

ROAD TO SUCCESS IN ADMIN AND IT

Know what units you are being assessed on. **Not sure? ask your teacher.**

Use your **achievement logbook** to identify the areas you need to study (from the units you are being assessed on).

You have been given a paper copy, however an electronic version is available by [clicking here](#).

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Create a study plan for the areas you have identified that you need to study - be realistic!

[Click here](#) for a study plan template.

Now it is time to study!

Resources available on Teams:

- Theory PowerPoint
- Revision Videos for Practical Skills
- Revision Notebook for Theory units

Additional resources available on **AHCHIEVE** - [click here](#)

GHS Code: **BX6Rjmy**n



Complete past paper questions. [Click here](#) to access them on the SQA website.

Still not sure? **Ask your teacher!**

07

Review your logbook again, how are you progressing...

