

Education

## Teaching Pre-University Skills

Active approaches to A-Level studies;  
preparing pupils for university

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4th January or 30th June 2011  
University of East Anglia, Norwich

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Programme led by:

Dr Harriet Jones  
School of Biological Sciences  
&  
Dr Caroline Still  
School of Education and Lifelong  
Learning

University of East Anglia

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<b>Title</b>	Teaching Pre-University Skills
<b>Course No.</b>	PDBES00002
<b>Date</b>	4th January or 30th June 2011
<b>Venue</b>	University of East Anglia, Norwich
<b>Cost</b>	£176.25 inc. VAT (including all course materials, delivery, lunch and refreshments)

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## Introduction

The A-level syllabus often makes it difficult for teachers to find the time and opportunity to develop the complementary range of study skills available through this Pre-University Skills Course. In our experience, students who arrive at university with these additional skills adapt better to university life and perform better too. Following trials with pupils in local schools, we have developed eight lesson plans and extensive course materials for teachers to incorporate into their timetable that meets these skills gaps.

## Course objectives

The purpose of this course is to provide you with an understanding of the environment to which pupils must adapt at university, and give an overview of the core skills areas pupils are often missing prior to university. The eight lessons are:

- Lesson 1 – Working with primary material
- Lesson 2 – Scientific scholarship
- Lesson 3 – Arts & humanities scholarship
- Lesson 4 – Synthesizing information
- Lesson 5 – Referencing
- Lesson 6 – Note taking & revision skills
- Lesson 7 – Structuring writing (Part 1)
- Lesson 8 – Structuring writing (Part 2)

## Course outcomes

At the end of this course, participants will:

- understand what academic and emotional situations pupils face at university and how best to ensure they have a positive experience;
- understand which of the key skills are most valuable at university and how to communicate their importance to pupils;
- be able to deploy lessons in each of the skills areas;
- understand the expectations of university staff with respect to the students' skills.

## Who should attend?

The course is designed for any teachers of Year 12 and 13 pupils.

## Why should I do this course?

Research has shown that, if students are better prepared for higher education, there is a greater chance of their succeeding, and it reduces the risk of their dropping out of courses. They will be better motivated to learn once at university, and pupils should see immediate benefits that are reflected in their A-Level studies. This course will help you to help your pupils revisit lost skills and give them the preparatory experience they need for success at university.

## Course fee

The cost of this course is £176.25 (inc. VAT) per person including refreshments and lunch.

## Financial support

If you are a science teacher working in a state secondary school or FE college you qualify for a Science Learning Centre Impact Award (up to £200). Thirteen awards are available for the 4th January course only, one award per school. Independent schools do not qualify. Awards are offered on a first-come, first served basis upon receipt of a course application. Awards are subject to current Government spending reviews and the administrators of the scheme will notify you immediately if the situation changes.



**Science**  
LEARNING CENTRES

## Course Queries

For further information on course content please contact Dr Harriet Jones on T: 01603 593172; E: harriet.jones@uea.ac.uk

# General Information

## Registration

Booking in the first instance can be made by:

**Phone: +44 (0) 1603 591574**

**Fax: +44 (0) 1603 591550**

**Email: [business@uea.ac.uk](mailto:business@uea.ac.uk)**

and then by completing and returning the attached registration form to the address shown.

Places on the course are limited, **EARLY BOOKING IS ADVISED.**

## Course information

Detailed joining instructions, including a map, will be sent to all participants 10 - 14 days prior to the commencement of the course. While every attempt will be made to ensure the material arrives in time, it is the participants' responsibility to contact the University of East Anglia Centre for Professional Development if no information has been received.

## Examination

Participants are not required to sit an examination as part of this course.

## Fees

The fee covers tuition, course notes, lunches, light refreshments, but does not cover accommodation. Please note that all fees are inclusive of VAT and must be paid on application.

## Special Requirements

Please inform us of any special dietary or facility requirements you have at the time of booking.

