

Unit 14: Carring out an Individual Project

Unit reference number: K/504/9146

QCF level: Level 1

Credit value: 3

Guided learning hours: 30

Unit aim

The aim of this unit is for learners to identify, research and discuss a project area related to their chosen vocational sector, compiling all findings into a report.

Unit introduction

This unit is about learners investigating an area that they are interested in, related to their chosen vocational sector. It is expected that learners will choose an aspect of creative media production to research. They will be given the opportunity to choose their own focus for the project and then undertake the research needed to put together a report on this topic.

Learners will be able to choose from a range of topics within their chosen vocational area. They will then be shown how to set aims for the project, so that they can really focus on relevant and interesting ideas. Learners will then be able to undertake relevant research, accessing a range of information sources that will give them information about the project area.

Once learners have gathered their research they will be shown how to relate it to the project aims they set themselves and how to compile their work into a report, including all of the relevant sections.

This is a really practical unit led by the learner and their interests. It allows them to develop skills that are essential for working in many sectors, including time management, self-discipline in keeping to deadlines that they set themselves and independent enquiry through the undertaking of research.

Learning outcomes, assessment criteria and unit amplification

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning outcomes | Assessment criteria | Unit amplification |
|---|--|---|
| 1 Be able to select an appropriate project topic | 1.1 produce a proposal for a project related to chosen vocational area | <ul style="list-style-type: none"> • <i>Identification of project topic:</i> investigation into ideas for project, methods of ensuring that project is viable, including availability of information and secondary research, methods of rejecting invalid project ideas; ideas for project, e.g. digital animations, stop motion animation, how adverts are produced, how news articles are created |
| | 1.2 Set aims for the project | <ul style="list-style-type: none"> • <i>Setting aims:</i> identifying appropriate and achievable aims, ensuring aims are realistic, positive and negative examples of aims, SMART goal setting |
| | 2.1 plan the project using appropriate methods of research | <ul style="list-style-type: none"> • <i>Project planning:</i> scheduling actions to achieve project; time-management skills, planning time for tasks and activities, including prioritising most important activities and allocating an appropriate amount of time to do them; understanding that tasks and activities should be prioritised according to given daily objectives |
| 2 Be able to investigate the project area | 2.2 carry out research into the project area | <ul style="list-style-type: none"> • <i>Carrying out research:</i> methods of secondary research available, ie books, journals, reports, web-based research; methods used to ensure that the research is valid and appropriate to the project aim; primary research and methods that can be used, including questionnaires, interviews and surveys; aspects to be considered if undertaking primary research, ie confidentiality and appropriate behaviour |
| | 3.1 Present a project report including: | <ul style="list-style-type: none"> • <i>Guidelines in structuring a report:</i> relevant sections of a report, including title page, acknowledgements, abstract, methodology, findings, discussion and bibliography; use of pictures and graphs in a report; methods used to ensure aims are clearly met, importance of proofreading a report |
| 3 Be able to produce a project report | <ul style="list-style-type: none"> • introduction • aims • findings • discussion • conclusion | |

Information for tutors

Delivery

This unit allows learners to integrate and apply knowledge from many other units across the specification. It is important that the research topic is of personal interest to the learner and that the learner possesses or acquires a knowledge and understanding of the topic and related areas.

Although a major part of the delivery focuses on the learner conducting their research project in a practical way, the unit must be supported by theoretical input from the tutor. Learners must understand concepts related to the research proposal and design, as well as research skills, techniques and methodologies, before they can consider, explore and produce a valid research proposal. At the research proposal stage, the tutor may, if necessary, provide support to help shape the proposal and provide direction to the learner to ensure an original and valid research proposal is presented. A PowerPoint development of a poster or a video could be used as more creative methods of presenting the report.

The research proposal will require learners to adopt an investigative approach and will include a statement of the area of research and background factors related to it. Tutors should direct learners to consider at this stage 'Why is the proposed project worthwhile? Who would the results be useful to? What does the literature say? What would the project contribute to the chosen vocational area? If support from the tutor is required at the research proposal stage, it must be provided in order to ensure the proposal and design are valid. Once the area to be investigated has been established by the learner and agreed with the tutor, the learner may commence their full research proposal. The learner will then be able to independently, or with support, move into their research project.

Possible research project titles include:

- Researching on Animation
- How news reports are Produced.

Outline learning plan

The outline learning plan has been included in this unit as guidance.

| Topic and suggested assignments/activities |
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| Introduction to unit and programme of learning. |
| Tutor-led discussion on how to select appropriate topics for a project in chosen vocational area. Learners undertake investigation into possible project areas. Learners draft aims for the chosen project. |
| Learners prepare a project plan to ensure the project is completed. Learners investigate research methods available. Learners undertake appropriate research into the creative media project. Learners examine research and how to discuss it within the project. |
| Learners identify sections required in a project report. Assessment: series of one-to-one meetings with tutor to discuss proposal and set aims, plan project and carry out research. Learners produce public service report with sections indicated in criterion 3.1 (learning outcomes 1, 2 and 3). Review own performance and their completed project. |
| Assessment debrief and feedback. |

Assessment

To achieve assessment criteria 1.1 and 1.2, the learner must produce and set aims for a proposal for a project related to chosen vocational area, in this case creative media production. In order to do this successfully, the learners may or may not require support from the tutor. The amount of support they require should not influence their success. The aims of the project should be clearly stated and should originate from the learner.

For assessment criteria 2.1 and 2.2 learners need to plan and carry out the research as detailed in their research project. They should be given the opportunity to carry out this research, and will require access to the necessary resources.

Assessment criterion 3.1 requires learners to gather information from their research and compile it into the report as described in the unit content and the assessment criteria. It is important that the learners produce a report that introduces the project clearly, showing how and why the aims have been set. The findings of the research will then be included in the report, along with a discussion as to what the learners have found out about the area that they have researched. The final section of the report will define how the research has met the aims that the learners have set for themselves.

The learners may require support in the setting of the aims and the compilation of the report, it is appropriate for the tutor to provide this.