



If you would like to request this in another language or in larger print please contact 01623 499200 or email samanthaw@skillsuk.org

“Giving you the advantage”

Level 1 Note-Taking Skills – This course covers note-taking methods and general advice on note-taking and learning

Level 1, 2 and 3 Effective Study Skills - These courses give you lots of tips and advice about how to study and how to take responsibility for your own learning. This will be an invaluable help for your studies now and in the future.

Course topics include:

- understand the demands of a course of study
- understand how to organise your study time effectively
- understand how to prioritise and set realistic targets for study
- be able to find and use information relevant to the course of study
- understand how to listen in and contribute actively to a learning environment
- keep information in a useable format

Level 2 and 3 Plagiarism and Referencing – This course helps you to understand different research methods.

Course topics include:

- choosing your research method
- finding and retrieving information
- academic search engines
- copyright and plagiarism
- creating a reference list

For further information regarding costs, location and duration of any of the courses please contact the office on 01623 499200.

Please enquire for costs as there may be funding available to offset all or some of the costs.