



SHIRELAND  
COLLEGIATE ACADEMY



PASSPORT TO  
Y12

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## How to complete your Passport to Year 12

This Passport to Year 12 is designed to help you take the first steps in becoming an independent Sixth Form learner. You are to practise a variety of different study skills, which will help you across all your subjects.

### You will need:

- a pen
- this booklet
- to watch related video clips for top tips and guidance on each study skill
- to use subject resources

Tasks need to be completed by **1 July 2021** and handed in to your tutor.

Each task should take no more than 30 minutes.

# 1. Planning and organisation

During your Sixth Form studies you will be required to complete independent work during your private study time and at home. There will be challenges in balancing your time so that you complete all work set.

**Task**  
Demonstrate that you are managing your time during your Induction Programme. Use the blank version of the weekly timetable below and complete with the following:

- Your induction timetable for this week
- Independent study time for completing subject work
- Independent study time for completing this Passport to Sixth Form
- Any other commitments, such as time for physical exercise or enrichment.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:45-9:30am</b>					
<b>9:30-10:20am</b>					
<b>10:20-10:35am Break</b>					
<b>10:35-11:30am</b>					
<b>11:30-12:20pm</b>					
<b>12:20-1:35pm</b>					
<b>1:35-2:10pm Lunch</b>					
<b>2:10-3:00pm</b>					

## 2. Understanding the assessment requirements for each subject

It is important for you to know how you are being assessed and what the % weighting is for each unit. This will enable you to plan and prepare to meet all deadlines.

### Task

Complete the table below with details for all the subjects you are studying.

<b>Subject Name and exam board</b>	<b>Assessment details</b> <ul style="list-style-type: none"><li>• unit name</li><li>• assessment type (i.e. exam/portfolio/coursework)</li><li>• % weighting</li></ul>

### 3. Self-reflection

Currently you are a Year 11 student and so your study skills for Sixth Form are not yet developed. You will receive guidance and support from your teachers and tutor on how to develop your skills. The ability to self-reflect on your current study skills will help inform you of what you need to do next in order to start to develop.

#### Task

Complete the self-reflection table below (when rating, 1 = weak, 5 = strong):

Study Skills	Rating 1-5	Personal Reflection
Example: Managing deadlines	2	<i>I used to leave my homework until the night before the deadline or sometime in the morning before the lesson. I didn't use a plan to organise myself.</i>
Managing deadlines		
Having the confidence to 'have a go'		
Being self-motivated - able to persevere with tasks		
Finding out information from different sources		
Reading complicated material and understand new information		
Being able to summarise lots of information in own words		
Being able to select relevant and irrelevant information		
Comparing different opinions and concluding		
Being able to weigh up 'pros' and 'cons'		
Being able to argue my point of view and justify reasons		

## 4. Note taking

Note taking is not about copying great chunks of information from the internet or a textbook, nor is it copying everything from a teacher's classroom presentation. Note taking means reducing a large amount of information into a smaller, easier to understand and remember set of notes that are in your own words.

Effective note taking includes using:

- bullet points, as they are easier to remember than great chunks of text.
- statements rather than whole sentences.
- headings and sub-headings, highlighters and symbols to make notes more interesting and easier to remember.

### Task

Choose an article provided by one of your subjects and summarise the information, using the note-taking technique, in the box below.

## 5. Locating information

Getting organised so that you can locate information quickly is an essential Sixth Form skill. Information you will access comes from a variety of sources, such as textbooks, online class hubs, websites, classwork, revision guides, Youtube and exam board websites.

### Task

For each of your subjects what sources of information are available for you to use? Write down details in the table below.

Subject Name	Sources of information you will use



## 6. Spelling, punctuation and grammar

It is usual for students to be awarded marks in coursework, portfolio work and exams for good use of spelling punctuation and grammar. It is essential that you learn how to spell key terminology, as well as use punctuation and grammar correctly.

### Task

Using work from each of your subjects, write below 3 new key words and their definition. Ensure you use capital letters at the start of the sentence and finish with a full stop.

Subject Name	Key Term	Definition

## 7. Skimming and scanning text

You will be required to read quantities of information, either online or from textbooks. You are going to develop the skill of being able to skim and scan text. This is a skill that takes practice and for many, will be new to you, as it is not used often at GCSE.

- Skimming: involves looking quickly through a book and reading only things like contents, headings, introductions and conclusions. It is a quick and efficient way of familiarising yourself with a publication and is useful if you wish to check whether a book is relevant.
- Scanning: this is a very rapid search for important points. It may be a diagram, a title or a key word. The essential thing is that you deliberately ignore everything except the one item for which you are scanning.

### Task

Skim and scan a piece of text given to you by one of your subject teachers. Write down the results of your skim and scan in the box below.

Results of skimming an article:

Results of scanning an article for a particular diagram/topic:

## 8. Answering exam questions – command words

Each subject exam board uses a wide range of command words in the exam questions and in assignments to test your knowledge and understanding of the theory you have studied.

### Task

Investigate what each of the following command words means. Write your answer next to the command word.

Assess \_\_\_\_\_

\_\_\_\_\_

Compare \_\_\_\_\_

\_\_\_\_\_

Discuss \_\_\_\_\_

\_\_\_\_\_

Evaluate \_\_\_\_\_

\_\_\_\_\_

Suggest \_\_\_\_\_

\_\_\_\_\_

To what extent \_\_\_\_\_

\_\_\_\_\_

## 9. Writing under timed conditions

Many of your courses will require you to complete work under timed conditions, usually in an exam setting. You need to understand how to use your time effectively in exams and your teachers will help guide you during your time at Shireland, such as Mock Exams. It is a skill you need to practice regularly during your studies and should not always be directed by your teacher, so incorporate it into your exam preparation.

### Task

Using a past paper question given to you by one of your subjects, write an answer in the space below, under timed conditions.

Choose a question which is worth 4 – 8 marks and allow yourself a minute per mark + one minute, e.g. you would give yourself 4 minutes to write a 3-mark answer.

Write your question here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write your answer here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 10. Self-assessment

You will need to assess your progress throughout your academic studies. This is achieved through being open-minded to the feedback your teachers offer you, both written and verbal. In addition, you will need to assess your progress in comparison to where you want to go. So, if you are aiming to read medicine at university and require 3 A grades, but are achieving grade Bs in your test papers you need to assess what you need to do to improve. By learning from your failings and mistakes, you will become a better, more successful student.

### Task

Complete the survey below to understand where you are in terms of developing important study skills for Sixth Form (when rating, 1 = weak, 5 = strong).

Study Skills	I understand what the statement means	Current Skill Level	Personal Reflection
Example: I am motivated and can set goals	Yes	3	I need to make sure I plan how to use my private study sessions
I am motivated and can set goals			
I can organise my workload and have good time management			
I am confident about my reading strategies			
I am able to make, organise, store, find and use my notes effectively			
I take an active role in lessons			
I know how to structure and organise essays			
I am able to think critically and analytically			
I have good revision strategies			

## Subject staff list

Should you have any queries about the courses you are studying please contact the following staff members:

**Ms Banbury - Head of Drama**

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**Mrs Fitzpatrick - Head of Science (Applied Science, Biology, Chemistry, Physics)**

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**Mr Bruce - Head of Design (Product Design)**

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SIXTH FORM

**Mr Lindo – Head of RE (Philosophy, Ethics and Religion)**

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**“The sixth form is  
outstanding”  
- Ofsted**



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SIXTH FORM**

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