

Pre-Enrolment Guide

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Pre-Enrolment Guide

Study with Open Learning College

We are delighted that you are considering enrolling in one of our courses and embarking on a journey of knowledge and personal growth. This pre-enrolment guide has been carefully crafted to provide you with all the information you need to make an informed decision and ensure a smooth and successful enrolment process.

In this guide, you will find detailed explanations about our courses, learning formats, and the various resources available to support your learning journey. We will walk you through the enrolment process, highlighting important steps and requirements. Additionally, we have included answers to frequently asked questions to address any concerns you may have.

At Open Learning College, we are committed to providing high-quality education and empowering individuals like you to reach their full potential. Our diverse range of courses, delivered by expert instructors, are designed to meet your unique learning needs and help you achieve your goals.

Whether you are a professional seeking to advance your career, a lifelong learner pursuing personal interests, or someone looking to explore new areas of knowledge, Open Learning College is here to guide and support you every step of the way.

We invite you to dive into this pre-enrolment guide and discover the endless possibilities that await you at Open Learning College. We look forward to welcoming you to our community of learners and being a part of your educational journey.





V.O.I.C.E.

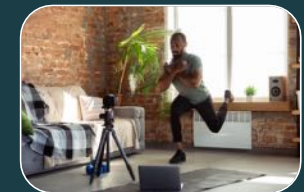


VIRTUAL – ONLINE – INNOVATIVE - CLASSROOM - EXPERIENCE

V.O.I.C.E™ is our proprietary learning platform, integrating our learner management system and live video conference in the **METaverse** for teachers and students.

VIRTUAL

Providing an immersive learning environment that replicates and enhances real-life experiences.



ONLINE

Everything you need to learn on all your devices, it can be instructor led (live/recorded) or independent.



INNOVATIVE

The first and only Learner Management System to fully incorporate the live classroom and the metaverse.

CLASSROOM

Fostering a sense of community and collaboration among learners and educators.



EXPERIENCE

Providing a hands-on, practical education that prepares students for real-world challenges and opportunities.

STUDY GUIDE

DISTANCE LEARNING EXPLAINED

Consider what distance learning is and how it differs from learning experiences you may have had previously. Distance learning puts you firmly in charge of your learning; you need to be fully aware that you must take responsibility for your studies and be fully committed to achieving your goals.

The course material, along with the study texts, will provide you with enough information to pass your course, but you must engage with the material and study it, rather than skim reading and hoping enough sticks to be able to scrape through.

In many ways, distance learning is the most difficult form of study as it has such a high reliance upon the individual taking sole responsibility, it is also a very solitary method of study with little social interaction with other students. Having said this, however, it can also be one of the most rewarding and pleasurable ways to study as you set your own pace, you can study each section for as long as you wish (within reason!) and you can re-visit earlier sections in a way that is far more difficult in a more traditional learning environment.

to sum up:

PRO's

- Study at your own pace.
- Flexibility of location and time of day: study whenever and wherever you like, online and offline.
- Your individual learning needs can be met more comprehensively by distance learning, rather than if you were simply one of many in a classroom or lecture theatre.
- You are provided with the materials you need to pass
- You have regular access to an expert in the field, and excellent support from the **Open Learning College** student support team.

CON's

- Heavy reliance upon your own motivation.
- Lack of social interaction with other students can be an issue, though we have **Xperience™** the Student Community HUB to help.

APPROACHING YOUR COURSE

Don't be put off by the size and content of your course. The course has been specifically designed to meet the needs of distance learning students and are split into manageable sections (modules).

Supporting this material is this study guide which should be read, including the other pre-enrolment guides, before beginning your studies proper. You must resist the urge to jump straight into the course, particularly if you are a student who is returning to education after some years out. One of the great joys of distance learning is that you can learn at your own pace, there is no hurry, take your time and enjoy the experience of learning.

Along with your course material you will find several other sections, these are intended to be useful supporting materials and references, they may include a bibliography of selected reading materials, a glossary of some terminology used in the course and the tutor marked assignments (TMAs) and quiz questions. Don't worry about the TMA at this stage; there is advice on essay writing later in this study guide; there is also a guide on offering advice on how to approach revision and final exams.



