# Apprenticeships: How to Succeed at Distance Study

## Familiarise yourself with Moodle Moodle logo

Moodle is the University’s virtual learning environment where you will find all the necessary information for each of your modules:

* Familiarise yourself with the content and structure of each of your modules.
* Make sure you can access the weekly reading materials and guides.
* Check procedures for submitting work via Turnitin and receiving feedback on written assignments via feedback studio etc.
* Check Moodle daily for announcements, updates or changes to the module, and to take part in structured discussions.
* Look ahead at the structure of each module and take note of all important dates and deadlines. These can be built into a study planner to help you organise your time.

## Create a study planner

* Put module start and end dates, exam dates and assignment hand-in dates into your planner (yearly, termly and weekly time planners are available from the Skills for Academic Success (S.A.S.) web page under Time management).
* Working back from each assignment hand-in date, allocate on your planner enough time to complete each of the stages necessary (e.g. research, writing, editing and proof-reading) to complete your assignment on time.
* Apply the same principle to exam revision. Working back from the exam date, allocate time on your planner to revise everything required in time for the exam.
* Breaking stages of work into small tasks (e.g. ‘write draft introduction’ or ‘revise theory x’) with short deadlines will help you submit your assignment, or complete your revision, on time. Successfully completing short, clearly defined and ‘do-able’ tasks one after another will also help you build momentum and confidence.

## Be organised

Create your own quiet study space where you can concentrate on your studies – ideally with a place for storing your course material (computer, physical files/folders, books etc.). Make sure your personal computer is up to date with the latest software updates and security features. Discounted and free study-related software is available for Kent students on the IT Service webpages, along with a range of free productivity tools to help you work more effectively.

## Ask for help

If you get stuck you could look back at your course modules, notes and readings, or contact your tutor or fellow students for further help.

## Other keys to success

‘Get started’:the hardest part of a project can be starting it, so begin with a small or easy task. Once you’ve started, you’ll find it easier to keep going.

‘Stay motivated’:remind yourself of your long-term goals and why you embarked on the course. This will help you stay focussed even when things are difficult.

‘Stay engaged’:continuous active engagement with your subject will help you maintain interest and momentum.

‘Keep in touch’: contact your tutor to get advice or to make sure you’re on the right track. Set up social media forums, groups and networks with students on your course to share experiences and swap tips.

‘Work efficiently’: study when you’re at your most focussed and alert to ensure that you apply the necessary level of concentration to your work.

‘Stay organised’: make sure you have all the resources you need to hand; think carefully about what you want to achieve and plan accordingly.

‘Reward yourself’:if you’ve achieved your aims for the day or week.

Skills for Academic Success (S.A.S.) is here to support your academic development. We offer individual appointments to distance learners (in person or via Microsoft Teams) on all aspects of effective learning and study skills, including maths and stats.

Scan the QR code to book appointments, view our events calendar, watch skills videos and more