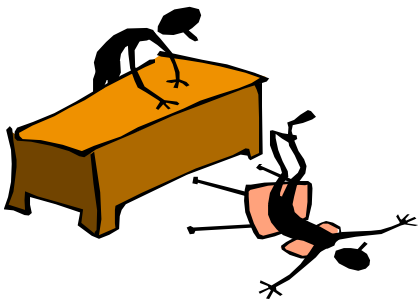


# HOW TO...set up a study group



- 1) **Get commitment.** Who's in the group? (3-5 people is ideal). Where will you meet? Is an employer or craftsman available to attend part of the meeting?
- 2) **Unpack the exam content.** How many weeks do you have? What course material do you need to study? (everything - but try to categorise it – the prescription content and exam weighting will help here)
- 3) **Make a Study Plan** and allocate names to each area: Who is responsible for leading each study area?
- 4) **This person** finds all the relevant materials and **informs the group** what they need to study.
- 5) Do your **reading and studying** during the week.
- 6) **Meet**, share your notes, discuss new learning and tricky stuff and practise past exam questions on the topic.



## HOW CAN... your family help?

- Give the candidate a **space to study**, a desk or table where they can leave their books and a pinboard on the wall for charts and notes.
- Find out their **study timetable** and help them stick to it. Sometimes it's motivating if everyone does their study or paperwork together. **Shhhh** you have to work quietly!
- Give them **pens, paper**, highlighters, post it pads, coloured manila folders for different subjects, or an exercise book with dividers.
- Buy paper for the printer so they can print off **past exam papers**.
- Provide **peace and quiet**. Turn off the tv and look after the kids while they study.
- Remind them to take regular breaks(every 30 mins or so) and reward themselves for studying every now and then. They can make you a cuppa while they **have a break**.
- **Test them**. Help them to make flashcards with terms on one side and definitions on the other, or questions and answers. You or the kids can test them.
- Get them to **explain** how equipment works, or explain scientific principles to you. Ask questions and make sure you really understand. (Explaining technical stuff to a novice is useful because your explanation has to be clearly sequenced and cover everything. If they don't understand, start again. When you've perfected it, try writing it down.)
- Let them stick their notes all over the house.
- Give them timed **practice exams** under exam conditions.
- Plan a **celebration** for when they pass.