THE CHALLENGE OF STUDYING

Studying at any level is not just about reading text and answering a few questions, it is far more involved than that and the process needs to be considered before you start.

The main issues are:

- Motivation
- Time Management
- Location
- Failing to Understand the Material
- Completing TMAs
- Revising for Exams

Motivation is difficult when studying full time on occasion but is far more of a factor when studying by distance learning as you set the pace of your own studies; if you want to have a few nights off then nobody will mind, and nobody will notice.

You must resist the temptation for a couple of nights to turn into a week or two, if you let this happen then soon you will be well behind and will always struggle to catch up. You should have fun studying, however, and don't think you have to study every night.

As hinted at in the previous paragraph, time management is critical; you should try and stick to the guidance set out in each unit and resist the urge to spend more time on a particular section that most interests you to the detriment of other sections or units.

You may find it unusual to have location included, but most people find it very difficult to study in a meaningful way, and take things in, whilst sitting in front of the television or being distracted by others. If you can study with these distractions, then good for you, but most cannot.

It is often best to have a space set aside for study, perhaps it can be a quiet room in your house or in a local library for example. Having a specific location goes together with time management as you can set yourself a time of, say, two hours to study in that particular location and know you won't be disturbed.

Got a question talk to us...



Failing to fully understand the course material, or a text is common, and you should not feel in any way disheartened when it happens, it's almost inevitable at some point. Every student at every academic level will experience this on occasion, some more often than others. Do not simply ignore a section that you don't understand, but on the other hand don't spend the whole time studying one minor area.

If it is a text, you don't understand you could try using a different translation, there are usually slightly different nuances with different translators. The final two elements are the ones that cause the most stress amongst students, particularly those returning to study after a long period out of the academic world, but they should not.

TMAs are just another learning tool to help your school assess if you are progressing in the right direction at the right pace, and if you are picking up the key issues in each module; if you are not then they are also a means of providing feedback and advice to you on how you can improve.

Writing essay's is a tremendously rewarding task if approached in the right way, they allow you to develop thoughts and ideas that you otherwise cannot; they are a way to develop your own learning and your thoughts on subjects.

More specific advice on essay writing and exam technique will be given later in this study guide.

HOW TO USE YOUR LEARNING MATERIALS

Learning is a dynamic process, it is something that you must engage in rather than simply expecting it to happen' to you, and this is truer of a distance learning course than of any other type of learning environment.

Throughout each unit there are several activities, these are designed with one objective in mind, to aid your learning process and help you to continually develop your skills and knowledge; you should not be tempted to skip them as you will be missing a vital part of the process.


They also give you a chance to gauge how much you can write in each period and how to structure answers, vital practice for the examinations.

It is true to say that there are some that you will find more useful and relevant than others, but this is likely to do with your existing knowledge level in some areas exceeding that of other areas; even saying this, you should still attempt the activities as they will steer you towards answering questions in a style which you may not be familiar with, even if you have good prior knowledge of a subject.

One other thing to avoid, and this is always very tempting, is to look at the answers to the activities before you have attempted them yourself. I understand the desire to do this, but this will not help your learning experience in the long-term.

Making mistakes is crucial in learning something new, nobody expects you to get all the answers absolutely correct.

TIME COMMITMENT



"I chose **Open Learning College** as I needed the freedom and convenience to learn at my own pace. I enjoyed the live class and meeting other students, it was a great masterclass"

George Ginseil
Culinary Arts School

In part this depends on you; how quickly you learn and take in new concepts and ideas as well as how much you like to read around a subject, to say nothing of your pre-existing knowledge level. It also depends upon how effectively you study; a series of 10-minute study periods is far less effective than a solid hour or two at a time.

As a rough guide, however, you should think about spending total hours of the course divided by 52 weeks to give you an idea of how many hours per week you should be studying.

