

## Study Guide for Diploma of MH/AOD Scholarship Scheme

### Checking your preparation

#### Commencing study

Undertaking study is a new and exciting experience, but it is essential to be prepared. The list below may serve as a reminder as you prepare for studying again.

1. Am I motivated to study? Have I discussed this study with family members, including how much time I will need to allocate each week?
2. Have I discussed this study with my line manager, to ascertain if there may be any impacts to my work schedule?
3. Create a weekly schedule: This could identify optimal times for study related activities, e.g. reading and assignment work. Depending on the number of units/subjects you're studying and your other commitments, you may be able to weave study time into your week quite easily, or you might need to revise your schedule to accommodate more time for study.

The average unit/subject requires at least 10 hours per week and often more if your institution works on shorter academic terms.

4. Start off well – take advantage of orientation/induction information sessions and events to get to know your education provider. This is useful even if you have studied before or you are studying online.
5. Explore support services available within the education provider, e.g. the I.T. Help Desk, the Library, Counselling and Administration Services and Disability Support. Your library will offer information sessions or guides on how to use the library system – each library is different, so make sure you explore prior to the start of classes.
6. Make an assessment calendar so that you are clear exactly when you have assessment due. Read the course/unit outline thoroughly in the weeks before you commence classes.
7. Do I have a private study space at home that is comfortable, well lit, and has minimal distractions, with access to a computer? If I am attending online classes, do I have the equipment necessary (e.g. headset, reliable internet connection)?

#### Time management

Each unit/subject requires at least 10 hours of study per week, including required reading, weekly tasks and assignment work.

1. Check what my lecturer recommends as the weekly study time required for the course (might be in the course/unit outline).
2. Check I have enough time in my weekly schedule to do all the units/subjects I have enrolled in.
3. Consider whether or not I will be able to balance work, study, and family commitments.
4. Do my family and line manager understand and accept the importance of study and the time commitment it will require?
5. Managing multiple assignments at once: If you're enrolled in more than one unit/subject, you may find assignments are often due around the same time. Because of this, it's important to start assignments early so you don't feel overwhelmed.
6. Do I need to request leave to manage the peak times of the academic term?

*Adapted from: [Studying Externally: External Study Readiness Checklist | learnonline](#)*

#### Formal support

1. SARAS may be able to support to leave assistance. [HR Policy G10 - Study and Research Assistance Scheme \(SARAS\)](#)

Please note that you are not eligible to access financial support from other sources, such as SARAS, if you receive a scholarship.

2. HR departments within your HHS.