

Distance Education Information Booklet (Simple Guidelines for Students)

Introduction

On behalf of the Start Education we would like to welcome you as a Distance Education student. Congratulations on your choice to study with one of the leading training institution in Australia.

We have a dedicated Distance Education team to assist you with all of your questions. The Distance Education student support team will be your first point of contact for all enquires. The team is here to help you, please feel free to give us a call or send an email if you have any questions at all. As well as our student support team we have a group of Distance Education tutors that help you work through your materials.

The Distance Education tutors are available throughout the week to answer any questions you have about course content, assessments and study progress. We can put you in contact with the tutors if you are having any trouble studying, can't understand a concept or need guidance in the lead up to an exam or essay submission.

Contact Details

All student support enquiries:

Phone: 02 9899 5008

Fax: 02 9899 4008

Email: info@starteducation.com.au

www.starteducation.com.au

Learning Portal:

<http://elearning.starteducation.com.au>

Course Resources

Course Outline

The Course Outline gives you a description of the qualification in details including overview, career options, Unit of Competencies included and the assessment requirements to pass the Unit.

Learner Guide

This document (electronic version for online students or hard copy for correspondence student) takes the place of the teacher and guides you through the Unit and the work that is required to complete the Unit, prompting you to read additional information and completing the associated activities. The Learner Guide contains various activities and exercises that need to be completed to fulfil the requirements for each subject.

Textbooks

No extra textbook is necessary. However, in addition to training material provided, you also have the option of purchasing supporting reference books to assist you with your study. You can contact us if you need further assistance in this regard or if you wish to order any reference books. Enquiries about textbook availability should be directed to info@starteducation.com.au.

Learning Portal

Online students are provided with necessary course material through accessing to learning portal. As online student you can simply logon to our website & access your training material at any time by using your login details. Students can also use the Learning Portal to make contact with their trainers, view their comments & submit their assessments directly on line. You can access the Learning Portal at <http://elearning.starteducation.com.au>. You should have received your unique login details via email already if not or if you have enquiries about the Learning Portal please contact info@starteducation.com.au or 02 9899 5008.

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Study Pace

It is imperative that Distance Students carefully structure their studies so that course material can be completed within the specific time period.

Start Education advises that students need to allocate a minimum of 15 hours of study per week depending on the qualification and the level of the qualification in order to complete their course. This 15 hour a week period needs to be utilised in the most efficient and effective way possible. Allocating fifteen hours per week to merely read over material won't be enough to ensure you progress through your course material. Allocated study time needs to be used wisely, notes should be prepared, material should be reviewed, and assignment or essay preparation needs to be included.

We recommend doing a couple of Units at a time to keep things interesting. To get everything done on time, you need to be doing approximately few lessons / week. It is a good idea to submit your assignments as you go along. This will enable you to get valuable feedback on your progress and a sense of achievement as you complete the Units (refer to Appendix A-Study timetable).

Study Process

Everyone has individual and different style when it comes to study.

However, we would like to suggest few steps in how to manage your lessons more effectively.

- 1. Stick to your study timetable as much as possible.*
- 2. Initially, look at the title & description of the unit purpose of each unit that you are studying. Read through the outline of each lesson you are about to begin, make note of the terms you are unfamiliar with, gets an idea of what is covered in the lesson. Make notes of anything you don't understand.*
- 3. Work your way through the Learner Guide activities that relate to each lesson.*
- 4. after completing any Learner Guide activities, you should use your time to summarise each lesson so that you have personal notes prepared for future reference. Preparing personal notes will help you to reinforce the material you have just covered and save precious preparation time in the lead up to your exam, practical or face to face classes (when applicable).*

Personal notes should include some of the following:

- *Tables*
- *Definitions*
- *Flash cards*
- *Lists*
- *Bullet points*
- *Diagrams*
- *Use of colour*

- 5. after completing your notes, you will need to work on any assessment required in the unit.*

Study Tips

Your study space

You will need to prepare an area that you have dedicated only for study. Avoid using your study area for watching television, or eating or entertaining (if possible). A study area devoted entirely for study will help increase your alertness. Prepare your study area in a way that supports you; some students like complete silence and others work more productively with soft music.