Each module is broken down into bite sized chunks to make the process of studying more easily accessible; but a word of caution, don't simply stop if you reach the suggested study time for a section and you are only halfway through. The timings are intended to be guidelines only.

Activity - In the light of what you have read so far, and considering your own personal circumstances, produce a list of the benefits and disadvantages to you of distance learning.

MANAGING YOUR TIME EFFECTIVELY

More than likely, you have chosen distance learning because your private life precludes you from the opportunity to study full time; this is not a problem, it is in fact one of the greatest assets of a distance learning course, but it does need some thought.

You will start your course like everyone else, with good intentions of how much time you will be able to devote to it; sadly, life frequently intervenes, and those plans don't last long. Therefore, you need to think about how to manage your time before you start.

Always be aware of the suggested study time (if given) for each module, but don't panic if you find you don't have that much time to devote to the course in a given week, rest assured that every other student will be in the same boat at some point, it's inevitable.

What matters far more than how much study time you have, is how effective that study time is.

As noted earlier, studying for ten minutes here and there is not an effective way to study and learn; you need to try and set aside blocks of time, perhaps an hour at a time. You should also try and make sure you are not disturbed during this period, perhaps study away from home or wait until the children are in bed, whatever you choose, this is important.

It is usually a good idea at the start of a week to have a study calendar and highlight a few periods per week when you think you will be able to study.

Don't be over ambitious and fill the calendar with dates, it is important to do things other than studying. The calendar will also help you not feel guilty when you are doing something other than studying because you know when your study times will be.

Activity

Try to create a study calendar for yourself and populate it with a few dates and times to see just how much time you might have available. Be realistic and consider any times when you know you certainly can't study due to other commitments.

MANAGING YOUR TIME EFFECTIVELY

In order to study effectively try and study a subsection relatively quickly, that if it is suggested that a section should take two hours, don't study the first half one day and the rest two weeks later; this is the quickest way to forget what you learned in the first half of that section and your learning will suffer as a result. If you need to take a two-week break, try and make sure it is at a convenient point in the course and not in the middle of a section or module.

Another important aspect of managing yourself is organisation, try and keep your desk tidy and any books you may need in an easily accessible location. This is also true of any websites you are using that are useful; keep them in a separate folder in your bookmarks. The last thing you need when you have spare time to study is to waste half of it trying to find a book or having forgotten where you are up to in the course material.

Always be aware of the bigger picture. Tutor marked assignments must be completed, TMAs will allow you to progress to completion of your course. Distance learning is flexible but takes a lot of commitment from you to achieve success. But don't forget the incredible feeling of achievement you will have when you receive your well-deserved certificate of achievement.

Support

Studying by distance learning is sometimes a lonely task and you will inevitably need some form of support in your studies; this can come from a variety of sources:

- Your tutor/teacher
- Student support team
- Your partner
- Your family
- Your friends
- Your colleagues
- A mentor
- Other students

Activity

Think about the last book you read, or the last magazine or newspaper article and make some notes about its content, style and what new information you learned. How much of it can you remember now.

STUDYING SKILLS

Reading and Note Taking

This is not as easy as it sounds, you won't simply be reading the course material in the same way you do a newspaper (hopefully!) but will have more direction and purpose. You need to develop a strategy for your reading. Don't simply read anything you can get your hands on about a given subject, be more selective. The course material provides you with information on specific books to read, and which sections to read, as well as detailing when you should study various chapters of the set texts, use this information. If you are having difficulty, ask your tutor for advice.

You should also think before you start a text, what are you hoping or expecting to learn, what's the point of reading that text. Try to guide your reading, what is called 'purposeful reading'. The study guide will give you things to think about while you read, and this should help you to focus on the topics necessary for examination.

Depending on the type of learner you are, it may be useful if you have a chapter of a text to read, focus on only a few pages at a time and consider these before moving on to the next few pages. Breaking tasks down like this can be a good way of reducing a seemingly difficult task into bite size chunks that are far easier to digest.

