



STUDENT MANUAL



Courses Direct™
Make it Possible

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Mission

Make it possible.

To motivate, educate and inspire people to achieve their personal and professional goals through Distance Education."

The Courses Direct brand is about possibilities. We believe in motivating, educating and inspiring people to achieve. Whether our students' goal is to change careers, add to their skillset or learn more about a special interest, it is our role to help make this possible.

Vision

To be at the forefront of digital learning and the leading provider of Distance Education, while making education accessible to everyone.

Contact Details

Mail: Courses Direct
Po BOX 604
Charlestown NSW

Phone: 1800 66 39 89 (free call)

Fax: 02 4023 0210

Email: studentservices@coursesdirect.com.au

Student Services

Student Services is here to support you through your studies. We want to see you succeed in the goals you have set out to achieve, so please don't hesitate to contact us.

Phone: 02 4032 1810 (9am - 5pm Monday to Friday AEST) or

Email: studentservices@coursesdirect.com.au (anytime)



About Courses Direct

Founded in 2008, Courses Direct was the dream for our CEO Kevin Thompson to be able to make education accessible to every Australian no matter what their geographical boundaries were. From a small town in Newcastle NSW, Courses Direct came to fruition with the dedication of Kevin and our team of passionate staff who set about providing the best courses and creating long standing partnerships with other providers who were like minded.

With the development of ELearning, we were able to provide courses that educate Australians for both personal and professional reasons. Studying can be both rewarding and motivational, driving most students to take the initiative to develop a career or continue their thirst for knowledge.

We see an opportunity as something that students can experience through undertaking education. It creates the opportunity for personal attributes such as building a strong work ethic and self-discipline which are admired traits both personally as well as professionally.

Our plan for the future is to continue providing the best possible service to our students with a constant focus on the learning experience and what we can do to take education to the next level.

We hope to make education accessible to more students with Courses Direct taking the ELearning experience worldwide and reducing the limitations that other countries may face in the provision of distance education. To be at the forefront of digital learning and the leading provider of Distance Education, while making education accessible to everyone.

Message from Kevin

Thank you for choosing to study with Courses Direct. We are committed to assisting you on your journey as a student, and hope your online education experience with us is all that you would like it to be.

From my own previous experience in online learning, I believe the benefits gained from this opportunity enhance your chance of future accomplishments as you develop self-motivation, self-discipline and an independent work effort.

With the support from the Courses Direct team and your perseverance and determination, we hope that once you have finished your studies you believe in yourself. Believing in yourself will help you achieve your goals and allow you to go on to aspire to greater things.



Studying with Courses Direct

Courses Direct offers over 200 courses

Special Interest Courses

Turn a passion into a business, balance work and home, learn more about something you love.

Nationally Accredited Courses

Get qualified for a new industry, up-skill for a promotion, make a change possible.

Vet-Fee Help courses

Start studying today and pay once you are working. We have this option for a number of specialised accredited courses.

It's possible to choose when you study

- ▶ At home, at a coffee shop, on holidays, in the park
- ▶ While the kids are sleeping
- ▶ After work or before work
- ▶ Whenever it suits you

Flexible payment options available to help

- ▶ Pay for your course fees upfront and save up to 30%
- ▶ Take advantage of our interest free payment plans starting from just \$50 per week

Courses Direct helps you succeed

- ▶ Tutor Access - via email with a guaranteed 24 hour response (weekdays)
- ▶ Access to a Student Services Team (9am - 5pm Monday to Friday AEST)
- ▶ Course materials that can be accessed online or via printed materials sent to your home
- ▶ Courses that are practical and engaging
- ▶ A collaborative online student community



Studying with Courses Direct

Delivery Method

Majority of Courses Direct courses are now offered online. Online students require a reliable internet connection. Online students can watch videos, read notes and study illustrations on the computer screen, and then complete self-assessment quizzes to gauge their learning.



Below are just some of the benefits on studying online.

- ▶ All study materials are accessed online via a virtual Student Campus. No need for costly text books and excessive printing/photocopying of texts
- ▶ Upon enrolment, students will be given a log-in and password to access their course materials and submit assignments via the student portal
- ▶ All communication with tutors is done via email

Studying with Courses Direct

Memberships

Courses Direct is a member of the Australian Council for Private Education and Training (ACPET), the national industry association for independent providers of post-compulsory education and training, for Australian and international students.

