

# Study Preparedness Checklist

## Things I need to do/consider:

## Tick when completed

Attend education provider open days

Research the programs you may be interested in and investigate which education provider delivers these programs

Check what the entry ranks and pre-requisites are

Consider whether you need to a preparation program or an English Language Program

Consider whether you should do the STAT test and register

If you have done previous study will this help with your program entry or can you get credit towards the program you are interested in

Investigate and discuss career options with professionals or career counsellors at your preferred education provider

Visit your local council library or education provider library to find computer literacy and study skills courses

Develop a budget incorporating all costs involved with further study

Contact Centrelink about student support options

Visit education provider websites to investigate/apply for scholarships. Find out what documentation you need to support your application

Determine your pathway into further study

Complete your application: QTAC or direct entry, including required documentation

Accept your offer and enrol

Read your course guides, get required resource e.g. textbooks

Check out student support services

Attend Orientation

Develop a weekly timetable to manage family, work and university commitments

# Seven Predictors of Study Success

## 1. Time on Task

Put time aside for study each of your courses every week – this is **strongest** predictor of success

## 2. Attend Class

Attending lectures and tutorials regularly (if studying on-campus Accessing this content if studying off-campus) is the second academic success

## 3. Focus on your Goals

Having a clear goal or purpose for undertaking further study is strong predictor of academic success and it also protects against dropping out in your first year

## 5. Develop your self-confidence

Nurturing a sense of academic self-confidence and an expectation that you will succeed at further study is core to academic success

## 7. Develop peer relationships

Developing a social network with your fellow students helps Protect against dropping out in your first semester and first year of study

## 6. Online engagement

Engaging with your education provider's online environment and your student email is central to your academic success

## 4. Work-life-study balance

Working no more than 15 hours a week in paid employment (if you are enrolled full-time) is optimum for academic success as it enables you to allocate sufficient time to study

# Tips and Tricks

- Get to know staff (lecturers and support staff) and other students early.
- Form study groups with your peers – both face to face and on-line
- Memorise your student ID number and be familiar with your class information
- Always feel confident to ask genuine questions. You will learn more by asking questions
- Follow instructions for assignments. Keep your work professional and well presented
- Allow plenty of time to complete your assessments. Don't leave them until the day before!
- Save your assignments, make back-ups and print hard copies often. Make sure all assessments include your full name, student ID, course code and assignment name or number
- Develop a basic filing system to keep course materials beyond the life of the course – they can be useful resources in other courses
- Don't hesitate to ask for help. There are plenty of staff and students to assist you
- Seek help, take small steps and utilise supported learning to help you reach the first goal post.....completing the first essay.
- Take a step out of the safe zone and just say hello to the person next to you in a lecture. Hey, you just made a new connection.
- Website confusion? Take the time and seek help to navigate your way around it. Practice at home, you will not blow it up!
- If you are in the library or computer lab and become stuck submitting an essay, just ask one of your peers. Uni students are helpful people as they have all been in your situation at one time or another
- Prioritise your week and make time for yourself. Your brain will love you for it!
- Congratulate yourself for walking through the door
- Attend workshops and gain new skills. It is free!
- Keep a list of all assessments due for the semester at the front of your workbook. You can relate to this when changes are made or to remind you it is time to start an assignment
- Make up your own personal dictionary for each subject in the back of your folder. Each week new words will challenge you, so find out the meaning, put a definition to it and you can utilise this when writing essays to show understanding
- Try not to get too competitive and ask others their marks for an assessment piece. It might make you feel that you are not doing well enough. A good way to discuss assessments is to find out how others felt about the criteria
- If life becomes too hard to juggle with study and other commitments, dropping a subject could ease the pressure. There is always time to do it at a later date

- Be a highlighter! Colour in directive words, criteria and power point data. This makes them “pop” out when re-reading.
- If you want the perfect reference for your assignment visit the library early and often
- Eat well across the day – hunger can impact on concentration. Bring bottled water to class to keep you hydrated
- Always make an appointment before seeking out a lecturer
- Don’t be late in returning library books. Other students need them too and you will be fined. If your fine is not paid your grades will be withheld
- Don’t arrive late to an exam during the formal exam period at the end of each semester. You will not be permitted to enter late regardless of your reasons. Be sure to bring current photo id with you.
- If you have practical placements during your program, find out when they are schedule as soon as you start. This allows you to plan for them effectively, especially if you need to arrange childcare or take time off work
- Think about transport, if you use public transport find out the best route and schedule or if you are driving to campus organise parking permits
- Always attend Orientation – even if you have studied before!