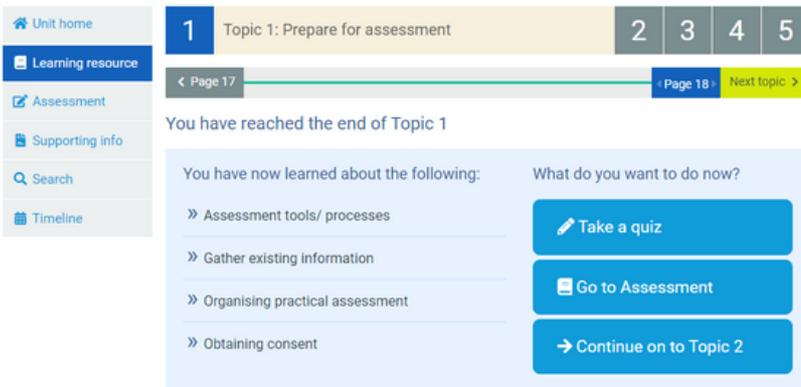
Quiz

After you have read through each topic complete the quiz on what was covered in the topic. This is a handy tool for you to check your understanding of the topic before moving to the assessment.

Assessment

After you have completed the quiz, you are ready to move onto the 'Assessment' tab. The assessments are in three parts: knowledge questions, performance tasks and projects. You are able to jump between the 'Assessment' and 'Learning Resource' tabs.

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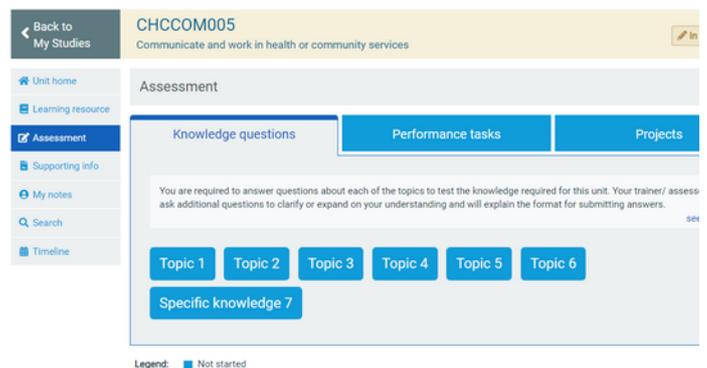
DP LEARNING HUB
eLearning Platform

DP Tip!

We recommend opening the e-Learning platform in two different tabs so you are able to look at the learning resources and complete the assessments at the same time.
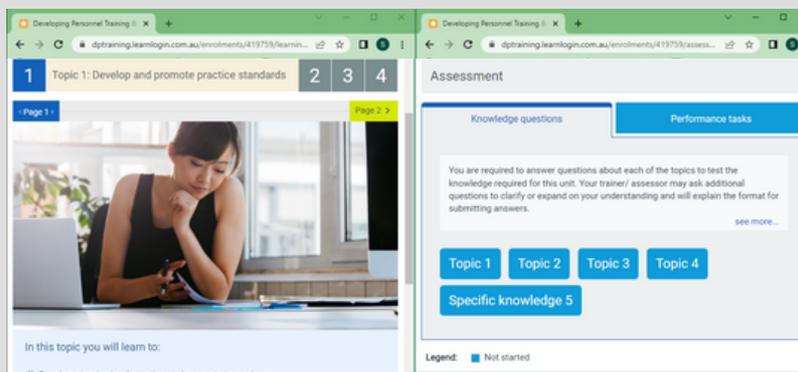
Supporting Info

This section is where you can find and download editable PDF's for the Assessment agreement, foundation skills checklist (a language, literacy and numeracy checklist to ensure you are capable of completing the unit), and the third party evidence collection agreement.

For each unit, you will be asked to complete the 'Assessment agreement'. By signing this form, you agree to all the points listed on it, including that all work submitted is wholly your own work. Please email the completed form to your trainer.

If you feel you are struggling with the unit, please contact your trainer and they may complete the foundation skills checklist with you to see how we can further support your learning.

The third party evidence collection agreement is necessary where the observation is undertaken by a third party.

If you feel you need further information and evidence, please contact your trainer to discuss appropriate additional resources.

