

One-to-one study skills support – An Introduction

Your 'Needs Assessment' recommends that you can receive the support of a one-to-one study skills support. This document describes the purpose of the support and outlines how it is delivered.

What is study skills support?

The purpose of study skills support is to work with you to equip you with long term strategies and transferable skills which will benefit you in your academic studies and beyond.

The content of your sessions will depend on where your individual needs lie and the priorities you may have. You will have already talked these through during your needs assessment and they will be described in your Needs Assessment Report (NAR). Your study skills tutor will use the NAR as a starting point as he/she helps you to devise your individual learning plan (ILP). The ILP will then provide the framework for your sessions and will be completed by your study skills tutor after each session.

You will be allocated one tutor, who you can meet for the duration of your support. The regularity of your support depends on how many hours you have been recommended, and how often you wish to access the support. Many students opt for weekly sessions, others prefer an ad hoc arrangement, or support specifically around exams and deadlines. One-to-one study skills support is intended to be tailored around your individual learning. It is often accessed to provide guidance on (though is not limited to) the following areas:

- Grammar, spelling and punctuation.
- Academic writing skills and essay structure.
- Revision schedules and strategies.
- Proofreading strategies and referencing.
- Research and resource management.
- Developing presentations.
- Note-taking and reading strategies.

Study skills support is not:

- Intended to help you improve specific items of coursework.
- Proofreading individual items of work (although proofreading strategies can be developed).
- Subject specific tuition.

Key Points to Consider

- Study skills tutor's are allocated based on availability. We will ask you to complete an availability form before you begin support, detailing when you will be able to meet your tutor. We will then match your availability to a tutor who can meet you at those times.
- During key intake periods, or other busy times, there may be a waiting list for study skills support (we will inform you if this is the case).
- You must inform your study skills tutor with at least 24 hours' notice (where possible) if you are unable to attend a booked session. You must also provide a reason. Repeated failure to attend without sufficient notice or reason will result in suspension of support. More details regarding this can be found in the Absence Policy.
- Your support worker may consider the session cancelled if you are more than 10 minutes late and have not informed the SWT of your absence or late arrival.
- You will be required to sign a timesheet for every support session provided, or any session cancelled with less than 24 hours' notice. An accumulation of unsigned timesheets will result in suspension of support.
- You do not have to use all of the hours which you have been recommended in your assessment. If additional sessions are required we will, where appropriate, support requests for extra hours. In normal circumstances support is only available during term times.
- Provided there are no funding issues, you should be able to begin accessing study skills support at any point of an academic term. Simply contact the Support Worker Team (details below) and we will set up support with you.
- If you begin study skills support, but decide it is not helpful to you, you can withdraw from the support at any time. You can always resume support at a later point.
- If you do not want to take up support, you are not obligated to do so. You can start support now or, if you prefer, you can contact us to set up support at a later point. If you wish to do this, please do let us know.
- If you feel you are experiencing difficulties with your tutor, please discuss this with your tutor where possible, or with the Support Worker Team in the first instance in order to resolve any issues and move forward with your support. In exceptional circumstances, we may be able to discuss reallocating students to another tutor.
- Although you have been recommended support from the University of Leeds you can choose to use a different provider if you would prefer. If you would like to look in to this option then please contact your assessor directly.
- If you have any comments or complaints regarding your support, please contact the Support Worker Team, at supportworkerteam@adm.leeds.ac.uk or 0113 3437547. Should you wish to make a more formal complaint you could follow the University complaints procedure http://www.leeds.ac.uk/secretariat/student_complaints.html

If you have any further questions regarding study skills support, please do get in touch with the Support Worker Team, at supportworkerteam@adm.leeds.ac.uk or 0113 3437547.