

ACE Study Skills Workshops for All Learners

May – June 2026

Welcome (or welcome back) 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.

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@qlearning.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.

Why Attend?

Boost Your Knowledge and Confidence: Gain the skills and self-belief you need to tackle your coursework effectively.

Interactive Sessions: Engage with expert instructors and learn from fellow apprentices.

'Study Skills Workshops for All Learners' Spring 2026 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		
Reading and Notetaking	This session will teach you effective strategies for active reading, helping you to understand and retain information more efficiently. Learn how to identify key points, themes, and arguments in your reading materials. Additionally, we will explore various notetaking techniques that will enable you to organize your thoughts and create useful study aids.		
	Tuesday 5th May 12:00-13:00 Joining link / Calendar file	Wednesday 6th May 15:00-16:00 Joining link / Calendar file	Friday 8th May 12:00-13:00 Joining link / Calendar file

QA Harvard Referencing (not Solent)	Join our essential workshop on referencing and ensure your academic work is both credible and professional. This session will guide you through the fundamentals of citing sources correctly, helping you to avoid plagiarism and give proper credit to original authors. We will cover everything from in-text citations to creating a comprehensive reference list.		
	Monday 11th May 12:00-13:00 Joining link / Calendar file	Wednesday 13th May 15:00-16:00 Joining link / Calendar file	Friday 15th May 12:00-13:00 Joining link / Calendar file

Ethical Use of Artificial Intelligence	This 90-minute session explores how to harness the power of Artificial Intelligence to optimise your learning experience whilst avoiding academic misconduct. We will critique the strengths and limitations of Generative AI outputs, considering the extent to which AI can be used to deconstruct assignment briefs, generate potential search terms, summarise academic literature, and create reference lists. Attend this workshop to ensure that you are using AI ethically to enhance, rather than replace, independent thought!		
	Tuesday 19th May 12:00-13:30 Joining link / Calendar file	Wednesday 20th May 15:00-16:30 Joining link / Calendar file	Thursday 21st May 12:00-13:30 Joining link / Calendar file

More ACE workshops on next page!

Workshop	Description						
Shut Up and Write	This session introduces generative writing to efficiently draft assignment content, providing the opportunity to complete two writing exercises and establish a specific, manageable writing goal for the week ahead. This 90-minute session is not a taught workshop; instead, it offers a chance to develop a draft of your assignment in a supportive environment using generative writing techniques. Please come prepared with a section of your writing to work on.						
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Academic Style	This session will help you understand six conventions of academic writing to communicate your ideas more effectively, ensuring your work meets the highest academic standards. Learn how to adopt a formal tone, use precise language, and structure your arguments logically.		
	Tuesday 26th May 12:00-13:00 Joining link / Calendar file	Thursday 28th May 15:00-16:00 Joining link / Calendar file	Friday 29th May 12:00-13:00 Joining link / Calendar file

Paraphrasing	Learn how to effectively rephrase scholarly ideas in your own words to integrate sources into compelling academic arguments while avoiding plagiarism. We will explore the key principles of paraphrasing, and practise different strategies to ensure retention of the original meaning and context of the information paraphrased.	
	Monday 1st June 12:00-13:00 Joining link / Calendar file	Tuesday 2nd June 15:00-16:00 Joining link / Calendar file

Critical Analysis 1: Thinking and Reading	This session will guide you through the process of critically engaging with texts, helping you identify arguments, evaluate evidence, and understand underlying assumptions. Learn how to read with a questioning mind, dissect complex materials, and form well-reasoned conclusions.		
	Wednesday 3rd June 12:00-13:00 Joining link / Calendar file	Thursday 4th June 15:00-16:00 Joining link / Calendar file	Monday 22nd June 12:00-13:00 Joining link / Calendar file

More ACE workshops on next page!

Workshop	Description		
Critical Analysis 2: Writing	Join our <i>advanced</i> workshop on Critical Writing and refine your ability to craft insightful and well-structured academic assignments. This session will teach you how to effectively present your arguments, support them with robust evidence, and critically evaluate different perspectives. (<i>Higher level session – please attend ‘Critical Analysis 1’ first!</i>)		
	Monday 8th June 12:00-13:00 Joining link / Calendar file	Tuesday 9th June 15:00-16:00 Joining link / Calendar file	Tuesday 23rd June 15:00-16:00 Joining link / Calendar file

Referencing Q&A Drop-in Session	Need help with your references? Drop in to a Harvard Referencing session and get the support you need. Whether you’re struggling with in-text citations or creating a reference list, ACE are here to assist you. Bring your questions and receive personalised guidance to ensure your work meets academic standards.	
	Thursday 11th June 15:00-16:00 Joining link / Calendar file	Friday 12th June 12:00-13:00 Joining link / Calendar file

Reflective Writing 1: Introduction to Reflective Models	This session will guide you through the techniques of reflective writing, helping you to articulate your thoughts, insights, and personal growth. Understand how to structure your reflections, connect theory to practice, and develop a deeper understanding of your learning journey.		
	Monday 15th June 12:00-13:00 Joining link / Calendar file	Tuesday 16th June 15:00-16:00 Joining link / Calendar file	Thursday 25th June 12:00-13:00 Joining link / Calendar file

Reflective Writing 2: Advanced Reflective Analysis	Take your reflective writing to the next level with our workshop on Advanced Reflective Analysis. This session delves deeper into the techniques of reflective analysis, helping you critically evaluate your experiences and learning processes. (<i>Higher level session - Please attend ‘Reflective Writing 1’ first and familiarise yourself with the texts and tasks in advance!</i>)		
	Wednesday 17th June 15:00-16:00 Joining link / Calendar file	Thursday 18th June 12:00-13:00 Joining link / Calendar file	Friday 26th June 12:00-13:00 Joining link / Calendar file

ACE assist learners in three main ways:

- 1) Academic skills resources for self-study, including PDF quick guides, workshop slides and videos, available on our [Learner Portal page](#). Access these any time to solidify your knowledge.
- 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!](#)