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eLearning Platform
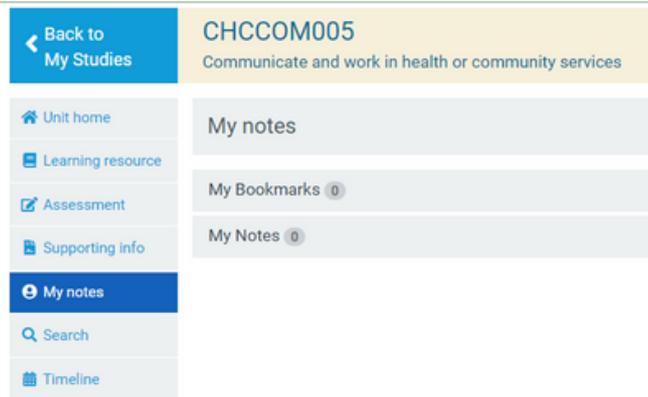
My Notes

The 'My notes' tab is where your bookmarked pages, and any notes you have made while reading through the learning resources, will appear.

Search

You are able to search through the whole unit for any specific phrase or word at any time via the 'Search' tab.
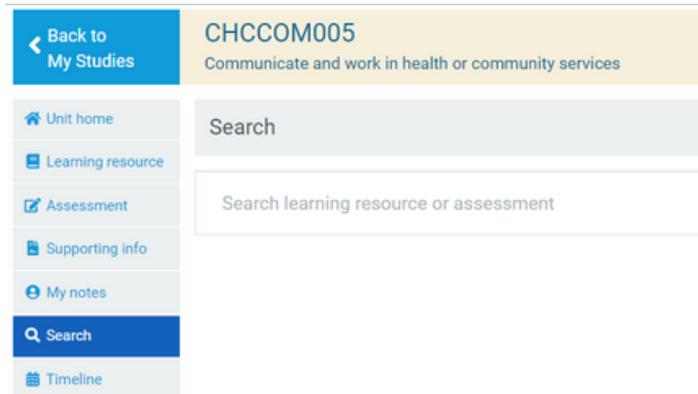
Timeline

The 'Timeline' tab will record any activity you do in the unit. this can include: opening learning resources, opening and answering assessment questions, and submitting the unit.

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eLearning Platform

When you are answering the questions, you can click 'Save' at the bottom of the box for your answer to save what you have written. If you make any changes, a notifiction will appear below the text box to promt you to save your answer before you leave the page.

Once you have answered all questions to the best of your ability, click the 'Submit' button on the top right corner to submit the unit to your trainer for marking.

DP Tip!

When you are submitting a unit, make sure you have answered all of the questions. If you accidentally submit the unit early, you can contact our team on 1300 130 487 to resolve this for you.

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Virtual Learning and Support Sessions

Virtual learning, assessment and or support sessions may be held in a ZOOM room, which can be accessed via either computer or mobile phone. ZOOM login details are made available in your Welcome Letter, or via email.

It is important you attend these sessions as your Trainer will be providing information and support to assist you to complete the learning and assessment tasks.

ZOOM Meeting Room

You will require a system that has both Video and Audio capabilities, or have a headset with both earphones and microphone. Most computers/mobiles have both video and audio capacity, and you are able to test both out prior to entering the room.

1.   Visit https://zoom.us/ and click on 'Join a Meeting' (no need to Sign in)
2.   Follow prompts to either enter directly into room OR Download and run Zoom
3.   Enter Meeting ID provided by Trainer: [meeting ID]
4.   If "Launch Application" pop up box comes up – choose ZOOM (this won't occur on all devices)
5.   Enter Meeting Password provided by Trainer: [password]
6.   If meeting has not started, you will enter a 'waiting room' and be able to follow prompts to test computer Audio/Video
7.   Change Personal Link Name – this will show up on the Meeting so we know who you are
8.   Click 'Join Meeting"
9.   Click YES to Video / Camera
10.   Click YES to Audio

zoom

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ZOOM Meeting Room

When you first enter the Meeting Room, you will need to wait for the Trainer to admit you to the room.
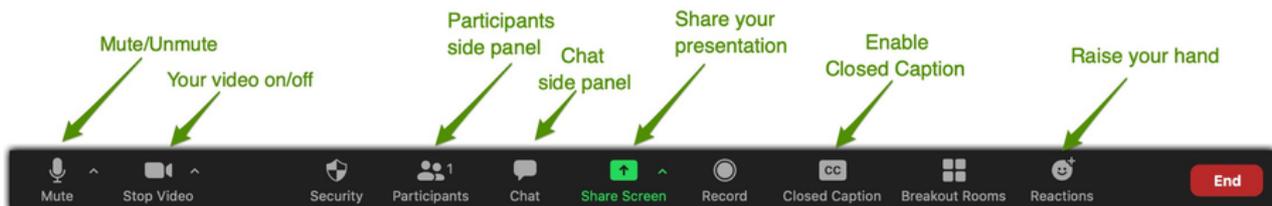
Using the Taskbar
Mute
You have ability to MUTE yourself during meeting - please be aware that microphone will pick up a lot of noise, so if you are not currently talking, this is advised.

