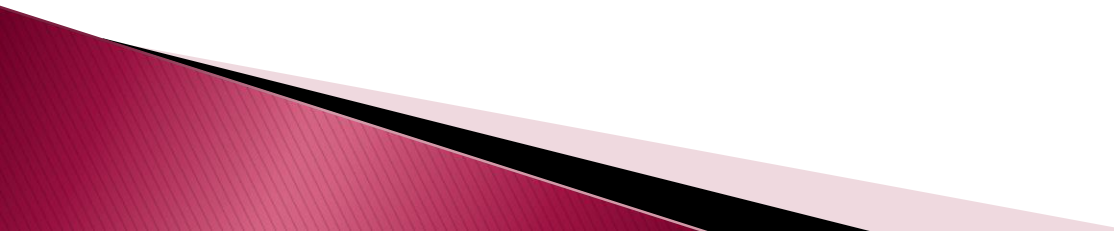




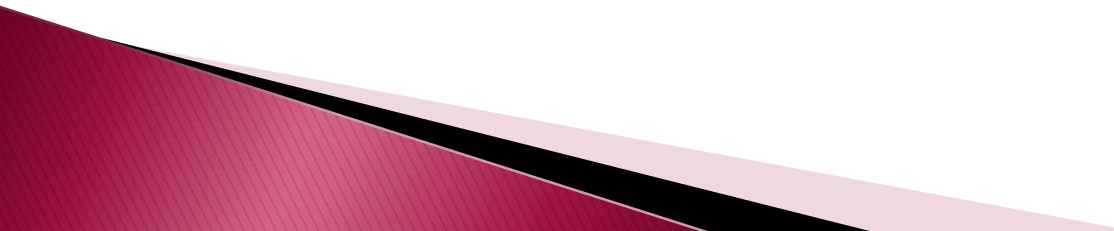
Study Skills in Care

Skills and Qualities

Objectives

- ▶ Reflect on what is meant by a 'skill' and a 'quality'.
 - ▶ Consider the main study skill components.
 - ▶ Develop personal awareness of skills and qualities you have for university study.
 - ▶ Identify areas of strength in your current study and areas to be developed.
 - ▶ Set priorities to develop your study skills.
- 

Objectives

- ▶ Consider the wider range of skills which can be developed through university study.
 - ▶ Map out a profile of your own skills and qualities in preparation for university study.
 - ▶ Monitor and record your own achievements.
- 
- A decorative graphic in the bottom-left corner consisting of overlapping geometric shapes in shades of red and pink, separated by black lines.

What is a Skill?

- ▶ ‘Special ability in a task’
- ▶ ‘Ability acquired by training’
- ▶ ‘A trade or technique requiring special training or manual proficiency’

(Collins, 1998)

What is a Skill?

- ▶ To be skilled is to be able to perform a learned activity well and at will.
- ▶ Something that can be developed through practice and reflection.
- ▶ Can be fine-tuned to make improvements.

(Cotterell, 2003)

What is a Quality?

- ▶ ‘Distinguishing characteristic, or attribute’
- ▶ ‘The basic character or nature of something’
- ▶ ‘A trait or feature of a personality’
- ▶ ‘A degree or standard of excellence especially a high standard’

(Collins, 1998)

YouTube clip – Skills and Qualities

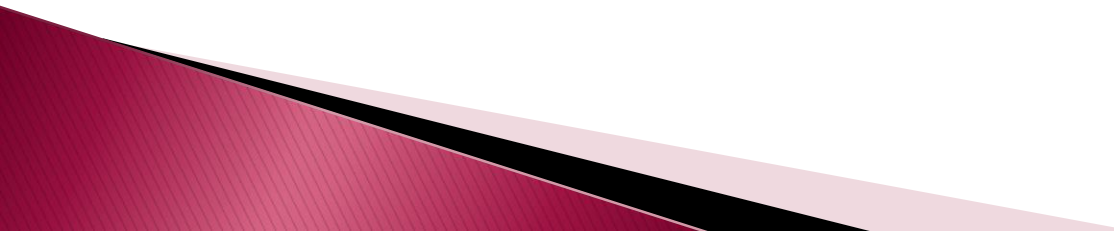
- ▶ <https://www.youtube.com/watch?v=IV-EtTbGK1c>



Skills and Qualities for Health and Social Care Professionals

- ▶ Consider and write down the skills and qualities needed to work in health and social care and/or with children and young people.
 - ▶ Compare your notes with others in the class.
 - ▶ Are there any similarities or differences?
 - ▶ Are any of these skills and qualities transferable to other careers or professions?
- 