Studying from home can be difficult at times if the phone continually rings, friends pop by or your family places unnecessary demands on you. It is advisable that you create dedicated times for study and advise friends and family that you won't be available during these times. Let the home phone go to message bank during this period and turn your mobile off or onto silent so that you are not distracted.

Make a habit to use your time wisely and avoid watching daytime television or surfing the web. Make sure your study area is well lit – dim lighting in study rooms will result in unnecessary fatigue and eye

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strain. Avoid studying on couches or sofas or on your bed as this is conducive to sleep and not learning. Dedicate a bookshelf to house your textbooks and study materials and organise your desk so that it's clean and clear.

Motivating yourself

One of the biggest problems faced by Distance Students is the ability to continually self motivate and avoid procrastination. Students often start off well and the initial enthusiasm of starting a new course can downplay any motivation problems. As the course continues and the study load increases however, students often get tired and lose motivation to continue. To avoid this, one simple strategy is to reward yourself after the completion of each Unit; take a few days off after you complete a Unit and treat yourself to a movie or lunch with friends. If you live in a more remote location, pre-plan some treats by ordering DVDs from the internet as a treat!

Revision techniques

Reading through each lesson isn't enough to facilitate an in depth understanding of subject material. After each lesson it is advisable that you create personal notes – these are high quality notes that you can rely on to study for future if you need to. If you have to seat for exam (depending on your course), students are advised not to leave exam preparation until the week before the exam. If notes are prepared in advance you will have already laid the foundation for the information and exam revision will simply consolidate this knowledge.

There are other study techniques that can assist with the learning process. Flashcards are an excellent way to learn anatomy, technical terms or any Latin terminology. One side of the card can be reserved for names, diagrams, or photos and the other side for common names, definitions and descriptions. Flash cards can be taken with you and used on public transport or revised at the end of each study session.

The use of colour is also an excellent way to organise and arrange information for studying. Sketching diagrams can also help if you are a visual learner and tables can help organise large amounts of information into manageable portions. A white board can also help manage new information and using the white board to explain concepts and ideas to real or imaginary students is also another useful study technique. Tables are also an excellent way to manage vast amounts for information and can be posted around your room or house as a constant reminder.

Submitting Assignments

Before submitting an assignment or essay you will need to verify that you have adhered to the assignment submission guidelines contained in this document. Please take the time to present your material in Times New Roman or Arial font at a 12 point minimum size. Do not include diagrams or illustrations that are not requested as part of the assessment. Do not cut images from magazines to stylise your work. Please use only black ink. Regardless of how your assessment is submitted, you will receive your assessment results via the learning portal or email with any comments if necessary.

Assignment Pre-Submission Checklist for both online and hardcopy submission

Presentation

- The assignment should be stapled in the top left corner
- The assignment must be submitted with a cover sheet and a title page indicating your student name, student number, assignment name and module included on it.
- Assignment pages should be numbered in the top right or bottom right corner.
- There should not be a header with your name, student number or other details on every page.
- It should be in an easy to read, sufficiently dark print for a marker to read without needing a spotlight and magnifying glass. 12 point Times New Roman or Arial font is the best.
- Do not present your work in clear plastic sheets or folders – please staple your assignments or use a bulldog clip if the assignment is too big to staple
- Always keep an electronic or hard copy of your work

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Essay Style

- There should be an introduction at the beginning of the essay containing the words: *This essay focuses on...*, or *this essay examines/ explores/ discusses/describes/ compares/ critically analyses/....*
- The introduction should contain no bracketed references and no quotes.
- A conclusion contains content as deductions, implications, speculations, suggestions and directions for future research should be included. It should not contain any bracketed references or quotes.
- Check you have answered the question. If you have not, you are unlikely to pass the assessment no matter how good your essay is.
- References within the text to cite the sources of information presented are essential, including the page number!
- A list of references containing only those authors cited in the body of the essay should be included. This must be placed on a separate page from the essay.
- Appendices should be kept to a minimum. When they are necessary, they go after the reference list. Whole articles should not be attached.

