



ACE Study Skills Workshops for All Learners

April – June 2025

Welcome (or welcome back) 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.

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.)

Why Attend?

Boost Your Knowledge and Confidence: Gain the skills and self-belief you need to tackle your coursework effectively.

Interactive Sessions: Engage with expert instructors and learn from fellow apprentices.

'Study Skills Workshops for All Learners' Spring 2025 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		
Reading and Notetaking	This session will teach you effective strategies for active reading, helping you to understand and retain information more efficiently. Learn how to identify key points, themes, and arguments in your reading materials. Additionally, we will explore various notetaking techniques that will enable you to organize your thoughts and create useful study aids.		
	Tuesday 22nd April 12:00-13:00 Joining link / Calendar file	Wednesday 23 rd April 15:00-16:00 Joining link / Calendar file	Friday 25 th April 12:00-13:00 Joining link / Calendar file

QA Harvard Referencing (not Solent)	Join our essential workshop on referencing and ensure your academic work is both credible and professional. This session will guide you through the fundamentals of citing sources correctly, helping you to avoid plagiarism and give proper credit to original authors. We will cover everything from in-text citations to creating a comprehensive reference list.		
	Monday 28th April 12:00-13:00 Joining link / Calendar file	Wednesday 30th April 12:00-13:00 Joining link / Calendar file	Monday 9th June 15:00-16:00 Joining link / Calendar file

Solent Harvard Referencing (DMDA only)	Join our essential workshop on referencing (for Solent DMDA learners only) and ensure your academic work is both credible and professional. This session will guide you through the fundamentals of citing sources correctly, helping you to avoid plagiarism and give proper credit to original authors. We will cover everything from in-text citations to creating a comprehensive reference list.		
	Thursday 1 st May 15:00-16:00 Joining link / Calendar file		

Academic Style	This session will help you understand six conventions of academic writing to communicate your ideas more effectively, ensuring your work meets the highest academic standards. Learn how to adopt a formal tone, use precise language, and structure your arguments logically.		
	Tuesday 6th May 12:00-13:00 Joining link / Calendar file	Thursday 8 th May 15:00-16:00 Joining link / Calendar file	Friday 9 th May 12:00-13:00 Joining link / Calendar file

More ACE workshops on next page!

Workshop	Description		
Paraphrasing	Learn how to effectively rephrase scholarly ideas in your own words to integrate sources into compelling academic arguments while avoiding plagiarism. We will explore the key principles of paraphrasing, and practise different strategies to ensure retention of the original meaning and context of the information paraphrased.		
	Monday 12 th May 12:00-13:00 Joining link / Calendar file	Wednesday 14 th May 15:00-16:00 Joining link / Calendar file	Thursday 15 th May 12:00-13:00 Joining link / Calendar file
Critical Analysis 1: Thinking and Reading	This session will guide you through the process of critically engaging with texts, helping you identify arguments, evaluate evidence, and understand underlying assumptions. Learn how to read with a questioning mind, dissect complex materials, and form well-reasoned conclusions.		
	Monday 19 th May 12:00-13:00 Joining link / Calendar file	Wednesday 21 st May 15:00-16:00 Joining link / Calendar file	Friday 23 rd May 12:00-13:00 Joining link / Calendar file
Critical Analysis 2: Writing	Join our <i>advanced</i> workshop on Critical Writing and refine your ability to craft insightful and well-structured academic assignments. This session will teach you how to effectively present your arguments, support them with robust evidence, and critically evaluate different perspectives. (<i>Higher level session – please attend ‘Critical Analysis 1’ first!</i>)		
	Tuesday 20 th May 12:00-13:00 Joining link / Calendar file	Thursday 22 nd May 15:00-16:00 Joining link / Calendar file	Wednesday 4 th June 12:00-13:00 Joining link / Calendar file
Reflective Writing 1: Introduction to Reflective Models	This session will guide you through the techniques of reflective writing, helping you to articulate your thoughts, insights, and personal growth. Understand how to structure your reflections, connect theory to practice, and develop a deeper understanding of your learning journey.		
	Tuesday 27 th May 12:00-13:00 Joining link / Calendar file	Thursday 29 th May 15:00-16:00 Joining link / Calendar file	Thursday 5 th June 15:00-16:00 Joining link / Calendar file
Reflective Writing 2: Advanced Reflective Analysis	Take your reflective writing to the next level with our workshop on Advanced Reflective Analysis. This session delves deeper into the techniques of reflective analysis, helping you critically evaluate your experiences and learning processes. (<i>Higher level session - Please attend ‘Reflective Writing 1’ first and familiarise yourself with the texts and tasks in advance!</i>)		
	Wednesday 28 th May 12:00-13:00 Joining link / Calendar file	Friday 30 th May 15:00-16:00 Joining link / Calendar file	Friday 6 th June 12:00-13:00 Joining link / Calendar file

More ACE workshops on next page!

Workshop	Description	
Introductions and Conclusions	This session will teach you how to write engaging introductions that capture your reader's attention while outlining your main points and essential assignment context. You will also discover techniques for writing effective conclusions that summarise your arguments in a critical way.	
	Monday 2 nd June 12:00-13:00 Joining link / Calendar file	Tuesday 3 rd June 15:00-16:00 Joining link / Calendar file

Referencing Q&A Drop-in Session	Need help with your references? Drop in to the relevant Harvard Referencing session and get the support you need. Whether you're struggling with in-text citations or creating a reference list, ACE are here to assist you. Bring your questions and receive personalised guidance to ensure your work meets academic standards.		
	QA Harvard (not Solent) Tuesday 10th June 12:00-13:00 Joining link / Calendar file	QA Harvard (not Solent) Thursday 12th June 15:00-16:00 Joining link / Calendar file	Solent Harvard (DMDA only) Wednesday 18th June 15:00-16:00 Joining link / Calendar file

ACE assist learners in three main ways:

- 1) Academic skills resources for self-study, including PDF quick guides and workshop slides, available on our [Learner Portal page](#). Access these any time to solidify your knowledge.
- 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!](#)