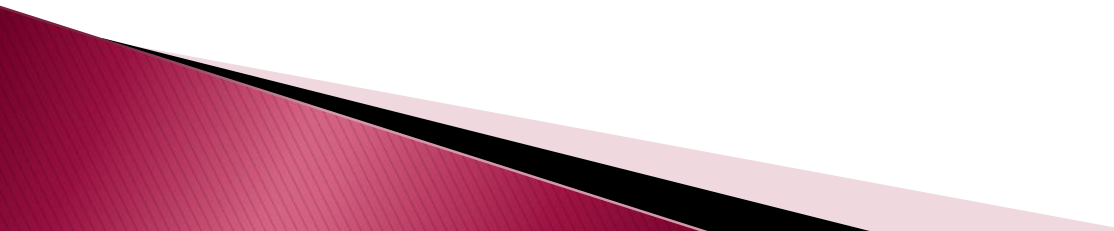
Developing Study Skills

- ▶ University study requires students to become independent learners.
 - ▶ The key to success at university is to develop this ability as quickly as possible.
 - ▶ This module aims to help students to improve their study skills.
 - ▶ Each of you has untapped resources within you and the ability to develop appropriate study skills to enable you to successfully complete your course.
- 

Developing Study Skills

- ▶ Time spent at university offers great opportunities for change.
- ▶ Being able to study effectively enables students to gain greater enjoyment and fulfilment from the challenges they encounter throughout their study and to be successful.

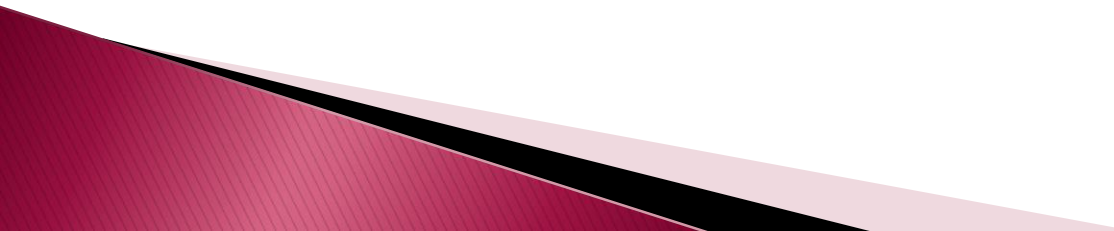
(Payne & Whittaker, 2006)



Fine-tuning Skills for Study

- ▶ Involves developing personal qualities as well, such as:
 - Awareness
 - Commitment
 - Determination perseverance
 - Self-motivation
 - Time management
 - Positive thinking

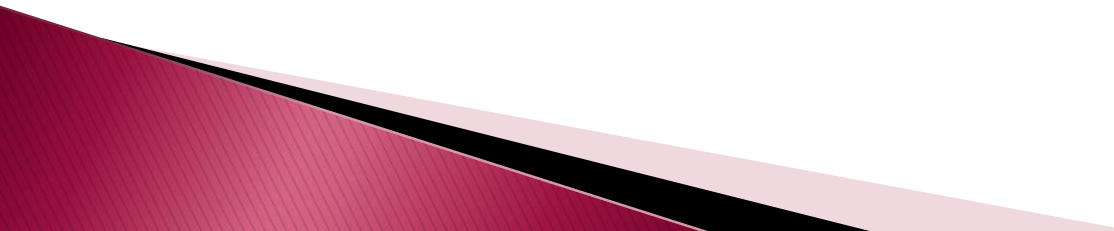
Fine-tuning Skills for Study

- ▶ These qualities are also of key importance to successful study.
 - ▶ The more obvious study skills such as how to write essays and developing techniques to pass exams is only part of the story.
 - ▶ Students undertaking study hope that their training/education will lead to a good career.
 - ▶ Employers are interested in a person's wider range of skills not just the marks or grades achieved through study.
- 

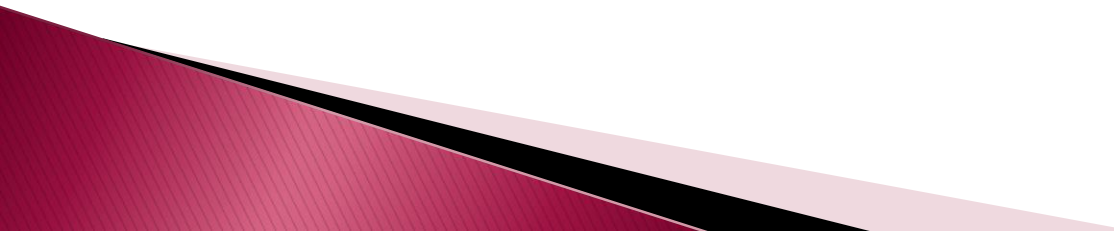
Five components of study skills

- ▶ Self awareness and self evaluation.
- ▶ Awareness of what is required.
- ▶ Methods, organisation and strategies.
- ▶ Confidence and permission.
- ▶ Familiarity, practice and habit.

