

# ACE Study Skills Inductions for New Learners

**April 2025**

A warm welcome from the ACE Team!

The Academic Community of Excellence (ACE) team provide **guidance alongside your classes** on topics such as academic style, critical analysis, referencing, reflective writing, relating theory to practice, research skills, structuring assignments and much more.

We assist learners in three main ways:

1. Academic skills resources for self-study on our [Learner Portal page](#).
2. Interactive workshops to practise and develop academic skills - book your place [here!](#)
3. One-to-one tutorials to discuss your assignments - book one [here!](#)

If you are a learner new on programme and want to quickly get up to speed with all things academic, please feel free to attend one (or all!) of our suite of **Study Skills Inductions workshops** listed on the next page.

These interactive, learner-centred sessions cover time management at university, planning and writing assignments, academic style, research skills and referencing, and will provide you with the academic basics you'll need to thrive in your studies.

## How to Join a Workshop

1. You can **book your place** using the following link to receive an email invitation:  
<https://outlook.office365.com/book/ACEWorkshops1@qlearning.onmicrosoft.com/>
2. You can **download the relevant calendar file** in the table below and add this on Outlook by clicking 'File' > 'Open & Export' > 'Import/Export' > 'Import an iCalendar (.ics) file' > 'Import'.
3. If you'd prefer to join the session on the day you can click on the **relevant joining link** below at the time of delivery.

(These sessions are roughly one-hour long, but the team always dedicates an additional 10 minutes at the end to answering questions.)

## 'Study Skills Inductions for New Learners' Workshop Schedule

### ⚠ Important

- ACE sessions are **interactive** - please only attend if you are in an environment where you can participate fully.
- **No AI notetakers** are permitted in workshops due to GDPR concerns.

Workshop	Description	
<b>Induction 1:</b> Managing Time and Setting Study Goals	Learn how to effectively prioritise tasks, create realistic study schedules, and set achievable goals that keep you motivated and on track. This session will introduce you to practical tools and strategies to maximize your productivity and ensure you make the most of your study time.	
	Monday 07/04/25 12:00 - 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Tuesday 15/04/25 11:30 - 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>
<b>Induction 2:</b> Planning and Writing Assignments	In this session you will be introduced to effective strategies for breaking down a task description and responding to different assignment question types, get acquainted with the conventions of academic writing, and learn to use TEEL to build well structured, critical paragraphs.	
	Wednesday 09/04/25 11:30 - 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Wednesday 16/04/25 17:30 - 18:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>
<b>Induction 3:</b> Searching for Sources and Referencing	This session guides you through the process of finding credible and relevant sources for your assignments, ensuring you have a solid foundation of academic evidence to support your arguments. The session concludes with an introduction to the referencing process to help you to cite your sources accurately and avoid plagiarism.	
	Friday 11/04/25 12:00 - 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Thursday 17/04/25 11:30 - 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>