For details visit www.acpet.edu.au

Courses Direct has partnered with registered training organisations so that we can provide a number of nationally recognised qualifications.

Courses Direct has been named an "Accredited Training Provider" by the Institute of Certified Bookkeepers in Australia. Students who enrol in the MYOB Introduction, MYOB Intermediate, MYOB Payroll or MYOB Suite will receive automatic Student Membership to the Institute.

For details please visit www.icb.org.au

We are also members of:

- ▶ Royal Horticultural Society
- ▶ International Institute for Complementary Therapists
- ▶ Adult Learning Australia

Courses Direct believes in providing the best education possible so students may get the most out of their studies. We are consistently forming new partnerships to make sure we are at the forefront of education and have the course most suitable for your needs.



Course Structure

Courses Direct Statement of Achievements require students to study a specific amount of lessons. Each lesson or module of the course will consist of the lesson content, set tasks, occasionally a self-assessment test and a formal assignment.

Lesson Content

Each lesson will have a separate aim or objective. It is important that the student progresses through the lessons or modules in an orderly fashion. It is up to the discretion of the student as to how they will best process the lesson content. Some students may wish to take notes and summarise information in a notebook. They might also like to print notes out and highlight points to remember. Other students may learn best by simply reading over the material. Students should experiment with their own learning styles.

Set Tasks

These tasks will be practical or research based. They do not need to be submitted to a tutor unless the assignment questions ask students to do so.

Self-Assessment Tests- Some courses will provide a self-assessment test for each lesson. These interactive tests will require a computer with Adobe Flash player and are purely to benefit the student. They are not viewed by or assessed by the Tutors. They should be used as a tool to assess whether students adequately understand the lesson and can inform them if there are areas in which they should read back over or do some further research on.

Assignments

Assignment questions are to be answered in a Microsoft Word document and uploaded through the Assignment Portal for grading. These assessments may require answers in the following formats:

- ▶ Short answer questions
- ▶ Case studies
- ▶ Reports based on practical research tasks
- ▶ Short Essays
- ▶ Problem Based Learning tasks



Course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course, unless permission is sought and granted in writing by the principal.

Assignments

Always save a duplicate copy of your assignments for your own records. Courses Direct cannot be held responsible for lost assignments.

Submitting Assignments

Student will need to log into the Assignment Portal and click on "Submit Assignment". There will be a number of fields to fill out:

- ▶ **Module Title**
This will be the name of the course you are studying e.g. "Dog Psychology and Training".
- ▶ **Assignment Number**
This is the lesson number in which you are submitting the assignment for.
- ▶ **Upload File**
Files need to be saved as a Word document and where possible, need to be submitted as one submission. This will make it easier for tutors to return grades and feedback. If you are having trouble uploading your assignments, please contact the Education and Training Coordinator.

Assignment Presentation

Take care with how you present your assignments. The aim is to make your work look as presentable and professional as possible.

- ▶ Assignments should be typed in a Word document only. No hand written responses will be accepted.
- ▶ All assignments should include a cover page including the following information:
 - Name as Enrolled
 - Student Number
 - Course Title (not the module title)
 - Assignment Number
- ▶ All questions should be typed with the answers below and submitted all together
- ▶ Each answer should be clearly numbered according to the assignment questions
- ▶ Basic font such as Time New Roman in size 12 should be used unless asked to design something otherwise
- ▶ Most assignments will require extra research and should include a Bibliography

Assignments

Grades and Feedback

Students should allow up to 10 working days from submission for marking and return. Assignments are graded by our tutors and will be returned to you with feedback via email. Tutors will give a grade and positive, constructive feedback.

Majority of the courses will be graded on the scale as follows:



- ▶ Resubmit
- ▶ Fair (50-64%)
- ▶ Good (65-74%)
- ▶ Very Good (75-84%)
- ▶ Excellent (85-94%)
- ▶ Outstanding (95-100%)

Other courses will be graded on a Competent or Not Competent scale and will need to meet minimum requirements in order to pass.

You will be given the opportunity to resubmit your work on 3 occasions before being referred to the Education and Training Department for review. Decisions from this point forward will be made on a case by case basis.