Writing Style

- Paragraphs should be a minimum of four and maximum of ten sentences along and should not be indented. There should be a space between each paragraph, no gaps in the middles and no one or two sentence paragraphs
- Wikipedia is not a source of academic information and should be used for background reading only
- Mainly objective language should be used (avoid personal terms such as 'I', 'we', 'us', 'you', 'our' 'one' and 'they')
- No personal opinions should be included in your writing. You are required to locate information and present it in a way that supports your argument. Personal opinions are not allowed and assignments containing personal opinions will not be marked
- No sexist or racist terms should be used
- Avoid abbreviations such as e.g., i.e., etc., wasn't, don't, etc
- A computer spell check must be done before your work is submitted
- Proof read your essay for typing, spelling and grammatical errors after printing it out
- No fancy calligraphy is accepted (unless specifically requested)
- Assignments need to be submitted in black and white – no other coloured fonts or borders are acceptable unless specified as required
- Do not submit photographs, illustrations, or cut outs from magazines with your essays to make them 'look better' (unless requested)
- Please take time to format your document – make sure your sentences are constructed properly and that you have enough sentences per paragraph

File types

- Please submit your work saved as a Word document (.doc or .docx) or as an Adobe pdf file. File types such as .skim, .odt cannot be opened.
- Video files need to be submitted as .wmv files (when applicable). File types such as .mswmm cannot be opened.

How to submit assignments

- Assessments are submitted via the learning portal. The learning portal page for each subject contains a feature allowing you to securely upload your assessments. If you have any difficulties with this, please contact info@starteducation.com.au.
- For students using correspondence mode, you need to send your assignments by email to your assigned trainer. The trainer contact information will be provided after enrolment.
- DVD / video files that are too large to be uploaded may be sent to:
Start Education
PO Box 7831
Baulkham Hills Business Centre
NSW 2153

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Practicum/Clinical

Students from some professional courses are required to complete practicum / clinical hours specified for each course including most community and health courses. For our students in Sydney, practicum will be organised by Start Education in connection with their study programs. During clinical placements (when applicable), students will work a *certain number of hours in relation to their course under direct supervision*. Distance students may either attend one of our Student Clinical or may work under the supervision in approved organisation in their local area. In this case you need to communicate & organize the details with our team on this issue.

First Aid Certificate

Most courses require completion of a first aid course that must be equivalent in learning outcomes and competencies for the Unit of Competency HLTF301B Apply first aid. Most professional courses (especially courses from community & health training packages) require first aid training as part of the course curriculum prior to commencing clinical training. Distance students must complete their First Aid qualification with an external provider.

As a training institution we are partnering with a reputable training organization who is delivering First Aid qualification throughout Australia. Please talk to our team so we can assist you in obtaining your First Aid certificate. Alternatively, you can refer to our website www.starteducation.com.au for more details.

Counselling Services

Students often find it quite challenging to handle study commitment, work and family commitments.

The Distance Education tutors are available to help you manage your time and guide you through your studies. Start Education also offers a free professional and confidential counselling service with a qualified trainer. This service is available for all internal and external students. Counselling sessions are available by appointment only. Your counsellor will call you at your appointment time on the number you have provided. Bookings can be made through Start Education office on (+612 9899 5008).

Appendix A-Study timetable

Name of Unit:

Number of sections in this Unit:

Approximate Commencement date:

Approximate Finishing date:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7 am							
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12 pm							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							

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Appendix B: Student Guide & Online User Manual

Upon completion of your enrolment, you will receive an email sent to your email address and SMS sent to your mobile phone immediately confirming your enrolment. You will receive your student user name and password at the same time. Simply go to our website www.starteducation.com.au. Click on e-learning /student logon section of the website & enter your username & password and start your training. For further information and have access to a slide show on how to use the online system you can use the following link: <http://www.catapult-elearning.com/guides/student/>.