## Venue

The course will take place at:  
University of East Anglia  
Earlham Road  
Norwich  
NR4 7TJ

## Cancellations and refunds

A 10% administration fee will be charged for cancellations made up to two weeks prior to the start of the course. Cancellations thereafter will be liable to the loss of the full fee. Notice of cancellation must be given in writing by letter or fax and action will be taken to recover, from the delegates or their employers, that proportion of the fee owing at the time of cancellation.

UEA Consulting Ltd reserves the right to cancel an advertised course at short notice. It will endeavour to provide participants with as much notice as possible, but will not accept liability for costs incurred by participants or their organisations for the cancellation of travel arrangements and/or accommodation reservations as a result of the course being cancelled or postponed. If a course is cancelled, fees will be refunded in full. We also reserve the right to postpone or make such alterations to the content of a course as may be necessary.

## Accommodation

Single bedroom accommodation is available in local hotels within walking distance of the University. A limited number of University conference accommodation may be available, depending on availability, from £56 per night. This is additional to the course fee and participants are responsible for payment of their own accommodation bills.

For further details and reservations, please contact:  
Broadview Lodge  
University of East Anglia  
Norwich NR4 7TJ  
Tel: +44 (0) 1603 591918, Fax: +44 (0) 1603 591930;  
Web: [www.broadviewlodge.co.uk](http://www.broadviewlodge.co.uk)

## Queries

Queries regarding registration and other administrative matters should be directed to:  
Sue Johnson  
Centre for Professional Development  
University of East Anglia  
Tel. +44 (0) 1603 591574  
Fax: +44 (0) 1603 591550  
Email: [business@uea.ac.uk](mailto:business@uea.ac.uk)

Information on other professional development short courses can be found at:  
[www.uea.ac.uk/professionaldevelopment](http://www.uea.ac.uk/professionaldevelopment)

# Professional Development Registration Form



Please complete and return this registration form along with your payment to the address at the bottom of the page.

Course details					
Course title					
Course reference number					

  

Delegate's details - please let us know if this address is not for correspondence					
Title		First name		Surname	
Job title				Organisation	
Address					
City		County		Postcode	
Telephone					
Fax					
Email					

  

Course fee payments																	
Fees must be paid, in full, along with this form to secure a place on the course. Fees are payable in UK pounds sterling using one of the following methods. Please indicate with a tick which method you will use:																	
<input type="checkbox"/>	Cheque: I enclose a cheque for the amount of £..... Please make cheques payable to "UEA Consulting Ltd"																
<input type="checkbox"/>	Directly into the UEA Consulting Ltd bank account, details as follows: Address: Barclays Bank plc, 5-7 Red Lion Street, Norwich. NR1 3QH Sort code: 20-62-53 Account number: 93234703 Swift code: BARC GB 22																
<input type="checkbox"/>	Credit card: Please debit my credit/debit card the following amount: £.....  Please select the type of card: Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Switch <input type="checkbox"/> Delta <input type="checkbox"/> American Express <input type="checkbox"/>  Card in the name of: Card number: ...../...../...../..... Expiry: ...../..... Security code: .....  Signature: .....  Print name: .....																
<input type="checkbox"/>	Invoice: Please invoice the following person/organisation for the sum of £..... <table border="1"> <tr> <td>Organisation</td> <td></td> <td>Invoice/Reference No.</td> <td></td> </tr> <tr> <td colspan="2">Company address</td> <td colspan="2"></td> </tr> <tr> <td>For the attention of</td> <td></td> <td>Position</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> <td>Email</td> <td></td> </tr> </table> <p>I agree that if payment is not received from the above organisation, I will be personally liable for the full fee.</p> <p><b>Applicants signature:</b> .....</p>	Organisation		Invoice/Reference No.		Company address				For the attention of		Position		Telephone		Email	
Organisation		Invoice/Reference No.															
Company address																	
For the attention of		Position															
Telephone		Email															

Centre for Professional Development, University of East Anglia, The Registry, Earlham Road,  
Norwich. NR4 7TJ

T: +44 (0) 1603 591574 F: +44 (0) 1603 591550 E: business@uea.ac.uk