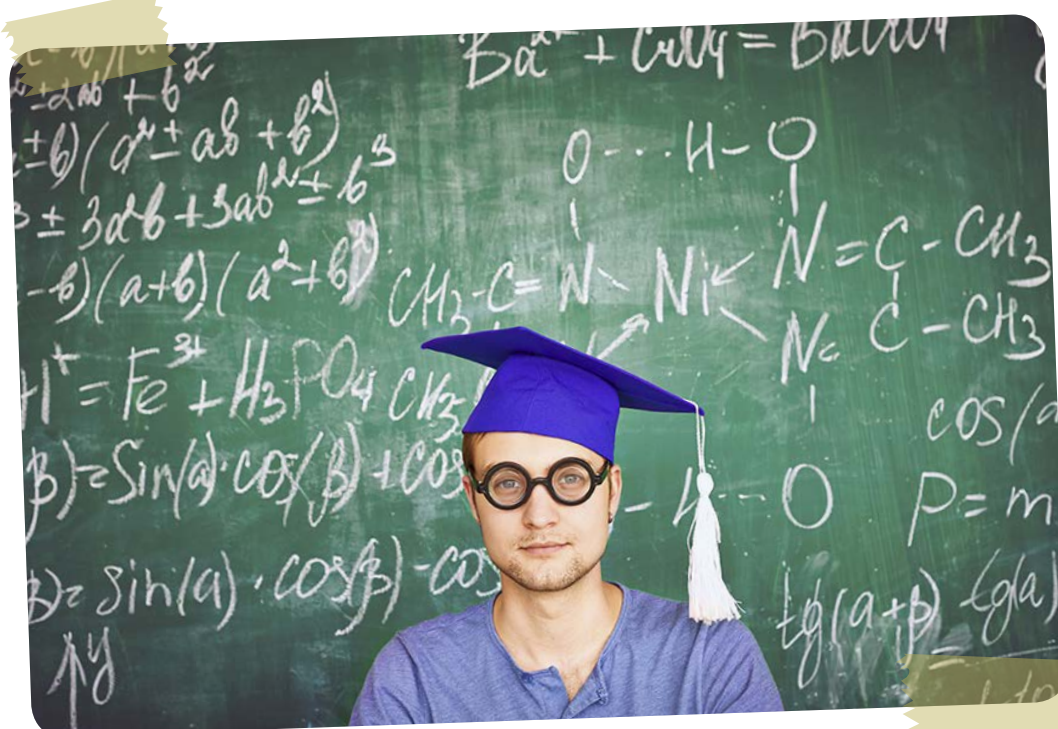
Graduation

Once you have successfully completed all assignments and have met your financial obligations you will be issued with a Courses Direct Statement of Achievement.

We don't offer a transcript for our short courses. Instead we suggest you keep a copy of your assignments as proof of the knowledge and skills you learned while undertaking the course.

Your qualification will be issued via Australia Post and sent with a tracking number. If you need to change your address or contact details, please do so as soon as you can. Once you have completed all lessons and your last assignment has been submitted, please contact our Student Services department so they may organise your Statement of Achievement to be posted to you. If for any reason your Statement of Achievement needs to be reissued e.g. not collected at Post Office, or change of name an administration fee of \$15 will be charged.

Once graduated your name along with your course will be posted in the student newsletter. If you do not wish to have your name listed on the graduating list please contact Student Services immediately.



Student Support

Our Student Services department is here to support you through your studies. We want to see you succeed in the goals you have set out to achieve, so please don't hesitate to contact us with any questions, whether you think they are necessary or not.

Student Services try to have all enrolments processed within 24 - 48 hours from enrolment. It can take up to 3-5 days for courses offered by our partners. If this is the case, we will notify you of a time that you should expect to hear from them by and you will still hear from our Student Services department within 24-48 hours after you enrol and provide all paperwork back to us to confirm your enrolment and answer any questions you may have.

You can contact us via:



02 4032 1810

or



studentservices@coursesdirect.com.au

The Student Services team are available
Monday to Friday
8:30am- 5:00pm AEST
(excluding public holidays)

Education & Training Support

The Education and Training Department aim to optimise the student learning experience through efficient tutor support and continuous course development. Our team of tutors come from a diverse background of industries, workplaces and experience but have a single common motivation; a commitment to making your success possible. Our tutors see themselves as "facilitators of learning" as they help to motivate and guide students through their studies.

