Learning projects:
Planning guide for the learner

From planning to completion for the learner

Become familiar with the learning project concepts, procedures and requirements, including the employability and lifelong learning skill set. Refer to the Learning projects handbook, learning project website guides, frequently asked questions, and if applicable, any workplace and community requirements.

Form an idea for a project and decide on the context: community, self-directed or workplace.

Seek support of a sponsor.

Identify a mentor; discuss project ideas; obtain their cooperation and advice.

Prepare a proposal (use the forms from the Queensland Studies Authority (QCAA) website).

Provide a hard copy of the proposal to your sponsor who submits it to the QCAA.

The QCAA delegate appraises the proposal; the QCAA decides whether the project meets the requirements for approval, and notifies the learner and sponsor.

The sponsor and learner are advised that the proposal:

- is approved (learner starts project), or
- is not approved:
  - advice is given on the deficiency in the proposal
    - the project is closed
  - The learner may submit another proposal.
Implement the project; continually recording learning and evidence of the employability and lifelong learning skills in your learning log

Complete the project and learning self-assessment, based on the employability and lifelong learning skill set

Submit evidence of learning (with approved proposal) to the QCAA via the sponsor

The QCAA delegate validates the evidence of learning

Notification of the outcome and if successful, the achievement is banked

If the evidence is insufficient to successfully demonstrate the learning, there is opportunity for one resubmission.

**Employability and lifelong learning skills**

During the implementation stage, you must continually record learning and evidence of the employability and lifelong learning skills in your learning log. These skills include:

- Communication
- Initiative and enterprise
- Planning and organising
- Problem solving
- Self-management
- Teamwork
- Capacity to work independently
- Technology.

You need to read the Learning projects: Employability and lifelong learning skills guide located on the Learning projects homepage of the QCAA website.

**The learning log**

The learning project evidence is about how the learning demonstrated the employability and lifelong learning skills throughout the project. This evidence is recorded in Part B of *Evidence of learning* form, the **learning log**. It must also record the times used for each stage of the project. This form can be downloaded from the QCAA website.

Evidence must be recorded in the learning log and collected throughout the project. You need to read the Learning projects: Collecting and recording evidence guide located on the Learning projects homepage of the QCAA website.
More information


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