

Making the most of the courses

Once you have decided which of the courses you would like to use, use the 'course download' link to access the main course materials. You can either follow them on your computer screen, or save them to your own hard drive to use or print out at a later time. You should also download the course workbook and reading list.

Take your time to read through the document; it's usually better if you break it down into small sections of about an hour or so, otherwise you might find that your concentration lapses. Keep a note of the length of time this takes you.

Once you have completed each section, attempt as many or few of the workbook questions or tasks as you feel happy with, but again, do this in small sections, keeping a note of the time spent doing this.

After completing the course and self assessment, feel free to download a course completion log – this can act as a brief summary of your learning, which you can keep with your workbook.

At the end of this process, make sure you have completed a reflective account of your learning; guidance on this can be found in the workbook.