

Scheme of Work 2008/09

This form is downloadable from the Quality Improvement page of the College Intranet.

Department: _____ Tutor Name: _____

Course Code: _____ Course Name: _____

Subject / Unit: Study Success Level: L1

Aims of Unit: To improve punctuality, attendance, time management, organisational, self motivation and study skills

Codes for Teaching and Learning Strategies: Methods and Resources column

A Lectures	E Practical Work	I Problem Solving	M Videos (showing or using)	Q Case Studies
B Dictation	F Assignments	J Computers	N Visits	R Open Access / Learning Facility
C Note Taking	G Group Work / Discussion	K Demonstrations	O Invited Speakers	
D Tutorials	H Integrated Work	L Role Play	P Work Experience (actual or simulated)	

Week and Date	Lesson Objectives Please use columns for sub-divisions if useful, e.g. grammar, reading, writing, listening, speaking, pronunciation, study skills	Key / Basic Skills Reference	Teaching and Learning Strategies: Methods and Resources, incl. student activity, use of ILT and other materials
1.	Introduction to unit: Know reasons for and consequences of lateness Know practical solutions for lateness Practise being punctual		
2.	Understand the importance of good attendance Know the consequences of absence Know sources of advice/guidance available in college for personal problems which may affect attendance Be able to identify and solve personal reasons for possible absence		
3.	Know the type of independent study required on course and number of hours expected per week Identify how a typical week is spent Identify where and when studying can take place in a typical week		

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4	Understand difference between child and adult in terms of self motivation Identify personal indicators of procrastination / distraction Know a variety of strategies to avoid procrastination and focus on work		
5.	Know a variety of revision and study techniques Identify preferred study technique		
6	Understand the importance of meeting deadlines and effective time management Know a variety of strategies to plan and organise time Be able to prioritise work		
7	Know the consequences and causes of stress Know strategies to avoid stress Know sources of advice/guidance available in college for problems related to stress		
8	Recap learning from unit Reflect on own study skills Identify personal study goals for ILP		