- ▶ You can contact tutor support via the student portal :
Sign in then click on 'Ask a Question' in the Assignment Portal.
- ▶ Tutors are usually prompt to respond and will do so via email within 24 - 48 hours (depending on any time-zone differences).

FAQ

How do I login in to access my course?

1. Go to portal.coursesdirectonline.com
2. Click on the blue box
3. Login in using your username and password
4. You will see your welcome page, under the heading my courses > click on your course title
5. This will open a new webpage, click on course documents
6. This will open a new page, you will see the folders assignments and lessons.
7. You need to open these files to access the course notes.

How do I submit an assignment?

1. Visit www.coursesdirect.com.au and select submit assignment



2. Login using your surname and your Student ID
3. Fill in the assignment submission form—ensuring you fill in all fields. You have been assigned a tutor on enrolment. If you cannot find this information, please call [student support on 1800 663 989](tel:1800663989).
4. Select your file for upload (PDF's are NOT accepted as tutors cannot write comments on them, multiple files are to be sent as a ZIP file).
5. Press Upload to submit your assignment. This will be sent directly to your tutor and will usually be returned to you within 10 working days.
6. Assignments need to be submitted as a .Doc or .Doc x or Microsoft Word!

Can I handwrite my assignments?

All assignments need to be typed in a word document and sent to your tutor via the assignment portal. Unfortunately Courses Direct does not accept handwritten assignments.

FAQ

My assignment won't upload?

If your assignment is not being accepted by the assignment portal there are a few things you can check.

- ▶ Is the file a word document?
The portal will only accept **.doc** or **.docx**, PDF's are not accepted
- ▶ The file size - the portal will only accept files 10MB or under.
If your file is over this size you will need to zip the folder or resize the file.
- ▶ Are all fields completed?
when submitting an assignment you must fill in the module title and assignment number.

If you believe your file is a word document, under 10MB in size and has filled in all required fields please contact Student Services for technical support.

What if I submitted the wrong assignment?

If you have accidentally uploaded the wrong assignment please contact your tutor or Student Services. Student Services will action your request and remove the incorrect assignment.

How do I contact my tutor?

1. Go to portal.coursesdirectonline.com
2. Click on **Assignment Submission Portal** and Login using your surname and your Student ID
3. On the left hand side in the table click on **Ask a Question**
4. Type in your questions
5. Click **Send**
6. Your tutor will contact you as soon as possible



Are there due dates for my assignments?

As your course is self-paced, there are no due dates for your assignments. However, to be awarded your certificate all assignments must be submitted before your course end date.

How do I obtain my Statement of Achievement?

If you have completed all assignments and have finished paying your course fees please contact Student Services to organise your Statement of Achievement. Your Statement of Achievement will be posted in the mail, please allow up to two weeks for processing and postage times.

Account Details

Our Accounts team can assist you with any questions about your payment schedule. You can contact the Accounts team via:



02 4032 1885 or



accounts@iconbusinessgroup.com (anytime)

The Accounts team are available Monday to Friday 8:30am- 5:00pm AEST (excluding public holidays)

Enrolment Terms & Conditions

Course Enrolment

I acknowledge the following in regards to my enrolment:

- ▶ Completion of enrolment is by returning the completed enrolment form and authorising course payment via deposit for a payment plan or full course cost if paying upfront.
- ▶ Enrolment date is the date when the initial deposit or full payment is made.

Nationally Accredited course enrolments

I acknowledge the following, in regards to my enrolment into a nationally accredited course by Courses Direct in partnership with a Registered Training organisation:

- ▶ Completion of enrolment is by reading through the student handbook and then returning the completed enrolment form and authorising course payment via a deposit on a payment plan, or full course cost if paying upfront.

Course Material

Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course, unless permission is sought and granted in writing by the principal.

Course Duration

Courses Direct offers a range of special interest courses and Nationally Recognised Qualifications, each course will have an expected completion time.

- ▶ Special interest courses (ranging between 50-100 hours): These courses have an expected completion time of 12 months. If you have not completed your course in 12 months your course will become "expired".
- ▶ Nationally Recognised courses and Third Party Provider courses have their own expected completion time, please refer to section "Third Party Provider".

Enrolment Terms & Conditions

Course Fees

Once enrolment has been accepted, the course fees are due for payment according to the level of study, as detailed below:

- ▶ 100 hour Course: Payment plan and upfront payment options are available for these courses.
- ▶ Nationally accredited courses: Payment plan and upfront payment options are available for these courses. Once enrolment has been completed, the full fee of the course is due before the certificate may be sent, even if the course has been completed.

