**Help Your Child to Pass 2021**

**Subject Guidance for**

**S4 National 4/5 Administration**

**Key Skills and Techniques to practice**

* Traffic light your progress using the Learning Checklists
* Undertake regular weekly consolidation of learning – look over notes, create study cards, practice past paper questions.
* Make use of PowerPoint, video resources and tasks and notes on teams
* Practice your practical skills at home if possible

**Key Points to remember**

* Home learning is important - allocating 1 hour each week to revision/note making with your theory will pay great dividends and build your confidence as you build towards your exam.
* Attend supported Study so you can work on your practical skills.
* Work on your practical skills at home if possible – all the SQA Assignments can be found on teams.
* Remember to ask for help if you get stuck (in person or by email or teams)
* Be pro-active with time management – check teams and SMH for key events and dates.
* Do lots of past paper questions – they provide a good guide of the questions and tasks you will face.
* Take on board the feedback you get from teacher marking.

**Golden Rules**

* *Make sure you use the full time allocated in any assessment - be prepared to check and add more points if you have time at the end.*
* *Remember to read practical tasks carefully and carry out all the instructions you can - you get a mark for each instruction you can follow.*
* *Save regularly as you go through your practical tasks.*
* *Turn up 10-15 minutes early for your SQA assessments – this helps you settle and be ready for action when the assessment starts.*
* *Remember to use the video links and video tutorials on Teams – they provide step by step guides on how to use the apps/software.*