▪ **Summary:**

Use your username and password to log in.

Click on the unit name to link to the unit and begin the training. Move through the unit by using the navigation bar on the right hand side of the screen. Each unit is broken up into sections with each section divided by activities that need to be completed and submitted to your trainer for assessment.

Answers to the activities are to be submitted in the answer boxes provided. In some cases an upload option is available where you can upload a separate file containing your answer. The activities may be saved as you progress through the unit and may be edited at any time prior to submission at the end of the unit. You must hit the save button on the bottom of each activities page before exiting to another page or your responses will be lost.

Once you have completed all sections, activities and projects, click the 'submit to trainer' option on the main enrolments page. Once you have submitted to your trainer the activities are locked and cannot be edited unless your trainer responds and requests further information.

If your trainer does require more information you will be sent a message through the internal messaging system. These comments can also be accessed through the main dashboard page. To edit your responses to the activities click on the unit title to access unit.

▪ **Instruction in details**

1. Completing a Unit

1.1 Login using your student login and password

1.2 Upon login you will see a Welcome message on the **Dashboard**

1.3 Here you will find a table of containing a list of your **Active Enrolments** and **Completed Units** (if applicable). This table will display information such as: the **trainer** who will be marking your work, the **Status** of those units you are **Active** in and whether these units are **In Progress**, **Submitted** or **Marked**. For units you are actively enrolled in, you can **Submit in Progress** units for marking, **View** (but not edit) **submitted** units and review a trainer's **Comments** and rework **marked** units.

1.4 To begin or continue working on a unit, click on the unit code and title (displayed in RED) that you wish to work on

1.5 The next screen will display the **Unit information** screen and will have the unit code and title on the top of the page. Here you will find information about:

- The Unit purpose
- The Unit structure
- Any other additional reading material that may be recommended

You will also find PDFs for **Unit information**, **Signoff forms** and **Assessment information**

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1.6 To begin reading the units content click on **Section 1** on the top right hand side navigation panel

1.7 To scroll through to the next page by clicking on **Next**.

1.8 If at any time you would like to jump forward or back to a particular page, simply click on the **Page** drop down tab and select the page you wish to view.

1.9 To begin working on assessment activities, click on **Section 1 Activities**

1.10 All assessments will be divided into **Sections, Activities and Questions**. Complete the questions by adding your answers in the text box supplied. The text box will expand if you require more room for typing.

IMPORTANT: Be sure to save your work on an ongoing basis. You do this by clicking **Save** at the bottom of every page. **Your work will NOT BE SAVED if you exit out of the window.** It is important that you save your work before you click out of the window to save having to complete the questions again.

1.11 In addition to each Section's Activities there may also be **Written/ Oral Questions** and **Work related projects** you may be required to complete. Just like the questions in the Activities, complete the questions by typing in your answer in the text box provided. There may be questions or work related project that require you to upload documents. See **2. Uploading Documents** below for more information.

2. Uploading Documents

2.1 Review the **Question or Activity** that is asking you to **upload a document**.

2.2 Create the document required and **save it to your local computer drive** (you're your Desktop /C drive) or **USB**.

2.3 Return to the Activity or Question that requires you to upload the document, click **Browse**, locate the document you wish to upload and Click **open**.

2.4 This will return you to the Question or Activity. Click **Save** to complete the upload.

3. Submitting your work

Once you have read all the content in each section and completed all activities, Written Questions and Work Related Project, your work is ready for you to **Submit**.

3.1 To submit your work, click on **Dashboard**

3.2 Under the list of **Active Enrolment**, select the unit you wish to submit by clicking on **Submit** on the right hand column of the table

3.3 You will be prompted by a small window asking you to **confirm** that you are ready to submit work. If so, click **Ok**

3.4 Your trainer will now be notified that your work is ready to be marked

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4. Returned work with Comments

For submitted units that has been found **Not Yet Competent**, the unit will be sent back to you for rework and should include comments from your trainer on areas that need improvement.

