**Suggested Prep for HE Framework Paula Christie**

We have 2 distinct but not inextricable strands to Prep : Academic Skills + Qualities/Attributes

In our meeting we agreed on key attributes as being Resilience, Reflection, Confidence, Good Time Management. We also looked at the importance of acknowledging and normalizing concerns as well as expectations.

To address this:

* I would see each ‘Academic’ topic set up as a module style page (not disimilar to STAY online). There would be an outline of each topic and links to various resources for student (and possibly tutor) selection.
* Respective ‘Qualities and Attributes’ tasks/links/activities relating to the Academic strand would be included as core to the module to meet the learning and development outcomes. These development of qualities and attributes leads to successful academic outcomes.
* Also need to think about ‘Getting started/Finding Your Way’. This could be set up as an initial Academic outcome as below.
* Other topics could include UCAS/Personal Statement etc. These could be topics or placed as stand alone elements.

Suggested Outline of Academic Related Topics + Associated Qualities and Attributes:

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| --- | --- |
| Academic Skills Outcomes | Qualities and Attributes Outcomes  **Acknowledge and normalize**  **Build Resilience**  **Build Confidence**  **Create Reflection**  **Good Time Management** |
| **Returning to Study - Introduction**  **Students should be able to:**   * Understand the expectations of the course * Overcome Common Fears * See making mistakes as a positive learning experience * Understand what is meant by Success and Successful outcomes * Unpack Support | Acknowledge and normalize common issues and concerns on returning to study  Build resilience to overcome issues  Reflect on success and what it means to achieve success  Develop confidence to approach their studies with a view to success  Develop confidence in seeking support  Develop Strategies for managing a good work/life/study balance. |
| **Academic Reading Skills**  **Students should be able to:**   * Read Efficiently * Read Effectively * Be familiar with different types of source material * Reflect on their reading and expand knowledge | Acknowledge and normalize common issues around academic reading  Acknowledge and normalize common good reading practice  Develop Time Management strategies for effective and efficient reading  Create activities to build confidence in reading  Create reflection points on what the student has read as well as the skills they have developed. |
| **Academic Writing Skills**  **Students should be able to:**   * Understand essay/assessment question * Answer essay/assessment question * Develop structured writing in line with subject specific demands * Correctly apply features such as format, syntax, grammar, punctuation and spelling * Understand writing as a series of tasks including finding, evaluating, and synthesizing appropriate sources as well as composing, editing and revising. | Acknowledge and normalize common issues around academic reading  Develop Time Management strategies for essay/assessment planning  Develop Time Management Strategies for essay completion  Develop self editing techniques |
| **Referencing Skills**  **Students should be able to:**   * Demonstrate knowledge and understanding of the purpose of referencing in order to prevent plagiarism. * Include a limited range of appropriate references and citations in their work. * Cite sources correctly and include appropriate information in references in a consistent way, with some adherence to disciplinary standard formatting conventions. | Acknowledge and normalize common issues around academic referencing.  Gain confidence in applying referencing conventions.  Gain confidence in citing effective and appropriate sources.  Develop time effective strategies for appropriate referencing. |
| **Critical Thinking Skills**  **Students should be able to:**   * Understand the links between different ideas. * Determine facts from opinions * Identify strengths and weaknesses in arguments * Determine the relevance of ideas. * Reflect on their assumptions, beliefs and values and how this impacts their views * Effectively justify and defend a viewpoint | Acknowledge and normalize common doubts over developing an ‘academic’ voice.  Confidently unpack academic arguments.  Be able to reflect on their views, assumptions, beliefs and values and on the views etc of others.  Confidently develop and defend an academic argument. |
| **Working with Sources**  **Students should be able to:**   * Identify and distinguish different types of source material * Locate relevant source material * Incorporate relevant and appropriate source material * Evaluate source material | Acknowledge and normalize academic different types of source material  Build confidence in locating source materials  Build confidence in incorporating source materials  Create time effective strategies for location and incorporation of sources. |
| **IT Skills**  **Students should be able to:**   * Use college information systems and online learning platforms * Create documents * Create PowerPoint presentations * Use the Internet and social media as an effective learning tool * Safely manage personal data * Compose professional emails | Acknowledge common concerns relating to the application of introductory IT.  Build confidence in using online and digital learning platforms.  Develop IT skills to confidently create and deliver presentations.  Engage with digital and media based resources to enhance learning.  Confidently respond to and create professional email communication. |
| **UCAS applications**  **Students should be able to:**   * Successfully complete UCAS registration * Identify and select appropriate courses for degree level study * Develop an effective Personal Statement * Successfully complete a timely UCAS application * Respond appropriately to UCAS offers | Acknowledge and normalize common concerns pertaining to the UCAS application process.  Reflect on, identify and build confidence in articulating own skills and attributes.  Develop an ability to focus and reflect on goals and targets.  Incorporate ‘Plan B’ strategies to build resilience.  Develop time management skills to work to application deadlines. |
| **SAAS applications**  **Students should be able to:**   * Understand the funding options provided by SAAS * Successfully complete SAAS registration * Successfully complete a timely SAAS application * Respond appropriately to communications from SAAS * Identify and locate additional sources of funding. | Acknowledge and normalize common concerns pertaining to the SAAS application process.  Develop time management skills to work to application deadlines.  Build resilience through identifying and putting in place financial support. |