

The last few months have not been easy for part-time learners and apprentices, with all sessions moving online as colleges closed and many assessments postponed. You may be struggling with motivation, or concerned about having to sit a number of assessments in a short space of time.

This Mindful Education guide gives you some practical advice about re-engaging with your learning and the work you can do on the Virtual Learning Environment (VLE) to help with your revision.

1. Your Physical Environment

Set up your workspace

If possible, separate 'work' space from 'home' space. This will make it easier to stay in 'work mode' and avoid distractions.

Declutter

Having a tidy workspace will help you stay focused on your workload and make you feel more like you're 'at work'.



3. Using the VLE for Revision



Make sure you attempt all **Progress Reviews**; these will provide an indication of where further study is required.

Start fresh: if you have not looked at a unit for a while, visit the optional practice section - this will provide further activities to support your learning on all of the topic areas. You can review previous lessons and see where you have used the 'reveal answer' function - this is an indicator of areas that might need further practice and revision.

Assessment Practice is key before any live assessment - reset all the questions on the assessment practice pages using the reset function in the VLE.

If you are a little behind with a unit don't panic! Make sure you work through the main pages in full, watch the videos and attempt the questions. The essential practice pages help to underpin your knowledge so you should attempt as many questions as you need to until you feel happy that you have understood the content. Then you should attempt the **Progress Check**.

Don't forget about the other resources available - are you feeling a bit stuck? Have you had a look for a **How To sheet** that supports the lesson content? This may be enough to keep you moving forward.

If all else fails ask for help - remember you can raise a support ticket to communicate with your tutor.

Reward yourself for a job well done! Setting a reward for achieving a target will give a nice boost to morale and motivation.

2. Being Productive



Get ready for the day

Set a morning ritual of getting dressed, making your morning cup of coffee and doing whatever else you need to get in the right mindset.

Plan your study time

Write a timetable of what you need to do and when you are going to do it. Build in break times and make sure you stop at least one hour

before you go to bed. Let the people in your household know when you are studying and that you do not wish to be disturbed.

Avoid distractions

The single best way to avoid distraction is to turn off your phone and any other devices you are not working on and put them in another room. On your computer close down (or turn off notifications for) any programmes or apps that might distract you - email, chat, Teams etc.

Get started

Sometimes just making a start is difficult and your revision plan for the day may seem daunting. Tell yourself that you will just watch one video on the VLE and answer one question. Then go from there.

4. Your Health and Wellbeing



Take clear breaks

Rather than just opening YouTube or checking social media, use your breaks to get away from your desk. Go for a walk outside or spend time with others who might also be in the house.

Exercise

If you can, go outside for a walk or a run, or even a stroll around the garden. You will be breathing in fresh air, getting some Vitamin D and waking up your body, especially after being seated at your computer for long periods.

Eat healthily. Drink water.

It's oh so easy when we're stuck at home to reach for a biscuit, a packet of crisps or a bar of chocolate as a quick fix and we might find that an early evening alcoholic drink quickly becomes a late afternoon pick-me-up. It may help to plan meals in advance, focus on eating lots of fruit and veg and just allow yourself an occasional treat.

Establish a Routine

Set time aside for work, personal / family time, relaxation and exercise - as well as for your study and revision. Try to keep to a regular schedule every day.

Get up every hour

Moving around can help get the blood flowing in your body and give you a short respite from whatever work you may be stuck on. (Drinking plenty of water tends to lead to regular breaks away from your computer as well!)