Video
Ensure Video is on and camera aimed on face. Be aware of what is in your background as this will be visible to all.

Share Screen
Your Trainer will at times enable you to share screen – please wait for trainer to enable this as only one participant at a time will be able to do so. This will enable you to share documents / PowerPoints via document/photos/etc.

Chat
If you wish to send a message or question to one person in group or full group, this can be done either by clicking on CHAT, which will open up Zoom Group Chat on right of screen OR, click on Participant, then the person you wish to send message to – only this person will see the message

Other Options
If you have a question during meeting, you can click on More / Raise hand and trainer will see this and ask for your question/feedback as soon as possible

Leave Meeting
At end of meeting, trainer will either End Meeting, and room will be closed, or if you need to leave earlier, click on LEAVE MEETING on top right of screen.

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STUDY TIPS!

Deconstructing short answer questions

Many of the assessment questions are short answer questions. Short answer questions can sometimes seem overwhelming. Breaking down the question, and identifying the key words, can help you understand how you should respond.

Consider the following question from the unit CHCDIV001 – Work with diverse people:

Community attitudes and structures of culture, language and workplace policies influence people and groups and will all have an impact on community services work. Briefly explain the impact of each of these things.

To break this question down we need to identify the instruction words (they tell us what to do), content words (tell us what the question is about) and limiting words (tells us what information to use when answering). Example:
Instruction words are generally verbs, and they tell us what to do. (see list of instruction words on the following page). In the above question the instruction word is explain.

Content words are the main ideas and key concepts in the question. They carry the meaning of the sentence.These words tell you what the question is about. In the above question the content words are community attitudes, structures of culture, language and workplace policies influence people and groups.

Limiting words help focus your discussion, prevent your response from being too general, and tell you what information to use when answering the question. They might refer to a time, place or people/group. In the above question the limiting words are community services work.

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STUDY TIPS!

Deconstructing short answer questions

Explain means to focus on the why or how, giving reasons for cause and effect. To answer this question we need to address why or how community attitudes and structures of culture, language and workplace policies influence people and groups. Let's break it down further:

- How do community attitudes influence people and impact community services work?
- How does a persons culture or language influence people and impact community services work?
- How do workplace policies impact community services?

The below table lists common instruction words, and what they are asking you to do.

Instruction words	What you are being asked to DO
Account for	Give reasons for something.
Analyse	Focus on the 'how' and 'why' of a topic. Do not simply describe or summarise.
Comment	Make observations based upon what you have learned from the unit topics.
Compare	Find similarities and differences between two or more objects, ideas, events or theories.
Contrast	Similar to compare, but differences should be emphasised
Define	Give precise meanings with key details.

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STUDY TIPS!

Deconstructing short answer questions

Instruction words	What you are being asked to DO
Describe	Identify and outline the facts, processes or events. There is no need to explain or interpret, just provide a description and the most important points.
Discuss	Present a point of view after considering both sides of an issue or question. Your opinion should be supported by arguments and evidence.
Evaluate	Consider both strengths and weaknesses and make a judgement.
Examine	This requires you to investigate a topic thoroughly.
Explain	This requires you to investigate a topic thoroughly.
Identify	Highlight the main aspects of an idea, topic or a sequence of events.
Illustrate	Explain, clarify, make clear using examples.
Interpret	Express in your own words.
Investigate	Research, study and carefully survey all areas of the subject.
List	Write your answer as an itemised series which may be in point form.

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STUDY TIPS!

Deconstructing short answer questions

Instruction words	What you are being asked to DO
Outline	Provide main points and leave out minor details
Relate	Tell the story in a clear sequence, or, show how things are connected/similar to each other.
Review	Examine a subject critically, analysing and commenting on the main points.
State	Present the main points in a brief, clear sequence.
Summarise	Give the main points or facts in condensed form.
To what extent	Consider both sides, make a judgment and defend it. Similar to Evaluate or Discuss. Relate the progress, development or history of a subject.

Assessment Methods

Assessment volume must be sufficient to measure a person's ability to perform related tasks or roles consistently on a number of occasions to a level that meets industry standards and training package requirements.

It will not be a single assessment event and must be a minimum of two (2) forms of assessment evidence, unless prescribed as more by the training package requirements, and may include, but not limited to, the following assessment methods:

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STUDY TIPS!
Assessment Methods

Written Knowledge/Theory/Questioning

It is important to write within the Word Count. The word limit allows for a 10% margin. This means that if you are instructed to write 100 words, you need to write between 90 words and 110 words. There may be a penalty for writing beyond/below the word count.

