

ACE Study Skills Inductions for New Learners

October 2026

A warm welcome from the ACE Team!

The Academic Community of Excellence (ACE) team provide **guidance alongside your classes** on topics such as academic style, critical analysis, referencing, reflective writing, relating theory to practice, research skills, structuring assignments and much more.

We assist learners in three main ways:

1. Academic skills resources for self-study on our [Learner Portal page](#).
2. Interactive workshops to practise and develop academic skills - book your place [here!](#)
3. One-to-one tutorials to discuss your assignments - book one [here!](#)

If you are a learner new on programme and want to quickly get up to speed with all things academic, please feel free to attend one (or all!) of our suite of **Study Skills Inductions workshops** listed on the next page.

These interactive, learner-centred sessions cover time management and organisation at university, planning and drafting assignments, academic style, research skills and referencing, and will provide you with the academic basics you'll need to thrive in your studies.

How to Join a Workshop

1. You can **book your place** using the following link to receive an email invitation:
<https://outlook.office365.com/book/ACEWorkshops1@qalearning.onmicrosoft.com/>
2. You can **download the relevant calendar file** in the table below and add this on Outlook by clicking 'File' > 'Open & Export' > 'Import/Export' > 'Import an iCalendar (.ics) file' > 'Import'.
3. If you'd prefer to join the session on the day you can click on the **relevant joining link** below at the time of delivery.

(These sessions are roughly one-hour long, but the team always dedicates an additional 10 minutes at the end to answering questions.)

'Study Skills Inductions for New Learners' Autumn 2026 Workshop Schedule

⚠ Important

- ACE sessions are **interactive** - please only attend if you are in an environment where you can participate fully.
- **No AI notetakers** are permitted in workshops due to GDPR concerns.

Workshop	Description	
Induction 1: Managing Time and Setting Study Goals	Learn how to effectively prioritise tasks, create realistic study schedules, and set achievable goals that keep you motivated and on track. This session will introduce you to practical tools and strategies to maximize your productivity and ensure you make the most of your study time.	
	Monday 5th October 12:00-13:00 Joining link / Calendar file	Tuesday 13th October 15:00-16:00 Joining link / Calendar file
Induction 2: Planning and Drafting Assignments	This workshop will help you to effectively interpret and deconstruct assignment briefs, introducing techniques that can be utilised to streamline the planning and drafting process. Learn how to identify key directive, subject matter and limiting words, using the information included in your task description to develop a preliminary outline and allocate word-counts. We subsequently explore how to efficiently draft assignment content based upon your plans, undertaking small, manageable generative writing exercises.	
	Tuesday 6th October 15:00-16:00 Joining link / Calendar file	Wednesday 14 th October 12:00-13:00 Joining link / Calendar file
Induction 3: Finding and Storing Academic Sources	This workshop guides you through the process of using academic databases to find credible and relevant sources. We consider the importance of developing evidence-based arguments, keeping purposeful notes on the research, and storing your work in a reading log.	
	Wednesday 7th October 12:00-13:00 Joining link / Calendar file	Thursday 15th October 15:00-16:00 Joining link / Calendar file
Induction 4: Academic Conventions and Referencing	Learn how to successfully communicate and evidence arguments, making best use of limited assignment word-counts. This workshop explores the importance of utilising academic conventions and referencing – considering examples of good versus bad practice.	
	Thursday 8th October 15:00-16:00 Joining link / Calendar file	Friday 16th October 12:00-13:00 Joining link / Calendar file