(Cottrell, 2003)



Self –awareness and self– evaluation

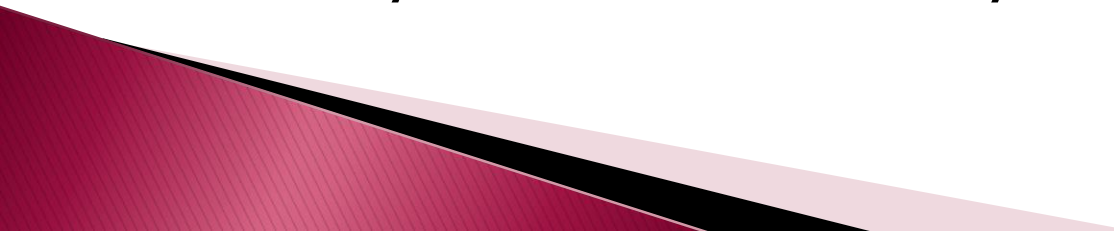
- ▶ To develop a skill you first need to know where you are starting from.
 - ▶ What are your current strengths and weaknesses?
 - ▶ What do you want to achieve?
 - ▶ Where do you need to improve?
 - ▶ How are you going to improve?
 - ▶ What are your resources?
 - ▶ What could obstruct your goals?
- 

Self –awareness and self–evaluation

Ways of developing self–awareness include:

- ▶ Self–evaluation questionnaires.
- ▶ Reflective accounts/journals.
- ▶ Group discussion.
- ▶ Tutor feedback on your work.

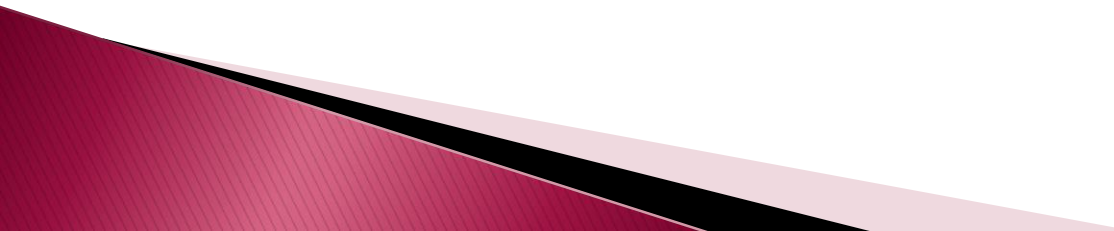
You will be encouraged to use a range of these tools to develop greater self–awareness throughout your studies. Keep these in a safe place so that you can reflect on your progress later on.



Awareness of what is required

- ▶ You need to develop a clear understanding of what your lecturers are expecting of you and what they are looking for.
- ▶ Essential information will be provided in course handbooks and via Moodle.

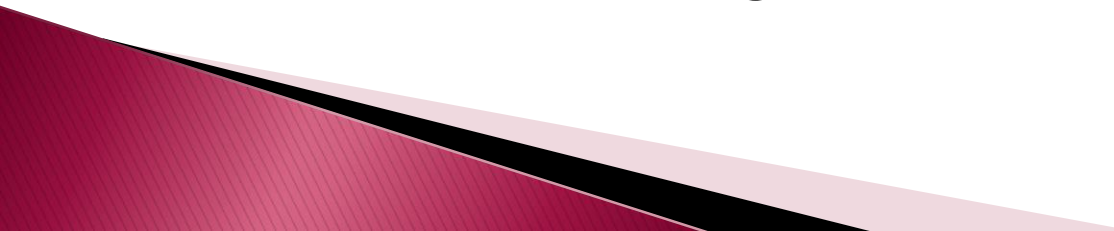
You need to understand:

- ▶ the course and module content.
 - ▶ aims and objectives of modules and individual lessons.
 - ▶ how marks are allocated and the marking criteria.
- 

