

**Tracking sheet –** Personal Project

The aim of this unit is to enable a learner to select a project which is relevant to their personal interests and then carry out the project as an individual. Project management skills should be developed by the learner as they plan, carry out and review the project they have selected. Examples could include projects related to music, gardening, IT etc.

**SCQF Level 4**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Be able to select a project (activity or piece of research) to be undertaken as an individual
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| * 1. Outline the project and its aims
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| * 1. State why the project was chosen
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| * 1. Identify the personal learning objectives for the project
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| 1. Be able to plan the project to meet the aims
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| * 1. Produce a task list and timeline for the project
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| * 1. Identify the resources needed to complete the project
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| 1. Be able to carry out the project
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| 3.1 Complete the tasks identified to carry out the project |  |  |
| 1. Be able to review the project
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| 4.1 Outline whether the project aims and personal learning objectives were met |  |  |
| 4.2 Give examples of what went well with the project |  |  |
| 4.3 Give examples of what could have been improved and how |  |  |
| 4.4 State what skills you have developed by completing the project |  |  |
| **Assessor feedback** |
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| **Declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: |
| Learner Name Assessor Name Learner Signature Assessor SignatureDate Date  |