

# QUICK START GUIDE

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## **WELCOME!**

Welcome to your course and to the Blackford Centre.

This Quick Start Guide will provide you with the information you need to successfully start studying.

It will offer you tips on how you can make the most of your new course.

## **GOT THE PRINT EDITION? CHECK YOU HAVE EVERYTHING.**

Before you delve into your course material, use the Contents List in your pack to check that everything has been sent to you. If anything's missing call the Blackford Centre and we'll send you what's missing.

Now open your course binder. It can look daunting, and that might put you off.

*TIP: Take one module out of the ring binder at a time. Put it into a thinner folder. By doing this you'll break the course up into manageable chunks.*

Don't worry about the other modules until you reach them.

Most modules contain a mix of instructional text, videos, exercises and an assignment.

If you come across a video, go to the online edition at [www.inst.org/online](http://www.inst.org/online). The online edition will have a clickable link to the video.

## **GOT THE ONLINE EDITION? READ THE FIRST MODULE.**

You're reading this, so you've succeeded in accessing the online edition. Well done!

Now click on the first module. *You might find it easier to print it out.* Most modules contain a mix of instructional text, videos, exercises and an assignment.

## **THE MODULES**

We recommend you tackle each module one at a time, in the order they're set out.

If you want, you can do the course modules in any order you like. But to successfully complete the course, you have to read all the modules and complete all the assignments.

## **SELF-ASSESSMENT EXERCISES**

Throughout each module you'll find self-assessment exercises. They let you put your newly acquired knowledge to the test.

The answers to many of these exercises can be found at the end of the module.

### **TIP**

Before you attempt an assignment, complete all the exercises found in the module.

They will help you tackle the assignment to the best of your ability.

## HOW TO DO THE ASSIGNMENTS

Some of the modules end with a tutor-marked assignment. These assignments will test what you've learnt from the module.

By completing the assignments you'll ensure that you've fully absorbed the lessons of the module.

Most *tutor-marked* assignments don't have a right or wrong answer; they simply let you apply what you have learnt. If your course has *computer-marked* assignments, your answers will be right or wrong.

### TIP

Make sure you put a lot of thought into your assignments. Your tutor will not be impressed with a rushed piece of work.

When you complete a tutor-marked assignment, send it to your tutor for marking. If you can't find your tutor's contact details, ask our support team.

Your tutor will aim to return your marked assignment within seven days. Most students wait until their assignment is returned before they start on the next module.

If you're in a hurry, you might like to scan the next module, so that you can think about the topics and prepare for them.

## HOW TUTOR-MARKED ASSIGNMENTS ARE MARKED

Your tutor will award you an A to F grade for each assignment that you complete.

To pass the course you need to have achieved an A to C grade for each assignment.

If your tutor awards you a D to F grade, you will be asked to repeat the assignment. You can re-submit an assignment as often as you need until you achieve an A to C grade.

#### TIP

Here are tips for writing an assignment.

- Structure your work. Don't ramble.
- Discuss the important issues
- Provide examples.
- Draw a conclusion

## SENDING YOUR TUTOR MARKED ASSIGNMENTS

You can send your assignments to your tutor by mail or email.

If you **send your assignment by email**, send it to your tutor's email address. You'll find it in the letter or email that came with the course. If you can't find the address, contact us at the Blackford Centre.

You should paste the following information to the top of your document and/or your email.

Course Title	
Module Number	
Your Name	
Date sent to tutor	

## SENDING YOUR ASSIGNMENTS BY POST

You don't have to send your assignments by email; we welcome assignments sent by post.

Post it to your tutor at the address provided in the letter that came with this pack.

Make sure you attach the cover sheet to your assignment. It looks like this:

Course	→
Module Number	→
Your Name	→
Date sent to tutor	→
Date received by tutor	
Date returned by tutor	
Mark	

You need to fill in the boxes that have arrows.

**Always keep a copy of your assignment.** There's nothing worse than having to re-do a piece of work because your only version got lost in the post.

## COMPUTER MARKED ASSIGNMENTS

If your course has computer marked assignments, they will be at the end of a module. There will be a link to an online test.

You will normally be told how long you can take to complete the test.

At the end of the test you'll be told your score and whether you passed or failed.

If you have difficulty accessing or taking your computer tests, get in touch with us.

## **GETTING ADVICE FROM YOUR TUTOR**

If you need advice from your tutor, email them or post them a letter. Remember to include your name and student number.

### **TIP**

Make a note of the contact details that you'll need throughout your course, such as:

- Your tutor's email address and postal address
- The Blackford Centre's phone number, email address and website address

Keep these details in your course box or a folder.

## **IF YOU NEED HELP**

If you have a question you don't think your tutor can answer, if you want to change your tutor, or if you're unhappy with the course, contact our advisors:

### **UK**

Phone 01373 470 270

Email [Support@inst.org](mailto:Support@inst.org)

**Africa**

Phone +27 (0) 65 317 8848

Email: [Enquiries@StudyOnline.co.za](mailto:Enquiries@StudyOnline.co.za)

**USA and Canada**

Phone 1 800 465 1801

Email: [Inquiries@inst.org](mailto:Inquiries@inst.org)

**All other places:**

Phone: +44 1373 470 270

Email: [Support@inst.org](mailto:Support@inst.org)

**SPECIFIC LEARNING NEEDS**

If you have specific learning needs, let your tutor know when you start the course.

**GIVE US FEEDBACK**

We welcome feedback about the course at all times. We particularly welcome suggestions for improving the course. In the meantime, good luck with your studies.

With best wishes



Kit Sadgrove

Course Director