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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 21  Oct 21  Oct 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 |  |