Course Delivery Information

Course material delivery times vary depending on the delivery method.

Online - course material will be made available online within 24-48 business hours of first payment.

Refund Policy

We are very proud of the educational products and educational material we offer. If for some reason a course is misrepresented or unsuitable due to course pre-requisites, you may request to withdraw. Any request to withdraw must be received in writing within the refund period in order to qualify for a full refund. The refund period is 7 working days, starting the first day after the enrolment date. The refund period ends after 7 working days from enrolment.

- ▶ Should you wish to cancel your enrolment at any time, you must advise Courses Direct staff in writing. You will then be provided with the relevant cancellation forms which must be completed and returned to Courses Direct. Your application will be reviewed and you will be advised of the outcome within 14 working days.
- ▶ Any monies received by Courses Direct prior to cancellation forms being received by Courses Direct will be non-refundable.

Recovery Action

If you are granted a payment plan, you are liable for all course fees/payments, unless you have completed and or are approved for cancellation. Failure to remit payment may result in the debt being referred to a debt collection agency for recovery and legal action. Costs for this action will be incurred by the debtor and no future time to pay plans will be approved.

Enrolment Terms & Conditions

Course transfers:

All courses are non-transferable. This includes both internal and provider courses. Students can request for a withdrawal and are required to follow the EAC procedure for cancellations.

Leave of Absence (Taking leave from studies):

Students may wish to request a period of leave from their course, for example, if they are nursing a sick relative. They will be required to provide full details and supporting paperwork and, if applicable, confirmation from a medical practitioner. Students will remain active on the learning portal during this period and can continue with their studies however they are not expected to do so and should be advised to consult the school in such cases.

Students will be required to resume their studies following the agreed period of leave.

Students must complete the "Leave of Absence Application Form" and can request a copy of this form via email: studentservices@coursesdirect.com.au. All applications must be lodged in writing to the Exclusions, Appeals Committee (EAC). There will be a two-week turnaround period for decisions regarding these matters.

A request for leave of absence must include the following details;

1. Reasons for leave
2. Requested time period
3. Signature and date

A leave of absence will incur a \$100 charge which is payable upon approval and is non-refundable. The period of leave will commence on the date of approval or otherwise noted. A student can request a leave of absence for a period of up to one year and this does not affect their original course length. Students can only apply for one leave of absence per course.

Course repayments are required to continue during this time if a student has opted for a payment plan.

Courses Direct reserves the right to refuse a leave of absence based upon any reasons deemed insufficient which can include but is not limited to;

1. Increased work commitments
2. Change in work commitments
3. Relocation
4. Increase in other study commitments.

Enrolment Terms & Conditions

Request for Course Extension

A generous amount of time is granted by Courses Direct for the completion of each course. At the end of a course, access to online course material, assessments, assignments and other online and support resources are usually no longer made available to the student.

A student may apply for an extension by completing the application for Course Extension Form. Students must complete the "Course Extension Form" and can request a copy of this form via email: studentservices@coursesdirect.com.au. This form must be submitted to Courses Direct Student Services or your Course Advisor within three months of your course expiry date. Extensions will incur a \$50 charge which is payable upon approval and is non-refundable. This fee is also listed on the Schedule of Fees available in this Student Manual. Applications are considered on their merits and extensions are granted at the sole discretion of Courses Direct.

An extension of time is only permitted for no more than three months. Any extension requests received after three months from the course expiry date will not be accepted and the student will need to re-enrol.

Schedule of Fee's

DESCRIPTION	FEE	CANCELLATION
Course Cancellation Fee	\$50	Fee applicable if Student cancels after the seven day refund period.
Course Extension	\$50	Charged for each three month block
Certificate Re-Issue	\$15	Request for Statement of Achievement be re-issued
Correspondence	\$20	Postage & handling (upfront payment only, taken at time of enrolment)
Leave of Absence	\$100	12 month maximum Leave of Absence period