- Learners have a maximum of ten (10) minutes per question to answer each individual theory question (unless otherwise stated on the assessment instrument)
- Learners have a maximum of two (2) hours to complete specific research-based projects and project-based report and/or case studies (unless otherwise stated on the assessment instrument)
- Assessors are provided with a criterion outlining acceptable performance benchmarks to measure the extent to which an assessment method or instrument is reliable and measures consistently the performance of you and ALL students.

Practical/Observation

- Learners must be observed demonstrating practical skills or simulated role plays, with a maximum timeframe of sixty (60) minutes for each practical assessment task (unless otherwise stated on the assessment instrument)
- Learners may be asked verbal questions whilst completing practical assessments, to integrate their knowledge with the practical application, will be provided with ten (10) minutes per question to answer the question verbally (unless otherwise stated on the assessment instrument
- Assessors are provided with a criterion outlining acceptable performance benchmarks to measure the extent to which an assessment method or instrument is reliable and measures consistently the performance of you and ALL students.

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STUDY TIPS!
Assessment Methods

Assessment and Assessment Resubmissions

Assessment due dates are set in the eLearning platform. Once a unit has been submitted, there are a series of steps in place to ensure timely feedback is provided to the student. The assessment will be marked and feedback will be provided to the student within two (2) weeks. Students who are not deemed 'Competent' on the assessment due date will generally have two (2) additional opportunities for Assessment Resubmission to complete ALL assessment tasks satisfactorily.

If a student receives 'NYS' (Not Yet Satisfactory) for an assessment, they will be given a 2nd attempt to submit the corrections within seven (7) days to allow the required study to demonstrate competence. If after the second attempt, the student has not completed the task satisfactorily and is not yet marked 'Competent', after consultation, the assessor may make alternative arrangements for assessment within seven (7) days. This may include:

- resubmitting incorrect answers to questions (such as short answer questions and case studies)
- resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task
- performing a role play after being provided with appropriate feedback following the original performance
- being observed undertaking any tasks/activities that were not satisfactorily completed previously, following the provision of appropriate feedback.

If after the third attempt, the student has not completed the task satisfactorily and is not yet marked 'Competent', they will fail the unit of competency and be resulted 'CNA' (Competency Not Achieved), and be required to pay the scheduled tuition fees to repeat the study period/subject/unit(s).

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STUDY TIPS!
Assessment Methods

Students – Breach of Academic Integrity Procedures

An RTO staff member may identify an alleged instance of alleged breach of academic integrity by a student. The RTO staff member will contact the Operations Manager with the allegation and any supporting evidence. Breaches of academic integrity include but are not limited to:

- Plagiarism;
- Committing an act of collusion;
- Falsifying or fabricating data, results, references, sources, other information;
- Cheating or attempting to cheat in examinations or other forms of assessment including but not limited to:
  - Dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them by any means whatsoever;
  - Taking into, or using in connection with, any assessment session any unauthorised textbook, notebook, memorandum, or other written material or mechanical or electronic device;
  - Consulting any personal materials without permission to do so;
  - Leaving answers exposed to view, or persistent attempts to read other student examination answers;
  - Behaving in a manner that compromise the integrity of the assessment process; and
  - Acquiring, attempting to acquire, possessing, or distributing examination materials and information without the authorisation of the appropriate officer;
- Impersonating or allowing himself or herself to be impersonated by any person in, or for the purposes of, any assessment item;
- Behaving in any manner that may provide a misleading basis for assessment;
- Tampering or attempting to tamper with examination scripts, class work, grades or class records or official Testamurs;
- Acquiring/receiving and/or using copies of confidential worked solutions; and/or
- Voluntarily and consciously assisting another student in the commission of one or more of these breaches

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STUDY TIPS!
Assessment Methods

Assessment outcomes

Each assessment task will be marked and an outcome of either Satisfactory (S) or Not Yet Satisfactory (NYS) achieved. Students must complete all tasks for the unit of competency satisfactorily to achieve an overall outcome of Competent (C). If one or more of tasks are assessed as 'Not Yet Satisfactory' (NYS), students will be given an overall outcome for the unit of Not Yet Competent (NYC).

The assessment will be marked and feedback will be provided to the student within two (2) weeks. Students who are not deemed 'Competent' on the assessment due date will generally have two (2) additional opportunities for Assessment Resubmission to complete ALL assessment tasks satisfactorily.

If a student receives 'NYS' for assessment, they will be given a 2nd attempt to submit the corrections within seven (7) days to allow the required study to demonstrate competence. If after the second attempt, the student has not completed the task satisfactorily and is not yet marked 'Competent', after consultation, the assessor may make alternative arrangements for assessment within seven (7) days.

