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Top tips for new students starting college.

Why is attendance important?

- Attending every lesson is vital because if you don't attend you will miss out on important or new information that can help you in the assignment.
- You will still have to do this, but it might not be explained enough as a teacher would explain it to you.
- Attending placement is also important and compulsory you must get a certain amount of hours to pass your course.
- Missing hours in placement every week may lose your place there as they might not want you.
- In the future when you apply for a job, they won't employ someone who's attendance and punctuality is bad.

What equipment do I need?

- Books to take notes for assignments.
- Get a book for each teacher you have so you don't get confused and when doing assignments it will become easier.
- Pens (Always have extras it will run out when least expected)
- A bag to fit books, equipment and folders so you can take home.
- A folder later in the year to save assignment work.
- Spare paper
- A wallet so you can store spare sheets this is not needed but good for organising your work.
- Make sure you wear your lanyard at all cost it is a proof that you attend this college and you will need it to submit assignments, print work off and enter college.

How to stay on track with work?

- Make sure you take notes on everything and write the title and date, so you know which assignment the work is for.
- When you have completed work in class start to write it up so when the hand in date is announced you have done most of the work you will then just have to finish it off and hand it in.
- Don't rush your work and don't leave it to the last minute.
- Any homework do it straight away as it will be fresh in your mind.
- Stay concentrated and listen to when the teacher is explaining the criteria.
- If you miss a day make sure you complete the work at home.

What to do if I'm struggling with assignment work?

- Go through your notes and see what you have written for that topic.
- Ask a friend or your classmates they may be able to help you don't copy their work.
- Go to the library and find textbooks that are related to your subject you will be able to take these home for a certain amount of time.
- Look on the internet read some articles or watch videos you might find your answers.
- Ask your teacher for help they will be able to answer your questions and explain to you what you will have to do.

How do I keep up to date with assignment work and hand in dates?

- Start the assignments off as soon as you get all information on a certain topic start putting your assignment together.
- Make a note of the hand in date you will be reminded.
- Don't do it last minute spend a few hours a day to complete it in detail.
- Try handing it in early if you have finished it.
- Show your teacher as you are going along so they can give you advice or if you are missing something out.
- ask for help if you need it the teachers will always help you.
- Attend workshop classes after college ask your teachers what days they do it.

What shall I do if I get ill and can't attend college or placement?

Placement

- Ring placement and let them know why you haven't attended.
- Email or ring college teacher who oversees placements.
- Might have to do extra hours at the end of the year if you don't have enough so try going for half a day.

College

- Email your teacher and let them know why you can't attend.
- Ask for work.
- If anything is due that day send it to them.
- Assignments must be handed into reception.

Attitude in class and placement?

Respectful to teachers and your classmates.

Be kind to everyone you don't have to like someone to be nice to them.

Don't swear in front of teachers, children or staff members.

(Very unprofessional and rude).

Concentrate when a teacher is speaking or someone else in the class.(don't speak over them).

Representing yourself and college when you attend placement so you must think about that before taking a step it could leave college in a position where they lose that placement setting.

Don't answer back just take the advice and act upon it.

is this course for me?

- Make sure you fully know about this course and have your mind set to this.
- Research anything worrying you and ask for advice.
- Make sure this course can get you in to university and do what you want to do.
- Be certain that this course will help you in the future and is related to what you want to become and that there isn't another course that is more relevant.
- For example if you want to become a social worker pick health and social care not childcare or teaching assistant.