As you read, or more likely at the end of every few pages, make a few notes on what you have read and understood. This will serve to focus your mind and to remind yourself of the content of the text. You will also find in doing this that you develop more ideas about what you have read than would have occurred to you without having this time to think and consider. By making notes, questions will also occur to you, things that you have perhaps not understood or need explaining further. This is where true learning occurs – remember that although the study guide is designed to provide you with the necessary background to a subject, there is no substitute for your own thought.

When you have completed the assigned reading of a set text or a module do not immediately progress to the next, take some time to think about what you have studied and what you have understood from those studies. This will help you to understand and to remember what you have done. It is all too easy to read and understand a text the first time, but a few weeks later to remember nothing at all; making notes helps here too. Consolidation of your learning helps with this, and you will find tasks at the end of each unit to help with this.

READING AND NOTE TAKING

It is likely that while you could recall the gist of the text you read, there were many specific facts that you will have forgotten. It would be most unusual indeed if you could quote from the text exactly. This should give you an idea of the difference between reading for pleasure and reading for study.

This is not to suggest that reading for study is a chore (it shouldn't be!) but it does require a little more attention to detail. Furthermore, re-reading the subject matter and even committing some details to memory are all useful study skills that will certainly help you be well prepared for examination.

Keep the notes you make on each module these will be invaluable to you as aids to taking and passing the TMAs.

These notes are unique, they are written by you in your own style and therefore are easy to understand and reflect your own thoughts and ideas as you progress through the material.

Your notes probably won't be terribly good when you first start, but as you learn more and develop your own style, they will become increasingly detailed and useful; studying is a skill just like any other that needs to be worked at and acquired through trial and error.

Your notes may take the form of sentences and paragraphs that contain detailed thoughts and ideas, or they may be bullet points that you expand upon in your head as you read them, or more likely a combination of both. It is also likely that you will start to abbreviate frequently used words and develop your own version of shorthand, this will be a very useful skill if you intend to progress to university.

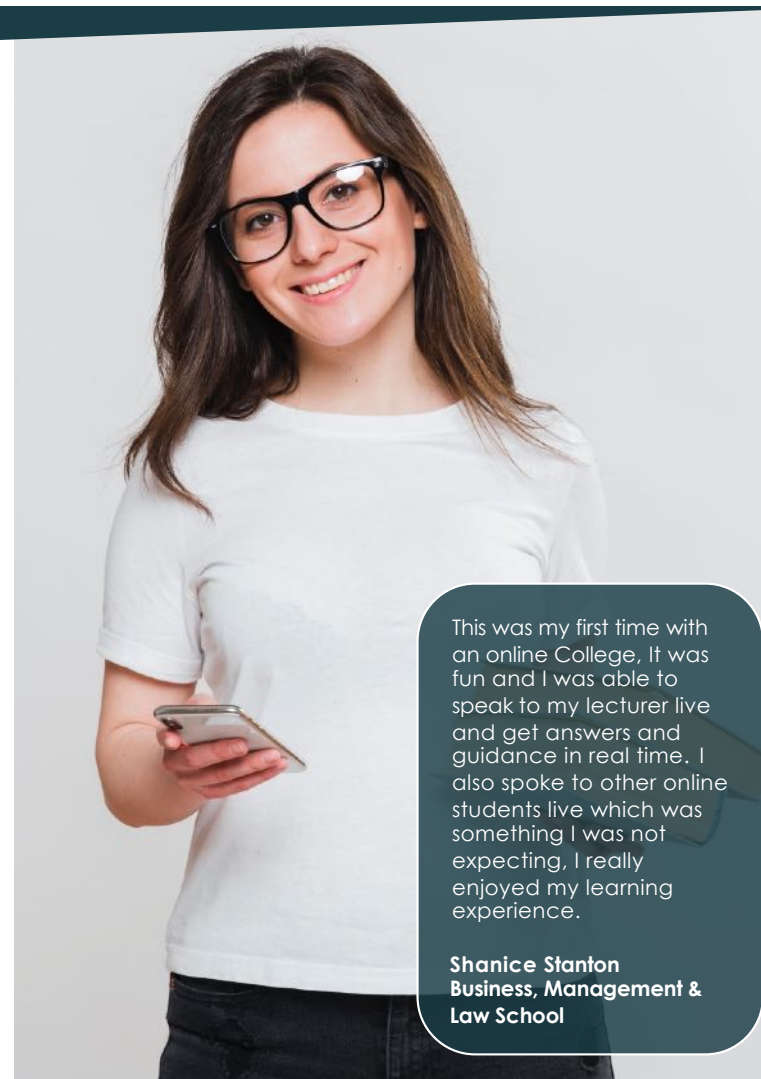
You should also underline or highlight sections of the set texts or the course material that you think are particularly salient or useful, sections that you could then easily find again if required.

