

# What you need to know - Advice from Apprentices

Ryan Convey- 3<sup>rd</sup> Year



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# Sarah Curley's advice and experience

- **Print off your calender** – Add key dates into your phone such as deadlines, exams, submission dates for Case Studies & Work Based Learning Tasks.
- **Co-ordinate with your mentor/supervisor for deadlines** in respect of your Work Based Learning Tasks and Case Studies. Remember, they must sign off on all submissions.
- **Create a study plan**, allow yourself time to complete work and also allow yourself time to switch off.
- **Don't be afraid to ask questions** of peers, lecturers, mentors, colleagues, supervisors and the one person who is only an email away: Catherine Kennedy.

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- **Create a WhatsApp group** with your classmates. This way you will be able to stay in touch and give each other a helping hand.
  - **Become familiar with the iii, LIA and IT Sligo websites** which offer a huge amount of support.
  - **Always ask questions in class.** If something is unclear speak up, more than likely someone else will be in the same position. If you have concerns, approach your Class Rep.
  - Some IT Sligo exams are continuous assessments (CA) which are a large % of your over all marks. **Strive to achieve a high mark in the assessments**, it will relieve pressure closer to final exams.




# Working through Covid-19

- I worked from home for a few weeks at the beginning of the pandemic. Personally, I found it quite challenging as I am someone who was always out and about and communicating with others.
- **The main challenges I encountered were:** Distractions in the home, the easy access to social media, no face-face communication with colleagues, no client files (everything on line).
- I have returned to the office which I am grateful for. If I was in the position again to work from home, **I would be more organised, have a separate work phone and my own work space.**



# Ryan Convey's advice and experience

- **Print off your calendar, give one to your mentor and have one in front of you** so both of you can keep an eye on deadlines.
- Remember just because you have **finished typing a task or case study it isn't fully completed.**
- **Get in to a routine.**
- The **hour each day for your case study isn't free time.** Get the work done then so you will have a free evening.

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- Try to **make a connection** between the college work you are studying and your day to day work. This will help you to reinforce what you are studying.
  - The **business modules may sound daunting but they aren't**. A lot of it you do on a day to day basis.
  - The **Whatsapp group really builds a friendship with your peers**. Just like yourselves covid has hindered the full experience of the course for us.
  - **Don't be afraid to meet up outside of class.**





# Working from home

- I worked through covid in the office, with little experience of working from home.
- However whilst at home I found the **paperwork to be the biggest issue.**
- **Keep notes of all policies you have dealt with and what must be done with each.**
- If someone is in the office **you will be able to instruct them on what to do.**
- If you then have to go in yourself after a period of time you **now have a list of exactly what needs to be completed.**



**Thank you & best of luck**

➡ Any questions

