

# specialist study skills support.



## What it entails.

Your Specialist One-to-One Study Skills Tutor will work with you on a one-to-one basis to assist in the development of your use of language and study skills in a manner appropriate to you. They provide a high level of expertise and knowledge about learning styles to suggest individual strategies for more effective learning. Your tutor will create an individual learning plan tailored to your needs to help you work towards becoming a more independent learner.

### Provision of appropriate support:

#### Support should;

- Have clear aims and objectives agreed with you;
- Be flexible in recognition of the shifting demands of the course and your own evolving skills;
- Encourage you to develop independence;
- Encourage you to build on existing strengths and learning strategies.

- Within your sessions your tutor will work with you on organisational skills and time management which will help you work towards meeting your deadlines;
- They will help you create action plans and devise processes & strategies to help you stay on track;
- Your support can help with your research skills - widening your knowledge by using a variety of sources;
- They will help you distinguish between an appropriate and inappropriate source, helping you with the correct usage of references and compiling bibliographic information;
- Your tutor will also cover comprehension skills - to help you understand key phrases, inferring information from text, reading strategies, paraphrasing and summarising.

Support is designed to help you with general strategies and processes, as support is not subject specific your tutor cannot help you with...

- Explaining or helping with the content of your work. Study skills tutors should not supply module information or explain the content of lectures to you. This is the responsibility of your academic tutor if there are any subject specific queries;
- Study skills tutors can help you with planning and organisation, but any written work must be composed by you and not the tutor;
- Proofreading: study skills tutors should not proofread your work; they should encourage you to do this for yourself, and work with you on strategies to improve your skills to do this yourself perhaps by using appropriate software or helping you implement effective reading strategies.