



Study Tips

Tip 1 – Deciding to Pass the Exams

Before you begin studying it is worth identifying your reasons for committing yourself right from the start (e.g. promotion, pay rise).

To enable you to maximise your chances of achieving your goal, you must:

- use the online support provided
- be single minded in your work
- believe you can pass

Remember, things that are worth having tend to be difficult to acquire.

Tip 2 – Don't Panic

You've got a lot of work to do, but you have got plenty of time if you plan your study effectively. If you need help, don't spend ages trying to puzzle it out— contact the online tutor!

There is no such thing as a stupid question, only things you don't know yet.

Tip 3 – Be Realistic in your Targets

Plan to study for 30 hours a week from day one and you will probably fail. You won't be able to maintain your concentration levels, you'll become tired, work slower, absorb less and you'll end up feeling miserable.

Be realistic; plan in advance when you are going to study and for how long. It is much easier to get down to some quality study time if you know when the study period is going to end!

Tip 4 – Work Smarter

Using highlighters can help the words and numbers come to life and be more memorable. We suggest using a soft colour that's easy on the eye when reading through for the first time, such as yellow.

Once you've read through a section, look at the end of session questions. If there are any areas you got wrong or still don't understand highlight them in an angry colour such as orange.

Tip 5 – Construct a Study Plan

Your study programme breaks each subject down into manageable study periods of about 2-2 1/2 hours. Using the study planner at the front of your textbook, add up the total number of study periods for all your subjects.

Then, work out how many slots you need to fit into each week.

Timetable study periods into your study planner, remembering to be realistic. Don't forget to leave time for your favourite TV programmes, visits to the gym and time with friends.

Finally, enter the dates for each study period into your programme so you can be sure you haven't missed anything.

You should be prepared to dedicate a minimum of 12-15 hours each week for study; this means 5-6 study periods every week.

Tip6 – Using your “Friends” to help you keep to your Study Plan

In working out how to study, there are friends and there are enemies.

“Friends” like us can help you study and can work positively alongside your own personal desire for success.

Remember... Just because you are not on a MPES classroom course, does not mean you can't ask for help. Use the “Contact Us” tab to directly contact the office.

Make the most of your travelling by using the note you have made to review topics that you have already covered, keeping them fresh in your mind.

Never forget why you want to qualify — it will help you focus on the task in hand.

Tip 7 – Identifying the ‘Enemies’ to Study

Most enemies come from within yourself – knowing why you want to study, what the personal rewards will be and being realistic with your targets will help overcome some of these.

Enemies include television, surfing the net, the telephone, flat /house mates, weak memory, intimidation by sheer volume of work etc.

Tip 8 – Question Practice and Course Exams

It is important throughout your study that you test your knowledge not just by reading through the text but also by continually practicing questions.

We advise you to revise topics regularly and not just before the exam. Read through the key points section at the end of each study period and use the progress tests to make sure that your study is effective.

There are 2 course exams for each subject, which must be scheduled into your study programme. The mock exam timetable suggests the dates you should attempt them. Your marked script will provide you with a detailed performance analysis, enabling you to identify weaknesses that require further attention.

By sitting the course exams you can increase your chances of passing by up to 50%!

Tip 9 – Allow time for quality Revision

The final revision phase should take place in the month prior to the exam. This means your study timetable must complete the entire syllabus at least a month before the exam otherwise you will not have sufficient time to revise and practice questions.

The first part of this should focus on the subjects you find the most difficult, leaving the easier subjects until nearer the end.

Practice plenty of past questions / past papers, where possible under exam conditions. Use the Practice & Revision kits for an extensive range of exam standard questions to test yourself effectively in your last month.

Tip 10 – Remember you are not alone!

If you get stuck or need help ... contact your online tutor.