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| **Stage of Higher Project Qualification**  | **Responsibilities**  | **Deadlines** | **Progress Analysis****(have you met this deadline?)** | **Dates** |
| 1. Project Choice

(initial planning) | Pupils explore their areas of interest by attending the taught sessions**Record of Initial Ideas** completed by pupil (p5) | Oct 21 |  |   |
| 1. **Project Approval**
 | Pupils complete Part A: Candidate proposal (p6)Supervisor completes Part B: Supervisor’s comments (p7) Centre Co-ordinator completes Part C: Centre coordinator (p8)  | Oct 21Oct 21Oct 21 |  |
| 1. **Planning Review**
 | Pupils to complete **Planning Review sheet** (p9)(target and deadline setting) with supervisor | Dec 21 |  |
| 1. Resources and Research
 | Pupils complete research and attend taught sessions | April 22 |  |
| 1. **Mid-Project Review**
 | Pupils complete **Mid-Project Review** (p10) with Supervisor | April 22 |  |
| 1. Production
 | Pupils complete project  | Oct 22 |  |
| 1. Project Product
 | Final product is nearly completed e.g. essay, DVD of performance, piece of art work | Oct 22 |  |
| 1. **End of Project Review +**

**500 word report** | Pupils complete **Project product review (p11)** with supervisor Pupils complete 500-word report on Product (see Guidance Booklet) | Dec 22 |  |
| 1. **PowerPoint Presentation**
 | 1. Pupils completes **Presentation Record Part A (p12)**
2. Pupil writes/creates PowerPoint (see Guidance Booklet)
3. Pupils give PowerPoint presentation on their product with supervisor and Centre Co-ordinator present
4. Supervisor completes **Presentation Record Part B (p13)**
 | Jan 23 |  |
| 1. **Reflection**
 | Pupils complete **Summary and Reflection sheet** with supervisor (p14) | Jan 23 |  |
| 1. **Moderation**
 | Supervisor marks pupils log, final product and report (p4)Centre co-ordinator moderates work (p4)  | Feb 23 |  |