Assessors are required to use the 'Record of Assessment' to result and record the assessment decision for each task. The Record of Assessment Outcome on the final page of the Student Assessment Tool should be completed by the assessor.

Student Assessment Appeals

DP Training recognises that effective complaint management and the equitable review of decisions contribute to a positive and supportive learning environment for students. You can make and academic complaints about the content, design or delivery of an academic program, clarity of an assessment item, DP equipment, facilities or resources, or feedback provided by academic staff. Refer to your Student Handbook for more information about our appeals process.

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STUDY TIPS!

Effective study skills

Time management
- Schedule a certain time of the week devoted mainly for studying.
- Make sure that your space for studying is uncluttered and free from any distractions. You may choose a corner of your house or room mainly for this purpose.
- Make a weekly list over the subject areas that you need to study. A planner or a calendar is helpful.
- Prioritise subjects that are challenging for you and allocate more time on these.
- Participate in a study group if this is available – other's viewpoints will give you a fresh perspective when studying. Plus studying with others can be motivating!

Plan ahead of time
- Make a list of your priorities and when you draft your schedule, make sure not to draft it too tight! Make room for emergencies because you will never know when they might happen. At least you are prepared in case something happens.
- Socialising is important but make sure to keep it minimal, especially if you have a tight schedule. You can meet your friends or do your not-so-important-activities after you have done your important tasks.

Find your Rhythm
- It is important to find your rhythm when you study. You will also gain better focus if your body and mind are in unison. It would be hard to concentrate if your body keeps doing other activities (such as checking your mobile phone) as your mind tries to focus on studying.
- Your body and mind should be doing things that can help you study better.

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STUDY TIPS!

Effective study skills

Practise healthy habits and lifestyle

- You need to give your body the right sustenance it needs to stay fit and healthy. You need to rest when it is time to rest.
- Don't stay up late! You need to be asleep at a reasonable time such as 10.30pm. As you sleep, your brain is busy converting all the information you gathered for the day into long term memory.

Reading and comprehension

- Skim - Start by clarifying your purpose when reading material. This will 'set the tone' for your reading and comprehension. Skim the title, summary, and main points of the chapter. The headings and subheadings will highlight the key ideas in the text.
- Question - You might devise questions as you progress through your reading based from the headings and subheadings. This will help you concentrate and test assumptions you might have of the topic.
- Read - Budget your time over how many minutes you will devote for each chapter or section.
- Recite or visualise. For some topics, these approaches are helpful for retention and memorisation. Take time off from reading and recite key points or ideas that you remember. For practical skills, visualise a person performing the task or job correctly – what is the person doing at each point to make sure the task is successfully completed?
- Review. Read summary sections of the material where available or note your own summaries – these will be useful when reviewing the section in future for assessment.

Remember that reading and comprehension are two and different things. So is understanding and memorising. It is important that you comprehend what you have read and what you take as notes as this will be retained in the long run.

STUDY TIPS!

Effective study skills

Note taking

- When note taking, write down only the most important points or key words, and elaborate them in your own words. This aids in developing your understanding of the topic. However, be careful to retain technical words, jargon or acronyms as they are given.
- Date all notes and use proper headings to assist in your review of the notes at a later date.
- Never crowd your notes. Focus on keywords that are important. Unnecessary information will just confuse you.
- Using different colours for note taking can help to retain the most important aspects of your notes.
- Review notes within 24 hours of taking them – this will assist in your recall of the information in future.

Ask for help

- If there is something that's bothering you or something is not clear to you, then it is fine to ask for help. You can ask your facilitator, friend, classmate, or family to help you out, especially if you can't find a clear answer from your book or the net.
- Instead of wasting too much time trying to find the elusive answer to your questions; it is best to ask!

Preparation for assessments

- Make sure you know what the requirements of the assessment are in advance, and also any options that might be available to you.
- Identify areas of weakness in your skills or understanding so that you can devote your time more on subjects you are not familiar with.
- Make flashcards of key information for every subject area of your notes.
- It is not ideal to 'cram' before an assessment. The most effective approach is to review topics progressively until you have comprehended or memorised all key information.
- The following sections provide further detail on key study strategies that might assist you.

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STUDY TIPS!

Taking notes

Taking notes is a skill that must be learned by every student who wants to succeed. Writing down the important concepts will assist your learning. Taking your own notes forces you to listen closely during a class or event and also allows you to put the concepts in your own terms, which makes the subject area easier to understand.

