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| Name of Centre: Gloucestershire College | | | **Learner achievement (please circle)** *NB: All learner achievement is provisional until confirmed at the AVA Awards Board*. | | | | | |
| **Level Achieved:** | | **L3** | | | |
| **Achievement** | | P | M | | D |
| **Resubmission?** | | **Y** | | **N** | |
|  | | | | | | | | |
| **Title of Access to HE Diploma: Humanities and Social Sciences** | | | | | | | | |
| **Unit title(s):** Extended Project | | **Unit code(s):** CBA786 (6 credits) | | | | | | |
| **Learner:** | | Tutor/Assessor: Catherine Rogers/Will Davis/Donna Holder | | | | | | |
| The Extended Project requires you to undertake an investigation into a topic of your choice resulting in a report of 2500-3000 words (excluding appendices). Your project supervisor (who will help you to select a suitable topic and will support you as you produce the project) will be your Study Skills tutor. You should choose a topic related to your degree or future career. You should look for an issue about which there is some element of contention to allow you to develop an argument to support a proposition or hypothesis.  This will involve review of secondary sources only – you will not conduct any primary research. The Extended Project Template (attached) will help you to understand how to write it up.  You must undertake the following steps in order to produce the investigation report and evidence that you have met all of the assessment criteria:  **Step 1 – Project Proposal (AC1.1, 1.2, 1.3)**  You will have an initial meeting with your project supervisor and you will agree a suitable topic for investigation. You should use the Extended Project Proposal Form (attached) to help you to narrow down your topic area into a specific investigation and to identify some initial sources that will help you to produce your final project.  You should use the Action Plan (attached) throughout the preparation and final write up of your Extended Project.  **Step 2 – Review of Literature (AC2.1, 2.2)**  You will complete the Review of Literature Form (attached) to allow you to evaluate your chosen key sources, both supporting and opposing your proposition or hypothesis. You can add as many sources as you wish to use.  A vital part of this is to analyse the material you have decided to use and evaluate its relevance to your investigation.  You will discuss your evaluation of chosen sources (using this form) with your project supervisor. The form can be updated as you progress. Any new sources will be discussed with your porject supervisor.  **Step 3 – Draft Report**  Using the headings in the Extended Project Template (attached), you may submit one draft of your report to your project supervisor for review.  Your project supervisor will provide you with verbal feedback and some annotations. These will not be extensive. Your project supervisor cannot advise you on which grade that you will get or how to achieve Merit/Distinction.  You can then decide how to incorporate their suggestions on your draft into your final report.  **Step 4 – