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|  | Evidence of learning  Learning projects |

r1178 Rebranded July 2014

This form can be completed electronically; however, all signatures must be handwritten.

**Note:** To contribute to the QCE in any particular year, this evidence of learning must be submitted by the last day of Term 3.

# PART A: Applicant to complete

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| Applicant details | | | | | | | | | | | | | |
| Family name |  | | | | | | | Date of birth (dd/mm/yyyy) | | | | |  |
| Given name/s |  | | | | | | | | | | | | |
| LUI |  | | | | | | | Year | | Yr 10  Yr 11  Yr 12 | | | |
| Address |  | | | | | | | | | | | | |
|  |  | | | | | | | | | **Postcode** | |  | |
| **Email** |  | | | | | | | | | **Phone** | |  | |
| Main learning provider/school | | |  | | | | | | | | | | |
| Learning project details | | | | | | | | | | | | | |
| Type of learning project | | | | Workplace   Community   Self-directed | | | | | | | | | |
| Project title | |  | | | | | | | | | | | |
| Project start date | |  | | | | | **Project finish date** | | | |  | | |
| Sponsor’s name | |  | | | | | | | | | | | |
| Mentor’s name | |  | | | | | | | | | | | |
| Workplace learning project only | | | | | | | | | | | | | |
| Name of employer or employer’s nominee | | | | |  | | | | | | | | |
| Community learning project only | | | | | | | | | | | | | |
| Name of community representative | | | | |  | | | | | | | | |
| QCAA office administration | | | | | | | | | | | | | |
| Project code |  | | | | | Delegate code | | |  | | | | |

## PART B — Section 1: Applicant to complete

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| Learning log | | | | |
| In this section you need to:   * describe what you did, e.g. operated machinery under instruction; wrote role descriptions * describe the evidence of your learning, e.g. machinery worked properly; role descriptions given to participants * identify and list the skills from the employability and lifelong learning skills set * collect all of your evidence together as a folio for submission to QCAA.   **Note:** Your evidence may be recorded in a range of ways and forms. It could be:   * the completed form below, adding rows as needed * in electronic form * shown by annotated images * an audio recording of your explanations.   For help, refer to the relevant learning project documents on the QCAA website: [www.qcaa.qld.edu.au/3182.html](http://www.qcaa.qld.edu.au/3182.html) | | | |
| Date and hours spent | Activities — where they happened, what learning took place | Evidence of learning | Skills developed |
| Example  *2–6 August*  *2 hours* | Example  *Interview with community representative* | Example  *Notes of interview*  *Time plan for September, written after discussion*  Remember to include this evidence in your folio. | Example  *Communication*  *Planning and organising* |
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| Learning log | | | |
| Date and hours spent | Activities — where they happened, what learning took place | Evidence of learning | Skills developed |
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|  | **Total learning log hours** (Total hours for learning log: 45 hours) | | |
|  | **Total planning hours** already completed and submitted in the project proposal form (Minimum: 10 hours) | | |
|  | **Total learning project hours** (Total hours for learning log plus planning hours must be: 55 hours) | | |

## Employability and lifelong learning skills

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| Learning project skill sets | | | | |
| These are the skill sets to be developed in each learning project context. | | | | |
| Employability and lifelong learning skills | | Community | Self-directed | Workplace |
| Capacity to work and learn independently | Understand and apply new knowledge and information. |  |  |  |
| Communication | Communicate effectively with others using a range of spoken, written, graphic and other nonverbal means of expression. |  |  |  |
| Initiative and enterprise | Be resourceful in seeking and applying knowledge, information and the translation of ideas into actions, in ways that contribute to innovative outcomes. |  |  |  |
| Planning and organising | Plan and organise one’s own work activities; make good use of time and resources; sort out priorities and monitor performance; set goals; locate, sift and sort information in order to select what is required and present it in a useful way; manage time and priorities; be resourceful. |  |  |  |
| Problem solving | Apply problem-solving strategies in purposeful ways to achieve an outcome, in situations where the problems and solutions are evident as well as in new or creative ways. |  |  |  |
| Self-management | Manage workload, effort and develop strategies for time management so that tasks are completed within the required time frame and to the necessary standard. |  |  |  |
| Teamwork | Interact effectively with others one-to-one and in groups, understanding and responding to the needs of a client and working effectively as a member of a team to achieve a shared goal. |  |  |  |
| Technology | Apply technology and/or operate equipment to manage routine or non-routine tasks more effectively. |  |  |  |
| **Please note:**  Information from the Employability and lifelong learning skills listed above will help guide your *Self-assessment response* for Part B — Section 2. | | | | |

## PART B — Section 2: Applicant to complete

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| Self-assessment response | | | |
| This section is completed with the help of your mentor. In this section you reflect on what you have learnt during your project. You may complete this in written form or as an interview with your mentor. Refer to the *Self-assessment response guide* on the QCAA website: [www.QCAA.qld.edu.au/3182.html](http://www.qsa.qld.edu.au/3182.html) | | | |
| Explain how your learning experiences helped develop each of the skills in your learning project skills set. | | | |
| **Capacity to learn independently (community and self-directed learning projects only)** | | | |
| **Communication** | | | |
| **Initiative and enterprise** | | | |
| **Planning and organising** | | | |
| **Problem solving** | | | |
| **Self-management** | | | |
| **Teamwork (Community and workplace learning projects only)** | | | |
| **Technology** | | | |
| Explain any additional knowledge and skills that you have gained from your involvement in the project. | | | |
|  | | | |
| Signature of applicant |  | Date |  |
| Self-assessment response: Completed as an interview | | | |
| I completed my self-assessment response as an interview with my mentor. | | | |
| Signature of applicant |  | Date |  |
| The information you provide on this form will be used in considering your evidence of learning as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.114). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. A copy of our decision, including your name and contact details, will be provided to your learning provider. | | | |

## PART C: Employer or nominee, community representative or sponsor to complete

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| Confirmation of learning log | | | | |
| Workplace learning project only | | | | |
| Name of employer or employer’s nominee |  | | | |
| Signature |  | Date | |  |
| Community learning project only | | | | |
| Name of community representative |  | | | |
| Signature |  | Date |  | |
| Self-directed learning project only | | | | |
| Name of sponsor |  | | | |
| Signature |  | Date |  | |

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| The information you provide on this form will be used in considering the student’s evidence of learning as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.114). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. |

# PART D: Mentor to complete

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| Mentor’s statement of involvement in project | | | |
| Outline the assistance given to the applicant in the project implementation and evaluation. If the self-assessment response was completed as an interview, include the notes of interview. | | | |
|  | | | |
| Mentor declaration | | | |
| I verify that I have outlined all assistance that I have given to the applicant in the project implementation and evaluation. | | | |
| Signature of mentor |  | Date |  |

## Steps for student submitting evidence of learning

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| Submitting your evidence of learning |
| Steps for your submission:   * Check that Parts A to D have been completed, signed and dated. * Collect the following documents together in a folio: * this form * any supporting evidence e.g. self-assessment response if recorded, your notes of interviews etc. * a copy of your approved learning project proposal and appraisal forms. * Pass the folio to your sponsor, and ask them to mail it to:   Queensland Curriculum and Assessment Authority  Quality Assurance Unit  PO Box 307  Spring Hill Qld 4004 |