

Project Progression Record

Level 3 Extended Project

This form should be completed by the learner

Name:	Centre:
Candidate no:	Centre no:

Current programme of study:		
Qualification Type	Level	Subject

Before starting this form you should have already explored various themes and ideas for your project and proposed a suitable topic to your mentor/supervisor

Date Project started:
Project Topic:
Rationale: <i>why you want to do this project and how it links to progression plans/current courses/personal interest</i>
Aims and Objectives: <i>What outcome(s) do you hope to achieve. What skills are you aiming to develop?</i> 1. 2. 3. 4.



Initial Planning

What range of resources might you use/what types of research might you complete.....e.g. specialist materials/workshop space. Books/academic journals etc.

What factors might you need to take into account when planning how to manage your project?

How will you plan to bring your project in for the deadline? You should create a timeline.

Supervisor

Signed

Date

Mid Project Review

Date:

How much progress have you made in meeting your outcomes?

How has your project changed or evolved?

What have been the strengths/weaknesses with your project management so far?



How are you evidencing the research you have done and how you are managing your project?

What do you still need to do?

Supervisor

Signed:

Date:

End of Project

Where is the evidence within your project that demonstrates:	
Outcome	Evidence – where can it be found? E.g. log book, folder etc.
Exploration of a range of ideas for your project	
How you have managed your time	
Use of a wide range of research and resources	
Evaluated research and selected appropriate research	
How you made decisions and solved problems	

plan

manage

do

review

How you used technology – where appropriate	
Presentation given to an audience	
Making links to HE/Career	
How you have reflected on your project management skills and the quality of your outcome.	
On-going evaluation	
Final Evaluation	
If not completing a dissertation – 1500 word supporting statement	

Date of Submission:
Student Signature:
Supervisor Signature:

This form should be used to record the progress of each learner.

A copy of this form must accompany each learners work when it is submitted for Moderation.