Along with the organisation that you need, as noted earlier, your notes will need to be treated in the same light. It's no use having a whole series of notes on a module if it's not immediately obvious which text they refer to.

For example, If you have been making notes on different books of the same author, be sure you label them so as not to confuse yourself and waste time later having to sort through them when you could be studying.

To sum up:

- Studying a module is different from reading it for pleasure alone.
- Read small chunks at a time
- Make and organise notes
- Studying is a skill like any other, the more you do the more proficient you will get
- Underline or highlight parts of the text that you think are particularly salient.
- Take care not to make too many notes; they are there to help you, not to take over.



This was my first time with an online College, It was fun and I was able to speak to my lecturer live and get answers and guidance in real time. I also spoke to other online students live which was something I was not expecting, I really enjoyed my learning experience.

Shanice Stanton
Business, Management &
Law School

TUTOR MARKED ASSIGNMENTS (TMAs)

Information is provided throughout the course, followed by a series of exercises that are to be completed and marked. When you have completed the course and , your tutor needs to verify that you have worked through all parts of any Workbooks, Activities and Exercises successfully.

Upon verification of the activities, exercises and assignments, a nationally recognised certificate will be awarded by the awarding body as confirmation that your written work has met all the learning outcomes and assessment criteria for the programme.

TMAs are a vital part of your learning. They are designed to augment the course material and give you the opportunity to focus your thoughts on some of the key issues that you have studied.

Once you are at the stage of completing a TMA, do not simply sit down and start writing, look back through the course material and the relevant paragraphs of the module and think about the question first. Always think first before writing. At this point you will start to develop ideas of the sorts of things you want to say in your answer, note down some subjects you would like to discuss, usually this will be in bullet point format.

Organise the bullet points into some form of structure (for example, all the points that deal with x subject first, y subject second). From there you can remove some of the bullets and develop a fuller essay structure, with some notes on some of the direct quotes or examples you might use. These bullets can then evolve into subheadings throughout the essay. These subheadings will ensure that your essay remains focused on the TMA, and you answer the question that is set, rather than some other question that you may find more interesting but is not relevant. TMAs can take the form of multiple-choice questions or essay-based answers.

Essays

One word of advice on essays which will sound rather strange at first but try writing the introduction and conclusion last. The conclusion is easy enough to understand, but the introduction, Well, it's simply that in the introduction you should set out what you are to show, prove or argue and you usually can't do that until you have written the essay because your thoughts may change as you write.

Academic essays have a structure that you should be aware of and attempt to match:

Introduction where you set out your argument and what you hope to demonstrate. You could also pose a question that you will then answer, though you must make sure that in doing this you are answering the question set.

The body of the essay is where you attempt to demonstrate what you stated in the introduction. Make sure the structure is clear and you do not jump from subject to subject. Use paragraphs and subheadings to make the essay flow.

Each sentence should have a purpose and flow both from the previous one and to the next. Don't assume the marker knows what you are trying to say, it is too easy for you to think you have said something or explained something when you in fact have not. Try to be balanced and avoid extreme answers, but also don't obfuscate and avoid coming down on one side of the argument or the other (i.e., don't say, 'A' could be right, but so could 'B'). Always remember the question; every paragraph should bring you closer to an answer or explanation of the question. Do not leave material in the essay just because it took you a long time to write and it's difficult to cut out, if the passage is not necessary then remove it.