Fee's

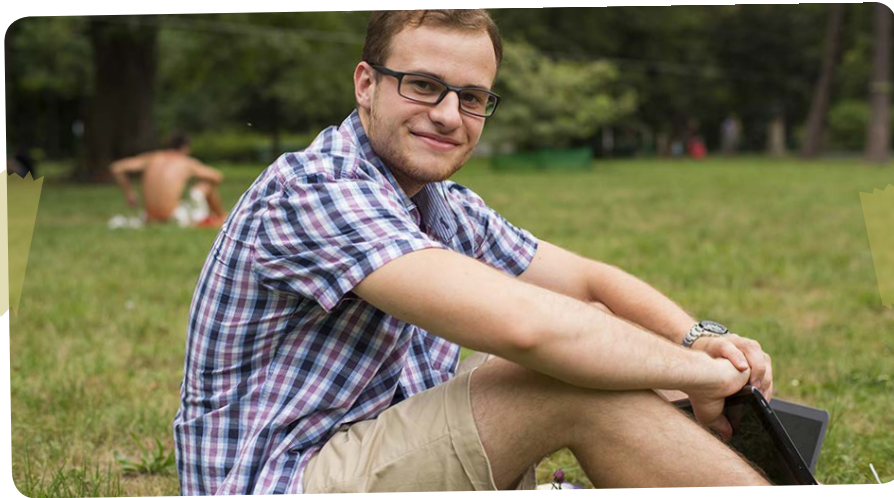
Course Extension Fees for Third Party Providers

ACSF	Certificate III & IV- 12 months Master Fitness -2 years.	Students can apply for a 6 month extension. Fee is \$250.
Cindy Stuart Art	Takes roughly 42 weeks (7 weeks for each unit). Students have 2 years.	No Fees. Can give up to 12 months extension
Digital Sea Ltd.	No time limit.	
English Explorer	No time limit.	
GTS	Access to ebooks 12 months. Access to toolwire live tabs 3 months.	They can extend the eBook period if required. Toolwire charge extra to extend the labs, GTS would have to look at that on a case by case basis.
HCA	12 months	If extension is needed the student gets a 3 month extension free of charge. If extension is needed after that then there will be a fee involved. Diploma in Counselling can have a 6 months extension free of charge.
Holistic Life Sciences	9 months	No extra fee for an extension.
OCA	12 months	Extensions of enrolment can be granted under certain circumstances. Be advised that an administration fee may occur.
OTT	Designated hours to be spent within 6 months .	Accounts reactivation fees apply. Additional hour's fees apply.
Floristry Art School	18 months	No Fees.
Grenadi School of Design	1 year	Students can apply for special consideration such as illness, death in family etc. No Fee.
Auspicium	No time limit	
Transport Security Associates (TSA)	No time limit	
Daniel Hunt (DHA)	2 months	\$50 extension fee.

Fee's

Debitsuccess Fees

- ▶ A one-off fee of \$10.00 is payable to Debitsuccess by the Customer on authorising of this Contract.
- ▶ A \$2.30 transaction fee for payments of \$50.
Note: this amount will increase per transaction if the transaction amount is greater than \$50.00.



Account FAQ's

Every attempt is made to ensure all information from the school is accurate and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application. This will release the school from any liability, action and claims of whatsoever nature in connection with, or arising from any such information instruction or advice, given by any student or ex-student, whether directions given during the course are followed or not. Courses Direct may review the terms and conditions in this document at any time and any changes made will be available on our website.

How to apply

To apply for an extension or deferment, please contact Student Services. You will be issued with an Extension/Deferment form.

This will need to be filled out and returned to studentservices@coursesdirect.com.au
Courses Direct will review your application and notify you within 7 days of the outcome.

Study Tips

Referencing

We expect you to provide at the very least a Bibliography. This will require you to simply list any websites or books that have been used or looked at in the process of answering your assignment questions. They may alternatively be referred to as a Reference list. This will be a more academic style of referencing and is much more detailed. Please see the referencing guidelines below.

Material from the Internet

The Internet is relatively new as a research source, so conventions for citing material may vary. It is suggested that you include:

- Surname and name of author (if provided)
- Title of work (if provided)
- The web site address or E-mail address
- The date on which you visited the site or collected the information (in brackets)

Example:

"Boots for Hiking",
<http://www.blundstone.com.au>
(collected 14/7/98)



Material from Books

- Author (surname first, followed by (first name or initials))
- Title of publication (underlined, or using Italics)
- Publishing company
- Place of publication (usually a town or city)
- Year of publication



This information can usually be found on the first two pages of a book.

