



# Learning and Academic Skills

We support all students to feel empowered to reach their academic potential

## Information for students

### 24/7 support

If you would like immediate support with an assignment, 24-hour study help is available in MyLO through Studiosity.

### Appointments

During an appointment your learning adviser will ask you about any study-related challenges you are experiencing and suggest study strategies to assist. We will also look at assessment task instructions, rubrics and any drafts you may be wanting advice or feedback on. Additional supports and resources that may be useful will also be identified.

Depending on your situation and what you would like to achieve, we may develop a plan to meet over several sessions and continue working on developing your academic skills or overcoming barriers to your study success.

You can access our services in whatever mode suits you best. Appointments are available face-to-face, online in Zoom, over the phone, or via email.

We offer face-to-face appointments from 3 locations.

#### Hobart

Level 2, Morris Miller Library, Sandy Bay Campus and Hobart City Student Hub.

#### Launceston

Level 2, Kerslake Student Centre, Newnham Campus and Ground Floor, Rivers Edge Building, Inveresk Campus.

#### Sydney

Building 101, Room 6, Rozelle Campus.

### How do I make an appointment?

Learning appointments can be made online, by phone or in person with your nearest UConnect staff. The three appointment booking pathways are:

#### Online

visit [utas.edu.au/appointments](https://utas.edu.au/appointments)

(select 'Learning Adviser – academic skills' under 'What would you like to talk about?').

#### Phone

1300 826 663

#### In-person

Speak with UConnect staff at your nearest location.

### Peer Assisted Study Sessions (PASS)

PASS offers free, unit specific study sessions. Sessions are run in a supportive, group study format by 'PASS Leaders' – experienced students who know your unit. Visit [utas.edu.au/pass](https://utas.edu.au/pass) for more information

### Online resources

We offer a range of self-paced online resources through our MyLO unit **The Study Toolkit**. Each topic available in The Study Toolkit is complemented by a range of live webinars. Additional resources and templates to support your academic skills development are available on the **Student Portal**.

# Frequently asked questions

## What if I can't make it to an appointment?

You can cancel your appointment in Appointment Hub up to one hour before your appointment or via phone any time **1300 826 663**. We ask that you cancel as soon as you know you no longer require the appointment so that the appointment can be made available to other students.

## What do I need to do before my appointment?

To get the most out of your appointment, we've got some suggestions on how to prepare.

- Pick a 'good time'. This might be a time you are more likely to concentrate or less likely to be distracted by other things.
- Think about your expectations for the session, making note of any questions you have or any study challenges you are experiencing.
- If you are wanting some feedback on an assignment draft, please attach it to Appointment Hub (Word documents are preferred for tracking comments), along with the task description and rubric, prior to your appointment or have it available during the appointment.
- Bring along your laptop/device so that you can share your written work or assessment task instructions and rubrics. You may also need to bookmark or download resources we share with you.
- Give yourself 5 minutes before your appointment to check in (face-to-face appointments) or get yourself set up on your computer (Zoom appointments). If you're using Zoom for the first time, please check this link for instructions: [utas.edu.au/zoom/getting-started](https://utas.edu.au/zoom/getting-started)

## What things can a learning adviser help with?

- Feedback on writing structure, formal language and alignment to assessment tasks.
- Study strategies, including exam preparation.
- Academic skills development, including reading, note-taking, analysing assessment tasks, and time management.
- Referral to other services and supports.
- Strategies for English language development and communication skills.

## What things can't a learning adviser help with?

There are some things we will not be able to assist you with, including:

- Preparation for English language tests, such as IELTS.
- Proofreading and editing (although we can provide feedback on overall structure and any persistent grammatical issues).
- Numeracy or mathematics queries.
- Feedback on resumes or job application documents.
- Discipline/unit-specific content knowledge.





# Accessibility Services

We provide a range of services and supports to students with a disability/health condition (including mental health).

## Information for Students

### What is a learning access plan?

A Learning Access Plan (LAP) is a formal document developed through Accessibility Services. It details the specialist services, study, and assessment adjustments available to you as a student with a disability/health condition.

You can apply for a Learning Access Plan at any time, but we strongly recommend contacting us as soon as possible so that we are able to support you prior to commencing your study.

### Appointments

During an appointment your Accessibility Adviser will review your Health Practitioner's Report or medical documentation and discuss your disability / health condition with you, and how that has, or may impact upon your study. We will develop a Learning Access Plan, which will detail the adjustments and services recommended for you.

Depending on your situation, we may also refer you to other areas of the university, such as Counselling, Student Advisers or Learning Advisers. Some students may be eligible for additional services, and this will be discussed during the appointment after careful consideration of your medical documentation.

You can access our services in whatever mode suits you best. Appointments are available face to face, online in Zoom or over the phone.

We currently offer face to face appointments from these locations:

#### Hobart

Morris Miller Library, Sandy Bay and Hobart City Student Hub.

#### Launceston

Level 2, Kerslake Student Centre, Newnham Campus and Ground Floor, Rivers Edge Building, Inveresk Campus.

### How do I make an appointment?

Appointments can be made online, by phone or in person with your nearest U Connect staff. The appointment booking pathways are:

#### Online

visit [utas.edu.au/appointments](https://utas.edu.au/appointments)

(select Accessibility Adviser under 'what would you like to talk about')

#### Email

[Accessibility.Services@utas.edu.au](mailto:Accessibility.Services@utas.edu.au)

#### Phone

1800 817 675

#### In-person

Speak with UConnect staff at your nearest location.

# Frequently asked questions

## What if I can't make it to my appointment?

You can cancel your appointment in Appointment Hub up to one hour before your appointment or via phone any time 1800 817 675. We ask that you cancel as soon as you know you no longer require the appointment so that the appointment can be made available to other students.

## What things can an Accessibility Adviser help with?

Evaluate the impact of your disability/health condition on your study

Develop a Learning Access Plan which details the reasonable adjustments that will be implemented for your study

Provide information and referrals to services to reduce the impact of your disability/health condition on your study

Depending on the nature of your disability/health condition these services may include:

- Assistive Software
- Restricted Mobility Parking Permits
- Loan of specialised equipment
- Provision of study materials in accessible format
- Auslan Interpreters

## What do I need to do before my appointment?

Before meeting with an Accessibility Adviser for the first time, you will need to provide supporting documentation regarding your disability/health condition, as a Learning Access Plan cannot be developed without medical documentation.

Have your health practitioner complete the **Health Practitioner's Report (HPR)\*** in relation to; the nature of your disability/health condition; the impact on your study and providing recommendations in relation to any services and adjustments to assist you.

\*If you have been diagnosed with a specific learning disability, you will need to provide a copy of the psychological educational/ psychometric assessment completed no earlier than your senior schooling years from a relevant practitioner (e.g., school, or educational psychologist). In some cases, you may be asked for updated or further documentation.

To make the most of your appointment, we've got some suggestions on how to prepare:

- When booking your appointment, pick a 'good time'. This might be a time you are more likely to concentrate or less likely to be distracted by other things.
- Give yourself 5 minutes before your appointment to check in (face-to-face appointments) or get yourself set up on your computer (Zoom appointments). If you're using Zoom for the first time, please check this link for instructions: [utas.edu.au/zoom/getting-started](https://utas.edu.au/zoom/getting-started)
- You may wish to bring a support person to your appointment, such as a friend or family member. It can be helpful to have someone to assist with remembering important information.

