

SUGGESTED UNITS FOR www.studyskillshandbook.com.au

I am sometimes asked if there is a specific program to follow for the Study Skills Handbook site. The problem is, every school takes a different approach and has different constraints:

- Will you use the site formally at school with just one year group, or two year groups, or every year group? Some schools just focus on one or two year groups at school and allow the rest of the school to access the site at home as needed. Other schools allocate units across all the year groups.
- How much time do you have to dedicate to study skills at school? You may need to focus on the topics that are most important for your specific students.
- Do you have an existing pastoral program where you already cover certain topics at certain times? For example, if you are covering Bullying at some stage, you may choose to do the SSH unit on Bullying during that time to supplement your current program.

Given these constraints, following are my thoughts on allocating specific units to year groups.

Notes:

- Every student will work at different speeds.
- This will also change depending on whether you also have students do the worksheets for each unit. The worksheets will make students go through the units very thoroughly, but will also slow them down.
- I suggest you have a list of the units you want students to do and in what order. In addition, you should also have a list of 'wildcard' units for the speedy students to work through if they finish the allocated units. You may like to keep all of the units in the SPECIFIC SKILLS section as wildcard units (or these can be allocated to faculties to complete with students).
- Remember that if students are doing the quizzes and modules for each unit, you can look up (using the admin password) which units they have completed. They can also show you using their tracking system details.

The suggestions below are for a Years 7-12 school. If you are targeting particular year groups you will need to adapt these ideas. As you read through you'll start to realise 'which unit to do when' is a matter of personal choice based on your knowledge of your students, their needs and your own thoughts and opinions.

YEAR 7

There are a number of key units that I think need to be done first regardless of whether students are in Year 7 or Year 11. Study skills is not really about what age or year level students are, it is about building layers of skills and knowledge. The units I think should be first priority when learning about study skills are:

- Home1: Home Study Environment
- Home2: Organisation and Filing
- Home3: Time Management Skills
- Home4: Managing Workload
- Exams1: Summarising
- Exams2: Active Studying

There is also a unit that targets the first year of high school:

- Extras1 : Starting Secondary School

You could use some of the units listed for Years 8 and 9 below as wildcard units – or use the ‘Specific Skills’ units as wildcard units. The Assignment Skills unit is a good one for Year 7.

YEARS 8 and 9

There doesn't really need to be much differentiation between the units for Years 8 and 9, they could be done in either year. If students did not do the units listed for Year 7 (i.e. the first layer of study skills), they should do these first. Then you could add on units like:

- Home 5: Dealing with Distractions
- Home 8: Goal Setting
- Home 9: Lifestyle and Balance (although some like to do this in Year 11)
- School1: Will we ever use this
- School2: Classroom Skills
- School3: Asking for Help
- School4: Dealing with Conflict
- School 5: Groupwork Skills
- Extras3: Bullying Issues and Strategies

You could also keep some of these as ‘wildcard’ units for the speedier students to do if needed.

YEAR 10

If students haven't done the units for Year 7 they should do these first. Then you could choose from the units allocated to Years 8 and 9 if you want the students to do any of these units. Motivation and procrastination start to become bigger issues in Year 10, so some other units recommended for Year 10 are:

- Home6: Overcoming Procrastination
- Home7: Developing Motivation

Exams also start to become more important in Year 10, so other units to do are:

- Exams4: Test-taking Techniques
- Exams5: After Tests and Exams

A good wildcard unit for year 10 is:

- Managing Part-time Jobs

YEAR 11

I think Year 11 students should go back and revisit the units first covered in Year 7: Home Study Environment, Organisation and Filing, Time Management Skills, Managing Workload, Summarising, Active Studying. These units are essential for good study skills and they will experience the content in a different way as a Year 11 student from how they did as a Year 7 student – plus 5 years is a long time to remember everything!

If they also didn't do the Years 8-10 units I would add in Dealing with Distractions, Overcoming Procrastination, Developing Motivation, Goal Setting, Lifestyle and Balance, Test-Taking Techniques, After Tests and Exams.

In addition to these students in Year 11 should do:

- Exams3: Preparing for Exam Blocks
- Extras2: Becoming a Senior Student

YEAR 12

Realistically Year 12 won't have much time to do study skills at school. The unit on Managing Stress is however a good one for Year 12 to do.

- Home10: Managing Stress

I also think students in Year 12 should be encouraged to work through the personal development unit:

- Extras6: Live Your Best Life

This particular unit could be done at any time, but I think students benefit from having a bit of maturity to grasp the ideas and concepts. It's particularly relevant as students start to approach adulthood.

You should also mention to students that there is a unit to do before they head off to university, it looks at the study skills students will need for uni:

- Uni: Lecture Note-Making

WILDCARD UNITS

All of the following units can be allocated to any year level or kept as wildcard units. The Your Brain and Memory unit is a fabulous unit that can be done at any time and should be allocated to one of the year levels. When you assign the technology units will depend on the specific technology use in your school.

Specific Skills	Technology Units	Extras
1. Reading Skills 2. Writing Skills 3. Mathematical Skills 4. Language Skills 5. Research Skills 6. Presentation Skills 7. Science Skills 8. Assignment Skills	1. Technology Tools 2. Basic Computer Skills 3. Be Cybersmart + Useful Apps for School + Microsoft OneNote	Your Brain and Memory Educational Kinesiology Living Across 2 Houses

TOPICS TRACKER FOR www.studyskillshandbook.com.au

YEAR LEVEL	7	8 & 9	10	11	12	wildcard
at home						
1. Home Study Environment	✓			✓		
2. Organisation and Filing	✓			✓		
3. Time Management Skills	✓			✓		
4. Managing Workload	✓			✓		
5. Dealing with Distractions		✓				
6. Overcoming Procrastination			✓			
7. Developing Motivation			✓			
8. Goal Setting		✓				
9. Lifestyle and Balance		✓				
10. Managing Stress					✓	
at school						
1. Will we ever use this?		✓				
2. Classroom Skills		✓				
3. Asking for Help		✓				
4. Dealing with Conflict		✓				
5. Groupwork Skills		✓				
specific skills						
1. Reading Skills						✓
2. Writing Skills						✓
3. Mathematical Skills						✓
4. Language Skills						✓
5. Research Skills						✓
6. Presentation Skills						✓
7. Science Skills						✓
8. Assignment Skills						
tests and exams						
1. Summarising	✓			✓		
2. Active Studying	✓			✓		
3. Preparing for Exam Blocks				✓		
4. Test-taking Techniques			✓			
5. After Test and Exams			✓			
extras						
1. Starting Secondary School	✓					
2. Becoming a Senior Student				✓		
3. Bullying: Issues and Strategies		✓				
4. Managing Part-Time Jobs			✓			
5. Your Brain and Memory						✓
6. Live Your Best Life					✓	
1. Technology Tools						✓
2. Basic Computer Skills						✓
3. Be CyberSmart						✓

To discuss further, call Prue on 0416 293 087 or email info@enhanced-learning.net