



Module code	FEL	NQF level	4
Credit value	15	Study duration	9 weeks

Fundamentals of Effective Learning

This module aims to:

- Help you become confident in using the learning platform
- Enable you to learn and interact online
- Introduce you to some key areas of Business
- Introduce you to our Study Skills Hub
- Develop your academic skills e.g. report writing, research techniques and referencing, reflective learning and critical thinking
- Provide guidance for personal development planning
- Give you the transferable skills needed for your future modules

Learning outcomes

On completion of this module, students will be able to:

- demonstrate the technical and personal requirements of online learning
- demonstrate competencies in the use of the tools available to online learners
- possess the ability to reflect on activities and personal development in terms of both process and task
- identify effective operational techniques in a variety of learning contexts
- explain the organisational, environmental and societal contexts in which their careers and lives will unfold

Syllabus

- Beginning the learning process
- Academic writing
- The importance of academic research
- Academic honesty
- Reflecting on your learning
- SMART development planning
- Deeper learning
- Turnitin
- Reflection

Learning and teaching methods

This module will be delivered by learning materials provided on the learning platform supplemented by readings. Tutor support will be available to students via phone, email, and a fortnightly question and answer (Q&A) session. Students will also have access to a mid-module one-to-one.

Description of unit of assessment	Length/Duration	Submission date	Weighting
Academic readiness assessment discussion forum	10 days	End of Unit 2	Must pass to progress
Discussion contribution	2 weeks	End of Unit 6	20%
Mid-module assignment	1,500-2,000 words	End of Unit 4	30%
End of module project	1,500-2,000 words	End of Unit 9	30%
Journal entries	300-500 words	Bi-weekly submission	20%