There is no such thing as a right or wrong way when it comes to taking notes as you can develop your own style that you find most effective. However, adopting certain techniques will enhance your note taking skills, give you a sense of organisation, and improve your performance. Here are some tips that will help you take down notes effectively.

Be a good listener
Listening intently throughout a class or event is the first key to taking effective notes. Give your full focus on the facilitator and try not to be distracted by other students or sounds you may hear. Make sure that your mobile phone is either in silent mode or turned off.

Focus on key points
There is no need for you to write down everything that is being said by a facilitator. Taking notes also requires good judgement as you should identify the important and relevant points that need to be written down. When your facilitator stresses a key point, it must be important so jot it down! It is also recommended that you pay close attention to any documents or charts that are presented. Any unfamiliar words or facts should also be jotted down on your notes so you can investigate these in your review.

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STUDY TIPS!
Taking notes

Note taking methods
You have to develop a method of taking notes that fits your learning style and is most helpful to you. You may colour code your notes, using different coloured pens to identify important terms. Or you may find the use of flash cards more effective in memory recall. As facilitators tend to speak fast and keeping up is hard to do, you may use abbreviations when writing instead of trying to write the entire sentence.

Edit and organise your notes
Review your notes and make any modifications that you find necessary. It is ideal to do this within 24 hours of the event so that it is still fresh in your mind. As you take notes during an event, there can be a tendency for notes to be disorganised, especially when the facilitator changes or inserts a different topic and later goes back to the original discussion. It is helpful to rewrite your notes in a more organised manner.

Placing dates and chapter references on your notes will make it easier for you to look up relevant information later when you study.

And remember – if you take notes on your laptop or device, it is best to keep a backup file!

Motivating yourself to study

Motivation is helpful for our daily lives to achieve positive results in any activity. A motivated student finds it easier to reach the extra mile and all the necessary steps that are needed to be successful. Greater motivation will assist you to learn and study more with focus and concentration.

Procrastination is the number one enemy!

Here are some tips on how to study with motivation and beat procrastination.

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STUDY TIPS!
Motivating yourself to study

Create a goal
Goals and objectives are very powerful motivation setters. These can either be short-term goals or long-term goals. Goals will keep you on track and help you stay positive.

Start studying *now*
This may sound cliché, but difficulty in studying has a lot of causes. These includes watching TV, social networking, being distracted by friends, and more. Stop wasting time! Therefore, to start studying, is just to start studying itself. Boost yourself to get started, or you might force yourself to study for now and eventually learn the basics. It is all worth it!

A comfortable environment
This is vital. Even if you are well motivated, if you are in a crowded and noisy place, your concentration level will drop. It adds to your motivation when your environment is relaxed, quiet and conducive to study.

Reward yourself!
Celebrate when you achieve a goal or finish a difficult topic. Rewarding yourself for small achievements on an ongoing basis will assist with motivation and support your hard work.
Your enthusiasm will overcome the initial hindrance and obstacles to motivate yourself.

Managing study time
There are a number of different strategies that you can use to manage your time effectively and allocate study time.

It is useful to consider how you spend your time every day. You can jot down your activities and try to eliminate the things that you find unnecessary. You might find it challenging to manage study time at first until a routine is established.

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STUDY TIPS!
Managing study time

Prepare a schedule

Once you have your course schedule, you can prepare your overall weekly schedule to follow. When preparing a schedule, start with all your fixed commitments. From there, it is easier to consider study time and free time. Your schedule might look like this:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am	Breakfast – Get ready						
7am	Exercise	Review	Exercise	Review	Exercise	Breakfast – Get ready	
8am	Review		Review		Review		
9am	Class	Class	Work	Class	Study	Work	Sport
10am							
11am							
12pm	Lunch						
1pm	Work	Lunch					Lunch
2pm		Class	Class	Class	Class		Study
3pm							
4pm							
5pm							
6pm	Dinner			Work	Dinner		
7pm	Free time	Study	Study		Free time	Free time	Free time
8pm							
9pm		Free time	Free time				
10pm – 6am	Sleep						

DP Tip!

In order for you to stay on track, it is reccomended you submit a unit every two weeks. If you need extra support to be able to achieve this, please contact your facilitator to arrange a support call or one on one zoom session.

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STUDY TIPS!
Managing study time

While your schedule might look quite different, depending on your family commitments, work commitments, course study mode and personal preferences, the key is to ensure that your schedule is balanced, with study time and free time scheduled around your other key commitments at times that are conducive to successful study whilst also enjoying life!

You need to plot your course schedule first, and you can put your study time and other important things that you need to do in the blank blocks. Make sure you prioritise well when plotting your schedule, and don't forget to plot your breaks, including lunch and dinner!

