

Study Guide

Making your learning
experience a positive one

Designed to support the Level 3 Certificate
for Estate and Lettings Agents (CELA)

rightmove 

Embarking on a qualification can be daunting. Regardless of the level, content, subject matter.

This study guide will help you to:



Supporting your learning

Motivation is your superpower

Staying on track and staying motivated is one of the biggest challenges when studying for a qualification.

You will need to dedicate a lot of time to studying. Sacrificing either your own time or time out of your busy working week.

That's why it is vital that you focus on the professional and personal benefits obtaining this Level 3 certificate will provide.

This qualification is a platform to professional growth, underpinning your knowledge and demonstrating to clients and colleagues that you have reached a certain level in your career.

- You will be armed with advice from industry-leading agency trainers that you can take into your day-to-day activities.
- You will learn about the latest legislation effecting the industry and will be able to speak about these confidently with clients.
- You will have an overarching knowledge of the UK property industry that will support your growth as an agent and your career.

Managing your own learning

In order to best prepare yourself for the final CELA exam, you will need to take charge of your own learning. You will find yourself playing two roles:

Manager role – the learner who sees the bigger picture.

- Creates and manages their study schedule.
- Sets goals and tracks progress.
- Prioritises tasks into to do lists.

Worker role – the learner who gets things done.

- Watches the CELA videos.
- Reads the CELA handbook.
- Makes notes.

Your learning style

Everyone learns in different ways. Often people combine different methods and learning styles. Don't worry about anyone else. You need to find a style that suits you.

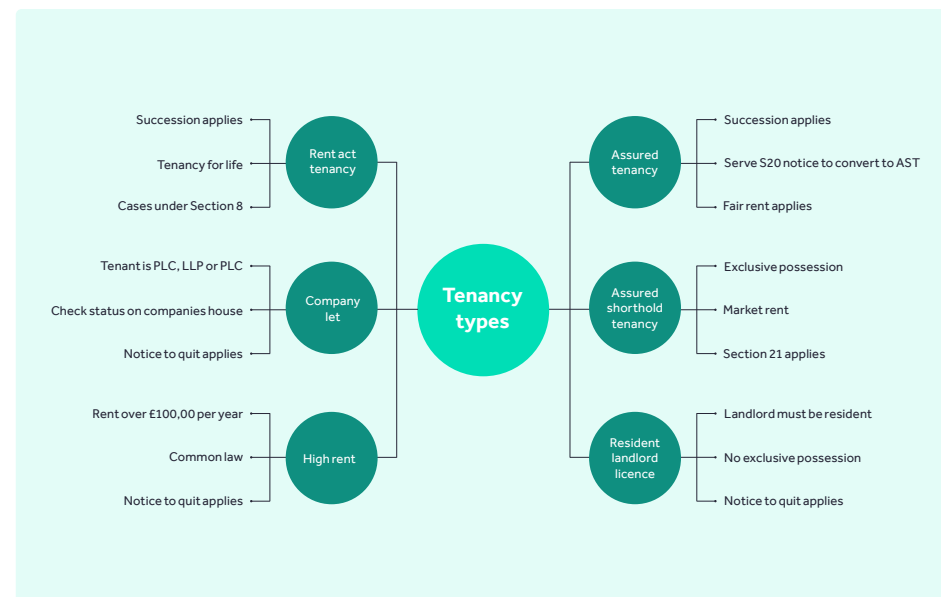
To find a style that works for you, it might be useful to consider the four main learning styles of the VARK model: Visual, Auditory, Reading (and Writing) and Kinesthetic.

The Visual Learner

The Visual Learner prefers using images, maps, and graphics to access and understand new information. For these learners, mind maps and spider diagrams are a great way to consolidate and recall this information.

The example below illustrates how a visual can help you remember information that is relatively complicated, yet quite straightforward to follow.

Bringing information together in this way focuses the mind and is a very powerful tool when it comes to revising for the final exam.



The Auditory Learner

The Auditory Learner prefers to navigate new content through listening and speaking. They'll find the training videos ideal and an opportunity to use repetition as a study technique – revisiting the videos on a regular basis to clearly understand the explanations and support provided by the trainers. Live revision sessions will support these learners and speaking aloud with other learners (or anyone who will listen) can be a useful exercise.

Reading (and Writing)

Learners who have a strong preference for reading and writing tend to learn well through words. This type of learner tends to enjoy note-taking. They'll read through the material over and over to reinforce their learning.

Learners may note things down once and re-read before the exam. Or they might find it useful to revisit notes and summarise on revision cards. The exact approach varies from person to person.

The Kinesthetic Learner

The Kinesthetic Learner understands information through being hands-on and by figuring things through practice – completing forms, calculating figures, 'doing the job'.

The beauty of studying this qualification for agents is that you can take your learning into your day-to-day work, which will help you consolidate your understanding.

The likelihood is that most learners will adopt a combination of the learning styles:

- **Reading and the Visual** – using notes and converting them to visual resources.
- **Kinesthetic and Writing** – applying the knowledge in practice.

As an independent learner it is crucial to understand that when studying, you need to develop your own system of learning.



10 top tips for getting yourself prepared

1.

Read through the unit objectives and assessment criteria – what does each unit consist of and what is the learning outcome? This is important from the outset.

2.

Schedule your learning time. Block out your non-negotiable learning time and get into the habit of allocating study time at the same time each week. This habit will serve you well.

3.

Make sure that you find a quiet and comfortable space to study in. No distractions.

4.

