



Student Conference : HFMA Breakout session

Presented by Paul Dillon-Robinson

Friday 4th December 2020 – 10.15

As we go through this ...

Please add your “Top Tips” to the Chat area.

To help your fellow learners, please add your “top tips” to either :

- studying effectively, or
- completing your assessment, or
- how to get through the module!

What makes studying with the HFMA so special?

- Relevance to your work and your career
- Dedicated study, with relevant readings and examples from healthcare
- Tutors and fellow learners who have, generally, been there and done that
- Loads of content at varying levels (Bitesize upwards)
- Ability to link into wider HFMA resources



It's an opportunity – and an excuse

You can just go through the materials, or

- Make your studying come alive, by asking someone at work about how it works in practice
- Use it to build up a network – within your organisation or amongst your fellow learners
- Look to apply what you have learnt / put it into practice
- Keep up to date

Something on study skills

If you haven't studied for a couple of years (remember the dread of O and A levels, degree exams or professional qualifications), then this is different.

- You have chosen to do this study (or been strongly encouraged)
- Different work / life / study balance
- Time management becomes critical
- It's not “chalk and talk”, but independent learning (albeit directed)



Study skills

With these qualifications we all know that you are balancing work / home and study – and that is not easy!

- Quality beats Quantity
- Short bursts
- Avoid distractions
- Reward yourself
- Take a break

- Know your preferred study style



Study skills

The study modules, whilst not quite exhaustive, are pretty full of content and (here's a hint) you probably don't need to read it all!

- Skim reading
- Dipping in (and out)
- Coming back later

If you are working through the reading, make it effective

- Active reading (underlining, notes, etc.)
- Reflection

Reflection

You've done the reading and the activities, so now sit back and relax ~~relax~~ reflect :

Looking back on what you did, ponder about it and learn lessons from what did or did not work.

Give it some structure



Reflection – the weather model

- **Sunshine** – what went well?
- **Rain** – What didn't go well?
- **Lightening** – what came as a shock or surprise?
- **Fog** – what didn't you understand?

Maclea, S (2016), 'A new model for social work reflection: whatever the weather' Professional Social Work, March, pp28-29

Studying skills are also about developing other skills for life

You can probably pick up the knowledge, but what about the understanding and application?

- Analysis and interpretation
- Evidence gathering
- Evaluation - can come to a judgement
- Systematic
- Argument
- Communicate

And don't forget you tutors and others

Do use the people around you

- Tutors
- Fellow learners
- Other HFMA sources

Your top tips on studying – from the chat – so far

Something on assessment

For some of you :
Welcome to the world
of “academic” writing



“I’m a college professor, Jason. You need to ask someone else if you want advice about the real world.”

<https://worldofbiochemistry.blogspot.com/2012/08/cartoon-about-college-professors.html>



Assessment techniques

There is no substitute for reading the question, re-reading the question and then dissecting it into its relevant bits. Then answer the question.

- Overall
- Bit by bit
- Use all the information provided – it's there for a reason

Remember : the assessment is designed to show off what you have learnt from studying this HFMA qualification

- Not what you might have learnt before
- Not what you might think is interesting

Assessment techniques

There is an academic style of writing (particularly at level 7) which is more about “Why” than “How”

- Descriptive writing adds little or no value
- Depth not breadth
- Independent research
- Evidence (and referencing)

Revision

Sitting an exam (apprentices doing AAT) or writing an assessment

- Have you got the knowledge / coverage
- Build up from the basics
- Go back if you are not clear
- Don't confuse yourself
- Practice makes perfect (exam = practice papers, assessment = reflective journal / discussion forum / formative assessment)
- Use your tutors

Think about the poor assessor

They will have many assessments to read through – so help them!

In particular :

- Short paragraphs are easier to read, than (long) rambling ones
- Break it up a bit – if appropriate – with charts, diagrams (or even images)
- Sentences should make sense
- Proof read to pick up spelling errors and, punctuation
- Get a friend or colleague to read through

Time to shine / show off!

There is a time to show off your knowledge

But there is also a time to show off your understanding :

- Don't just stick to the study materials
- Use examples
- Show your researches
- Apply the concepts and principles
- and don't be afraid to argue against

Your top tips on assessment – from the chat – so far

Time for Questions

And your final “Top Tips”



And finally

There is much more guidance available from the HFMA Academy. For example :

- [Resource Library: HFMA Bitesize guide to writing assessments at an advanced level](#)
- [HFMA Academy guide to Harvard Referencing: Good academic practice – referencing](#)
- [Resource Library: HFMA guide to studying at Level 4](#)
- [Guide to studying at Level 7: Introduction \(hfma.org.uk\)](#)
- [Resource Library: HFMA Academy Advanced Qualifications Learner Handbook \(October 2020\)](#)
- [Resource Library: The HFMA Academy Learner Handbook. October 2020](#)