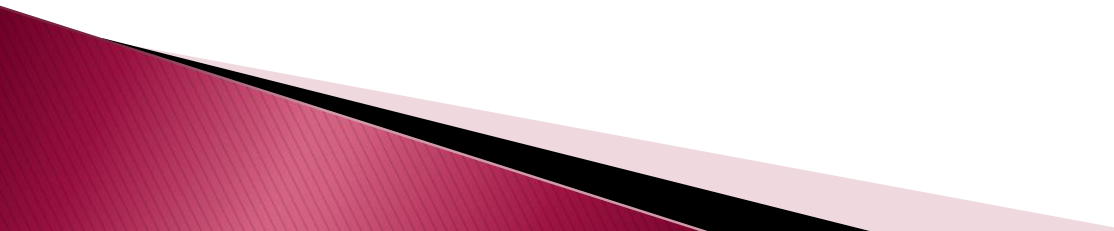
Awareness of what is required

- ▶ You will need to ensure that you read information provided to you and you will need to effectively listen to information provided in lectures.
- ▶ If you are unsure of anything don't be afraid to ask for clarification or support from lecturing staff.
- ▶ **Remember disruptive behaviour in class such talking when others are talking or using mobile phones inappropriately will disrupt the learning of others, as well as affecting your own concentration levels!**

Methods, Organisation and Strategies

- ▶ It is easier to study and saves you time if you have a method for working and are well organised.
 - ▶ A skilled student uses strategies for effective study, time and work-load management.
 - ▶ With practice these strategies will become automatic.
 - ▶ You will learn about learning styles and will be encouraged to undertake a self-assessment of your preferred learning style and to identify the most appropriate learning strategies for your preferred learning style.
- 

Confidence and Permission

- ▶ To succeed without undue stress you will need to feel entitled to learn and achieve.
 - ▶ Everyone has a right to an education!
 - ▶ Many students feel that academic success is for other people, possibly due to previous experiences at school or because nobody from their family has a degree.
 - ▶ Students often have particular ideas about their own intelligence and abilities and lack confidence with their study as a result.
- 

Familiarity: Practice and Habit

- ▶ All skills improve through practice, feedback and monitoring.
- ▶ The more you study and reflect on your learning the more you are:
 - Adept at finding shortcuts
 - Aware of the skills you need to improve.
 - Able to see patterns in what you do.
 - Able to focus on study for longer.
 - Able to perform new skills automatically.

Familiarity: Practice and Habit

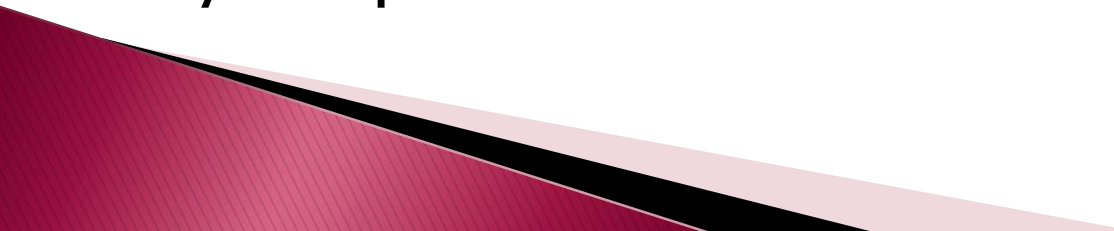
- ▶ Through practice studying well becomes the norm.
- ▶ It is important to develop regular study habits early on in your university study, especially if you have been away from study or are not used to managing your time effectively.
- ▶ Developing effective study skills has little to do with being 'naturally clever'.
- ▶ Everyone can develop skills to enable them to study more effectively.

(Cottrell, 2003)

Opportunities for the development of skills and qualities

- ▶ School
- ▶ Employment
- ▶ Job applications
- ▶ Family life
- ▶ Domestic responsibility
- ▶ Caring for others
- ▶ Interests/hobbies
- ▶ Independent study
- ▶ Emergency events
- ▶ Personal development
- ▶ Weekend jobs
- ▶ Unemployment
- ▶ Voluntary work
- ▶ Homemaking
- ▶ Friendships
- ▶ Travel/holidays
- ▶ Clubs/societies
- ▶ Personal setbacks
- ▶ Ill health
- ▶ Sport

Activity

- ▶ Complete the self-evaluation sheet provided.
 - ▶ Tick all the criteria which you feel you are reasonably good at.
 - ▶ Put stars next to those at which you excel.
 - ▶ For each skill/quality identified think of one example of an occasion/situation when you demonstrated this.
 - ▶ Include your University student number on the sheet and store your self-evaluation in your portfolio.
- 

Further Reading

- ▶ Cottrell, S (2003) *The Study Skills Handbook*, 2nd Ed. Basingstoke: Palgrave Macmillan.
- ▶ Payne, E and Whittaker, L (2006) *Developing Essential Skills*, 2nd Ed. Harlow: Pearson
- ▶ You Tube, (2015) *Qualities and Skills*. Available at: <https://www.youtube.com/watch?v=IV-EtTbGK1c> (Accessed 6th February 2019)
- ▶ Kahoot, (2019) *My Kahoot: Qualities and Skills*. Available at: <https://create.kahoot.it/kahoots/my-kahoots> (Accessed 8th February 2019)