WEEK 6
PASSPORT TO YEAR 12

Organisation

6

WATCH THE VIDEO ON 'INDEPENDENT LEARNING'

VIMEO CHANNEL CAN ALSO BE FOUND HERE

https://vimeo.com/showcase/7013773

Enter your **PASSWORD** provided by your school/college

WATCH THE VIDEO

ORGANISATION KEY POINTS:

Put a lot of effort into being organised

Come prepared to lessons - read ahead & read around afterwards

Use different colours to help organisation

Make use of file dividers

Create realistic timetables and stick to them

Use to do lists each day to focus you

netsixthform.co.uk

How are you at organising yourself?

ORGANISATION

Score 1	Score 2	Score 3	Score 4
I always find it hard to organise myself to study – planning for deadlines, keeping my notes in order	I sometimes find it hard to organise myself to study – planning for deadlines, keeping my notes in order	I organise myself most of the time – I meet most deadlines and keep my notes in order	I organise myself all of the time – I meet all deadlines and keep my notes in order

Task 1
Gathering equipment

On a sheet of paper, simply copy out the checklist areas e.g."Daily Folder, Subject Folder, Pens...

Write out if you have:

Got it

Need it

Not needed

GETTING ORGANISED

ORGANISATION 1: GATHERING EQUIPMENT TO START SIXTH FORM

Sixth Form is significantly different from what you might have experienced up till now. Many sixth forms require you to buy your own textbooks, for instance.

LOOK AT THE CHECKLIST BELOW TO ENSURE YOU ARE READY:
You will need:

DAILY FOLDER To place the notes and hand-outs used in daily lessons.	Got it	Need	Not needed
SUBJECT FOLDERS The notes and hand-outs from each of your subjects will require a folder.	Got it	Need	Not needed
FILE DIVIDERS You can buy these ready-made or produce your own by using sheets of paper and writing on each the unit title and the element of the specification your notes need to include in that section.	Got it	Need	Not needed
PENS Have more than one and think about which pen (black ink, for examinations) seems the easiest with which to write. Try out different pens so you know which one to use in a future exam.	Got it	Need	Not needed
HIGHLIGHTERS To help you when reading a hand-out. Highlight key words to ensure you are thinking and being selective. Highlighting selected features in hand-outs also helps you re-read the hand-out more quickly, as you only need to scan the page by looking at the features highlighted previously	Got it	Need	Not needed
PAPER Your centre is unlikely to provide you with paper and exercise books as they might have done in the past: you will be expected to supply your own.	Got it	Need	Not needed
TEXT BOOK If you need to purchase a textbook, order or buy it once enrolled on the course unless you are absolutely certain you will definitely be taking that course at your chosen centre. Note - if you decide to study at another centre, a different textbook might be required.	Got it	Need	Not needed

Task 1 continued

Copy out the checklist areas

featured in capitals (not the explanation)

Write out if you have:

Got it

Need it

Not needed

	Got it	Need	Not needed
MORE THAN ONE TEXTBOOK Textbooks are like people – they have their own strengths and weaknesses, with some chapters being clearer and more detailed than others. Textbooks also tend to be written more speedily than in the past because there are more frequent changes to the specifications; this means writers have to make changes and update quickly, before the next change to the specification is introduced. Hence a single textbook might not be enough – if you have two or three available you can read multiple versions; where one chapter is weak in one book it might be stronger in another. No single textbook will ever deliver everything. Several textbooks are still cheaper than using tutors. If money is an issue, look in the school/college library as well as your local library and order them in.	Got it	Need	Not needed
DAILY PLANNER Have a means of recording work to be completed and deadlines. This might be electronic or a paper diary/planner. Ask if your centre provides a free planner. If not, consider buying one if you prefer a paper, rather than digital, method of managing your tasks.	Got it	Need	Not needed
HOLE PUNCHER AND STAPLER You might like to buy yourself one of each as not all your hand-outs will be hole punched and stapled for you.	Got it	Need	Not needed
PLASTIC WALLETS Sometimes handouts can tear and fall out of folders. Plastic wallets can be useful to prevent this from happening.	Got it	Need	Not needed
YOU MIGHT ALSO NEED: **USB FLASHDRIVE** To store digital information e.g. for typed essays, digital hand-outs, coursework.	Got it	Need	Not needed
HARD DRIVE With a large memory of 500 GB or more if you intend to edit video e.g. on Media Studies courses.	Got it	Need	Not needed
REMOTE STORAGE FACILITY On-line digital storage services, accessed from anywhere, such as Dropbox, offer free space up to a certain amount e.g. 2GB – large enough for most use and for free. Register for a service so you can back up your digital files in case your USB or laptop/PC at home is affected. This will happen to you at some stage, so always back up your files.	Got it	Need	Not needed
OTHER SUBJECT SPECIFIC EQUIPMENT Check out the advice and likely cost of other equipment required for your course, from calculators and laboratory coats to creative arts equipment and specialist vocational requirements for courses such as catering or hair and beauty courses. Do your research so you can balance good quality with value for money.	Got it	Need	Not needed

Get organised digitally

- On your laptop or PC, create a FOLDER per subject

- Inside, use the spec to create folders per TOPIC

- + Create a folder for PAST PAPERS

- WITHIN the Past Paper folders create a folder listed by paper eg. Paper 1, paper 2, Paper 3.

Use the specification to find out how many papers there are for each subject (go to the exam board web site).

ORGANISATION 3: HOW TO ORGANISE YOUR DIGITAL DATA

Advice by the University of Leicester might help you organise your files more coherently, so that you avoid wasting precious time locating them later.

Choose a logical and consistent way to name and organise your data files and folders to locate them easily later.

LEARNING TASK - FOLDERS

DONE   NEED TO DO

1 Set up a folder for each of your subjects

2 Within each folder, set up sub-folders with each topic listed on the specification

3 Set up other folders for generic files such as essay writing advice, study skills materials.

TIP!

USEFUL   NOT USEFUL

1 **CONSISTENCY** – develop a system of naming files and then stick to it e.g. Psychology - Unit 1 – Short-term memory.

2 **USE OF FOLDERS** – structure your files logically within folders e.g. Subject / Unit / Topic

3 **GOOD FOLDER NAMING** – folder (and file) names should have clear, logical meanings, so that if you need to use a search facility, the folder or file will be easily located.

4 **CURRENT AND COMPLETED WORK** – it might help to separate current and completed work, or different versions of files/documents: e.g. where a document will have many versions and multiple contributors consider a "Current version" folder.

5 **REVIEW WHAT YOU HAVE** – don't keep pointless multiple copies of data.

Source: adapted from University of Leicester
http://www2.le.ac.uk/services/research-data/organise-data/data-files

PASSPORT TO SIXTH FORM

Take a screenshot of your organised folders on your phone to show your tutor when you start sixth form

Include your checklist sheet in your Passport to Sixth Form folder.

WHAT'S NEXT?

Week 7 is all about TIME MANAGEMENT