Decide whether you will start with the training videos and then refer to the handbook. Or lead with the handbook content before watching the videos.

5.

Make copious notes as you are going along. Use the handbook and the videos in conjunction with each other.

6.

Use highlighters, post-it notes and other resources to help you 'focus' on key elements. This will make revision easier. Invest in the process, treat yourself to whatever new stationery you need to bring your notes and diagrams to life.

7.

Consolidate your learning. Aim to spend a little bit of time organising your notes into manageable 'chunks' to help you with revision.

8.

Test yourself. Ask yourself questions based on what you have read. Self-testing can be in the form of a bullet point list. For example:

9.

Talk about what you are learning. This will make you focus on what you have been studying especially if you try to explain the topic in question to a friend or colleague.

- Use graphic organisers such as charts, graphs, and diagrams.
- Use abbreviations – EPC, CMP, AML.
- Highlight important key terms in corresponding colours.

10.

Ask for support and guidance if you get stuck.

- List 5 comparables used to value a property.
- List 3 pieces of information to identify a client for anti-money laundering purposes.
- Give a brief explanation of Duty of Care.

Managing your time

Time management is a big part of being a successful learner. You need to understand both when and where you will study best:

When?

Are you a morning person or a night owl? Try to study at the time you are most receptive.

Where?

Are you less distracted at home, at work or in a café? Study where you can focus most easily.

You're in control of your own time management, so be realistic about how much time it takes you to complete each unit thoroughly. Some units may take longer than other because they are more complex and require a more focus. You'll understand this more as you start reading through the material.

Block some time out in your diary or calendar if it helps. And remember to schedule in some breaks.



7 strategies for effective time management:

1. Keep a weekly to-do list

- Keep a list of all the activities you need to complete and prioritise each unit in order of difficulty.
- Break larger units down into smaller, more manageable chunks.

3. Avoid procrastination

Procrastination is “the avoidance of starting a task”. It happens to the most dedicated, determined, and focused learner. Use techniques to stop you procrastinating. The ‘pomodoro technique’ allows you to set a timer, focus on one task and then take a break as a reward.

Do the hardest tasks first when you have clarity, and you are fresh.

2. Manage distractions

Make sure you are mentally and physically ready to study before you sit down. That way you won’t get distracted by needing to get a drink or snack or taking a comfort break. It is important that you try to work without distractions e.g., turn off your mobile phone, or at least silence notifications.

Tell your friends and family you’re studying so you don’t get distracted.

4. Take regular breaks

Breaks are important to help you unwind and relax. Optimum concentration time is between 40 – 50 minutes, so you can use your breaks to move about and or get some fresh air. This will oxygenate your brain and make you much more efficient.

5. Stay on point

Don’t jump from unit to unit. Focus on one unit at a time and you will quickly understand that units overlap and interlink with one another.

6. Stick to a study calendar

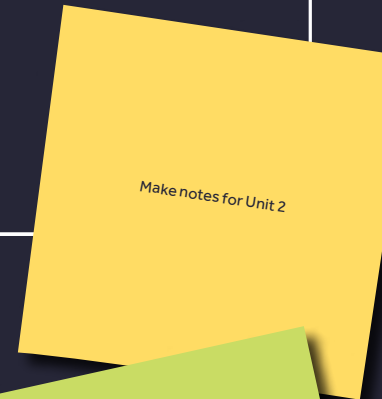
Block out time in your diary to focus on your learning. This will help you to keep up momentum and give you visibility over your progress.

7. Manage deadlines

You will be working towards an exam to be completed within 12 months.

By working backwards from the deadline date, you will know how much time you need to allocate to each unit and revision to be properly prepared for the exam.

Monday	Tuesday	



Revision and Exam Prep

The exam consists of Multiple Choice Questions (MCQs). It can be difficult to revise for MCQ exams but by focusing on the assessment criteria (laid out on the Online Learning Platform and in the CELA Handbook) and by completing the end of unit assessments, you will be in a great position.

Revision strategies

- Prepare a realistic revision schedule.
- You can revise regularly, little, and often or spend longer periods of time studying. Whatever suits you.
- Consolidate after each unit to create condensed set of notes to use for revision.
- Know your learning style and use revision strategies tailored to it, e.g. Mind maps, flashcards, auditory notes, diagrams, collaborative notes, PPTs, bullet points, glossaries, tables.
- Test yourself.

The exam is 90 minutes long and so you must make most of that time. You will be required to answer around 70 questions in that time-frame.

One of the most common issues with MCQ exams is misreading the questions, scenarios, or MC options. So always read the question carefully.

Tips for MCQ exams

- Read the question several times to make sure you know what is being asked.
- Always read all the options even if you are sure the first one is the correct answer.
- Look carefully at dates, numbers, and time references.
- Operate by process of elimination, narrow down your choices by eliminating wrong questions.
- Don't get bogged down on one – move on!
- If two of the options mean the same thing, just expressed differently, you can eliminate both.

Managing exam stress

One of the barriers everyone needs to overcome is exam stress which can distract from the task in hand. When you are ready to book your exam, plan your day carefully to prevent an overwhelming feeling of stress.

- Turn the negative voices down.
- Keep active by doing exercise you enjoy.
- Eat and drink properly and get sufficient sleep.
- Plan time to relax.
- Reward yourself for meeting revision targets.
- Avoid comparing yourself with others.
- Don't be afraid to ask for help.
- Focus on the moment.
- Practice self-compassion.

Good luck with the revision and exam.

Key links:

Learner support [here](#).

Webinars [here](#).

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