Look for the ideal study spaces
In each location where you study – such as at home, work or at the course provider, look for the most ideal spot to study. This should be free from distraction. You also need to refrain from using your phone and other gadgets while you are in that area. Your goal is to maximise your concentration. It is also advisable to have a back-up space in case your ideal study space won't be able to serve its purpose at a certain time.

Review your notes and readings
Before the class or event starts, it is best to review your readings and your notes so you can ask your facilitator if something is unclear to you. This will also demonstrate that you are interested to learn more.
You also need to review your notes and materials soon after an event concludes. The first 24 hours of covering fresh information is critical – this is the time where information is held in your short-term memory and further review is needed to assist in memorising the information for the longer term.

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STUDY TIPS!
Managing study time

Do the most difficult task first
When studying, your mind works at its best if you are full of energy. Make it a point to do the most difficult task first when you still have ample amount of energy. You need to determine which subject or task is most difficult for you and start with that subject first.

Use your free time wisely
You might need to devote your free time searching for other resources that can help you with your study. Don't make room for other activities, which are not important, until your work is done. Keep in mind that it is easier to enjoy fun moments if you don't need to worry about overdue course or study matters.

Conduct weekly reviews
Weekly reviews can help you remember and refresh the things that you have learned so you won't forget them. And it will also assist you monitor your own progress and keep you on track. It is important to determine the best time to do your weekly review and learn to turn it into a useful habit.

Choose the best study time strategy that works for you. Remember that no two people are exactly alike. A certain study strategy might work for your friend, but not for you and vice versa. You need to find the best study time for yourself and stick to it.

Thinking techniques

Logical thinking or sometimes called critical thinking is defined as the way in which you think, view, assess, and create a structure in order to deepen the comprehension and analysis of your study. A range of thinking techniques below may assist in your study.

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STUDY TIPS!
Thinking techniques

Mnemonics

Mnemonics are used as a memory device that will help you recall the numerous pieces of information, as it requires to memorise lists, names, characteristics, parts of a process, stages and phases. This is used to increase recall. Some of the ways in which you could use mnemonics would be associating information with letters of the alphabet, music or names.

Analysing Skills

Some subjects need deeper analysis. There is a need to know how to analyse concepts and ideas before you can properly explain them.
Take the most important part of the subject and write your ideas on the right-hand side of your notes. Next, draw relationships by placing arrows or lines on topics in which you think are related.

Brainstorming

Brainstorming is a technique to boost your mind's creativity. If you are using this for problem solving or for group work, all you have to do is to list down as many ideas as possible. There is no such thing as a right or wrong idea so go ahead and list everything. Once all ideas have been noted, look for the most appropriate idea or common threads. This will assist to achieve the task or solve the problem.

Questioning Skills

Questions are great ways in which you can hone your thinking skills. It will also promote a spirit of questioning. You can prepare questions that you think will be asked, then provide your answers from your readings or notes.

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STUDY TIPS!
Thinking techniques

Interpretation Skills

This is your ability to analyse and communicate what you have understood and feedback this to others. You use your readings, observations and inference skills to make a good interpretation of what you have studied and explain your understandings to others. Ideally the people you select are aware of the topic and can discuss their understanding and views also to provide you with feedback.

Remember your thinking ability will be aided by sleep, exercise, a balanced diet, quiet music, water and most of all giving yourself rest periods so that your brain will be able to function well!

Assessments

Reports and projects

When preparing to complete a report or project, consider the scope and limitation of your work. Plan a working outline of information that will be included. This might include:

- Title page, which would normally include the title, your name and date.
- Acknowledgements when it is necessary.
- Table of Contents, which are in numbered form that states the corresponding pages.
- Introduction: The overview of your topic.
- Main content: Where the sections of the report or project are completed.
- Summary.
- References would be the list of authors or sources you used.

Remember to write in a simple and clear form.

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STUDY TIPS!
Assessments

Questioning, quizzes, interviews, or exams
Preparing for questioning assessments involves intellectual, emotional, and physical preparation.

Intellectual Preparation
- Give yourself ample time for study. Don't resort to cramming at the last minute. Do your reading days ahead of the slated day of assessment. This will give you time to be familiar with the notes you are reading.
- Ask what type of assessment you will be taking. Short answer questions, essay writing or other activities may require different study techniques.
- Practise on old assessments if these are available. This is useful, most especially when you are familiar with the techniques used in the assessment and also reinforces the subject matter.
- Organise your notes. This is when your note-taking papers are put to good use. Because you took down notes in your own words, it is easy to memorise them come examination time.
- Use charts and diagrams. These will assist with your recall – particularly with more complex concepts.