Conclusions should pull together everything you have argued for in the main body of the essay and answer the question posed. You should also relate the material you have produced back to the introduction.

When you think you have completed the essay, you probably have not. Editing is crucial to a good overall presentation, read through what you have written again and see if it holds together, if it flows well and if you have answered the question. Also check spelling, grammar and punctuation.

IMPORTANT INFO



Plagiarism

Plagiarism, is using someone else's work and trying to pass of as your own and is classed as a form of 'cheating'.

This includes:

- Copying answers
- Using information from another source without acknowledgement.
- Using the internet to copy & paste information
- Plagiarism is strictly governed, and awarding bodies publish their rules and regulations.

Copying other students work is not allowed.

"I chose **Open Learning College** because of the course reviews and the extensive pre-enrolment material that allowed me to make an informed decision. The course was well laid out well and their online learning platform (V.O.I.C.E.) was so easy to navigate. I planned to spend a year to complete the course and eventually it only took me 5 months"

Maria Robertson- Teaching & Childcare School

System Requirements

(99% of users meet our minimum requirements)

Minimum System Requirements

Internet Browsers: Firefox 58.0+, Google Chrome 65.0+, Safari 10.0+

Internet Connection

Broadband connection with 500+ Kbps

Mobile: Safari in Apple iOS 8+, Google Chrome in Apple iOS 8+, Google Chrome in Android OS 4.1+

Browser Support: HTML5 compatible

Hardware (PC) System Requirements

Operating System: Windows 2000 or higher with latest updates installed

Processor: 500MHz or faster

RAM: 128MB or more

Video Card: Min requirement: 128MB of video memory

Sound Card: Min requirement: 16-bit

Mac System Requirements

Operating System:: Mac OS X 10.3+

Processor: 1.83 MHz Intel Core Duo

RAM: 128 MB or more

Video Card: Minimum requirement: 64 MB of video memory

Sound Card: Min requirement: 16-bit

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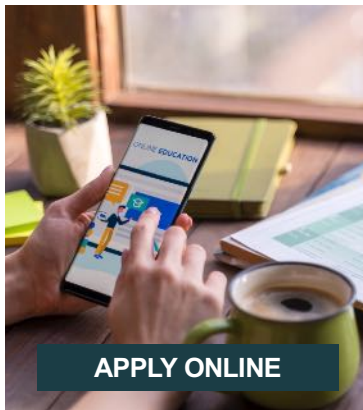
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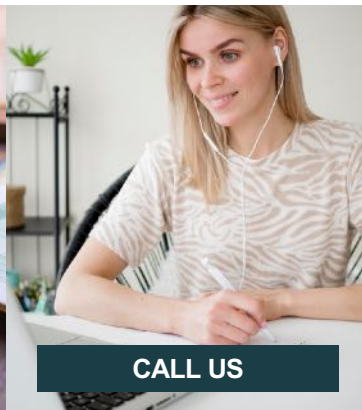
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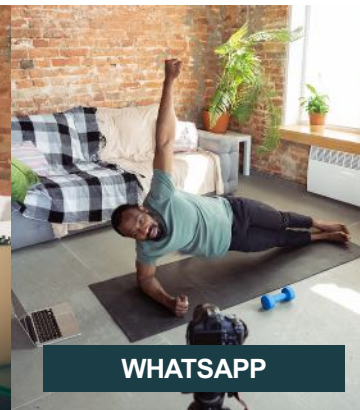
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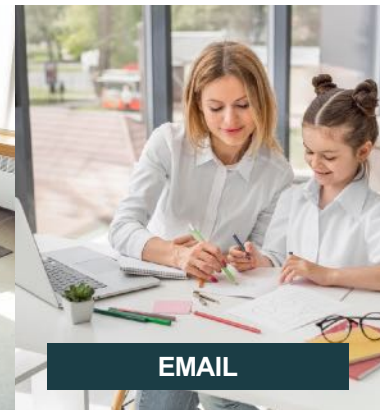
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