Example:

Marotta, Helen, Examining Rules and Laws, South Melbourne: Macmillan, 1996
Dungworth, R. and Wingate, P., The Usborne Book of Famous Women, London: Usborne, 1996

Study Tips

Referencing continued ..

Direct Quotes

Any direct quotes that you wish to place in your responses will need to be typed in italics and have the author and date of publication written in brackets directly after. The full details on the resource should then be placed in the Bibliography or Referencing list.

Positive relationships with students are the precursor to success in the classroom.” (McDonald, 2010)



Example Bibliography:

- Cleaner Living, C. Choi.
- <http://www.disasterrelief.org/Disasters/020104Ausfires4>
- <http://health.ninemsn.com.au/healthnews/8760773/neuroscientist-discovers-hes-a-psychopath-after-looking-at-own-brain-scans>

Example Reference List

- Choi, C 2003, 'Cleaner living' Scientific American, vol. 289, no. 5, p. 32.
- 'Germany' The world book encyclopedia 2004, World Book, Sydney, vol. 8, pp. 114-116.
- 'Jupiter' Encyclopedia Britannica Online School Edition 2006, viewed 10 November 2006, <<http://www.school.eb.com.au/all/comptons/article-9345009>>.

Courses Direct perceives plagiarism as a serious act of misconduct. Plagiarism involves the direct use of another person's words or ideas as if they were their own. This quite often involves "copy and pasting" information directly from a website or resource and in many cases this act is in fact an infringement of Copyright laws



Tips on starting your studies!

- 1** Set up your study space – make it suitable for how you like to study, whether it be a neat and tidy space away from everyone else to a cosy little area of your house where you can view things that will keep you motivated such as photos of family members that support you studying.
- 2** Do you like listening to music or eating whilst you study? If so, set up some music in the background. It has been found that playing it now louder than medium range and that classical or calming music (such as rainforest and nature) types are the most effective to listen to. Make a snack to keep your energy up whilst you study.
- 3** Think about why you chose to study. Reaffirming this to yourself and even writing it down to view it whilst you are studying can help motivate you to logging on and looking at your notes.
- 4** Plan what would like to study – how long for, what you are going to study in that session and what you would like to have learnt by the end of it and even write it down so you don't forget or go off onto another tangent.
- 5** If you have created a study plan – stick to it! The sooner you go off track, the more likely you are to fall behind in your schedule of when you would like to have your studies completed by.
- 6** Lastly – believe in yourself! If you believe you can study and have enrolled to do so then do it. don't let any negative influences tell you otherwise as this can harm how effective your study is and demotivate you achieving your goals.



The more that you read,
the more things you will know.
The more that you learn,
the more places you will go.

Dr Suess

Studying – How to keep it up!

Study Tips

1

Once you have started your studies – expect to have some questions. When you do, contact your tutor or go onto our forum to chat with students as soon as you can. That way you don't forget what you wanted to find out and it won't impact your study session.

2

Quiz yourself- to take note of how far you have come in your studies, quiz yourself regularly and then follow up on any answers you weren't sure of. This can be effective when preparing for assessments.

3

Create a support network around you. These people can support you when you have those days when you feel you aren't as motivated as you should be. They can remind you of your goals and why you chose to study in the first place.

4

Get the most out of the options set up for you – the chat forum, online research and chatting to your tutor. Sometimes chatting to someone about a question makes the answer a lot easier to understand.

5

Take a break – either by making something to eat or getting outside for a bit of fresh air. This will re-energise you to continue with your studies.

6

Figure out what type of learner you are – that way you can effectively study and learn the most you can in your course. The 3 general types of learning are:

- ▶ **Auditory** – you may like to read your notes out loud, or record them to listen to at another study session.
- ▶ **Visual** – you tend to learn the best by seeing things. To help visualise your notes you can create diagrams or use highlighters on important points. Creating an image in your mind of what you are studying about can help you understand it when it comes up in your notes again as reading about that subject will recreate the image in your mind you have associated with it.
- ▶ **Kinaesthetic** – you like to learn by doing. This means the best way for you to get the most out of your studies is to do something. This may mean, re-writing your notes and reading them as you write them, or creating a role-play of the information in the notes as how you perceive them.

You may also be a mix of the types of learning, so practice a few things to see what helps you the best in studying and use this to create effective study sessions.