4.1 To review your trainer's comments, click on **Dashboard**.

4.2 Under the list of **Active Enrolment** select the unit you wish to review by clicking on **Comments** on the right hand column of the table.

4.3 Your trainer's comments can be found under **Trainers Comments** on this next page.

4.4 To edit your answers click on **Click here to continue working on this unit**.

4.5 This will take you back to your saved work. Continue working on the activities (as set out in **1. Completing a Unit**).

5. Using Messages

5.1 To send, view and receive messages, click on **Messages** on the top right hand navigation bar. The first page you see will display all your new unread messages.

5.2 To **create and send** a message click on **New Message** on the right hand side of the navigation bar.

5.2.1 To send a message to individual users, search for the name of the recipient in the top search bar titled **Search for a Recipient**. Search for your recipient via first name or last name. Once found, click on the recipient you wish to send to the message to. To add another recipient repeats this step.

5.2.2 To send a message to **All My Trainers** and or the **Training Organisation**, simply check the box next to the one that applies.

5.2.3 If you wish to send this message as a SMS, click **Send as SMS**. If you wish to send it internally as a message within the system leave this unchecked .Note: You may not have access to this functionality, so please contact your administrator if you would like it added to your account.

5.2.4 Type in the title of your message in the **Subject** bar.

5.2.5 Type in your message in the **Message** text box provided.

5.2.6 Once complete, click **Send** to send the message to the recipients.

5.2.7 If you wish to cancel at anytime, simply click **Cancel** at the bottom of the page.

5.3 If there are messages in your **Inbox**, there will be a number next to **Messages** on the top navigation panel, for **example Messages (1)**.

5.3.1 To view these click on **Messages**, all unread new messages will be listed below. To view your complete inbox click on **Inbox** located on the right hand side navigation bar.

5.3.2 A list of all new and old messages will be displayed. To **view any message**, click on the **Subject** of the message you wish to view.

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5.3.3 When the message appears, you will be able to reply, delete or exit the message.

5.3.3.1 To reply, click on **Reply**, type in your response and click **send** to send to the message to the recipient.

5.3.3.2 To delete the message from your inbox, click **Delete**.

5.3.3.3 To exit at any time simply click out of the window by clicking on any navigation title.

5.4 To view all sent messages, click on **Sent Items** in the right hand side navigation panel.

5.4.1 A list of all sent messages will be displayed. To **view any message**, click on the **Subject** of the message you wish to view.

5.4.2 When the message appears, you will be able to reply, delete or exit the message.

5.4.2.1 To reply, click on **Reply**, type in your response and click **send** to send to the message to the recipient.

5.4.2.2 To delete the message from your inbox, click **Delete**.

5.4.2.3 To exit at any time simply click out of the window by clicking on any navigation title.

5.5 All deleted items will be saved in **Trash**. To view these click on **Trash** in the right hand side navigation panel.

5.5.1 A list of all deleted messages will be displayed. To **view any message**, click on the **Subject** of the message you wish to view.

5.5.2 When the message appears, you will be able to reply, delete or exit the message.

5.5.2.1 To reply, click on **Reply**, type in your response and click **send** to send to the recipient.

5.5.2.2 To **PERMANENTLY** delete the message from your inbox, click **Delete**.

5.5.2.3 To exit at any time simply click out of the window by clicking on any navigation title.

6. Editing Your Details

6.1 To change your **Login name** and/or **reset your password**, click on **Edit details**.

6.1.1 Update your login name in bar titled **Login**.

6.1.2 To update your password, scroll to the bottom of the page and enter your new password in both the bar titled **Password** and **Confirm Password**.

6.1.3 Once complete, click **Submit**.

6.1.4 The next time you login, remember to use your new login name and password.

6.2 To **update** any **other** parts of your **details** simply update the areas within the form provided below and click **Submit**.

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