Emotional Preparation
- Listening to relaxing music will not only boost your mood, but it will encourage the cells of your brain to function well.
- Plan your assessment day well. Make sure you have everything you need. Forgetting items, you need may leave you worried and frazzled, which will not help you in gaining the momentum you need to answer questions.
- Group reviews are a great way of bonding with your friends but will also lift up your mood. It will also leave you more motivated to study because you will share the burden of studying with friends.
- Have a positive attitude! Negativity will cloud your mind and your judgment.

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STUDY TIPS!
Assessments

Physical Preparation
- There is no better preparation than a good night's sleep on the eve of your assessment. This will allow your brain to recover, and the rest will assist your memory.
- You might like to eat so called 'brain foods' such as nuts, fish, berries, yoghurt and choicest fruits.
- Drink plenty of water and eat nutritious food before and during assessments. Never skip your meals.

Referencing
Referencing is an important part of any written assessment work you complete.Referencing is a consistent method of acknowledging or citing another person's ideas, which you have used, in your own project or assessment.

Referencing has several important purposes:
- To uphold intellectual honesty (avoiding plagiarism)
- To attribute prior or unoriginal work and ideas to the correct persons or sources; and
- To allow the reader of the assessment to determine independently whether the referenced information supports the position or argument put forward in the assessment.

There are generally two parts to referencing: the note within the text of your assessment where the information appears and within the reference list provided with your assessment.

Note in the text of the assignment consists of the author(s) name and year of publication given wholly or partly in round brackets. Generally, you should use only the surname of the author(s) and the year of publication. Include page, chapter, or section numbers, preceded by a comma, if you need to be specific.

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STUDY TIPS!
Assessments

For example, a common referencing approach is the 'author-date' system as outlined below.

For example: (House and Willis, 2006, 56 – 67).
The full details of the source information should then be provided in a reference list at the end of your assessment. The reference list contains all the information that someone would need to follow up your source.

For example:
House, J., and Willis, P. 2006. Management fundamentals: a practical guide. 3rd edition. Melbourne: Knowles Publishing.
This full referencing provides author names and publication details including year, title, edition, location and name of the publisher.

Plagiarism
Cheating is the act of attempting to circumvent the assessment practices in an unethical or illegal manner.
Plagiarism is a form of cheating. Plagiarism is the practice of claiming or implying original authorship of (or incorporating material from) someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgement.

The following list outlines some of the activities considered plagiarism:
- Presenting any work by another individual as one's own intentionally.
- Handing in assessments markedly similar to or copied from another student.
- Presenting the work of another individual or group as their own work; and
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Cheating and plagiarism are serious acts and may result in a student being excluded from a unit, module, or a course overall. Where a student has any doubts about including the work of other authors in their assessments, they should consult with their facilitator or assessor before handing in their assessment.

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STUDY TIPS!

Success in online learning

There is a difference between online learning and the traditional learning format where students attend classes at an institution. With the virtual format of studying, you have the ability to study at your own time. This flexibility has many advantages but, unfortunately, too much flexibility and freedom can also be the cause of failing to complete the course requirements on schedule. Taking a course online is not as easy as it sounds, especially if you do not know how to handle responsibilities or you lack self-discipline. These tips can help you to be a successful online learner.

Establish a consistent study schedule

The lack of class schedules can always lead to procrastination. You may be tempted to delay your time for learning for another day that can negatively affect your studies. You have to create an effective working schedule for your online course and strictly adhere to it. Establishing a consistent study schedule is very important when you are taking online classes.

Communicate with your facilitator

It is important to communicate regularly with your facilitator and ask questions where certain topics are not clear to you. Usually, you can communicate by email or phone, through the online learning system such as discussion forums or chat rooms, or through a web conferencing system. When asking a question, make it clear and concise so your facilitator understands your query.

Connect with fellow online students

Having a connection with your fellow online students can have many advantages. You can even form your own study group online. You might use social media such as Facebook or Google Hangouts to communicate with other students, or your provider might have other web-based solutions to provide this service.

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FEEDBACK & FURTHER INFORMATION

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DP Training would like to invite you to contribute feedback on your learning experience with us. We encourage all students to contribute their feedback via email to info@dptrainingconsultancy.com.

CONTACT US

If you have a question that was not covered in this guide, or our Student Handbook, please contact our Administration team on:
P: 1300 130 487
E: adminteam@dptrainingconsultancy.com
A: 162 Abbotsford Road, Bowen Hills QLD 4006

If you would like further information on any of our process or procedures, you are welcome to view our Student Handbook, on our website: www.dptraining.com.au

DP Training would like to thank you for choosing us as your preferred training organisation.

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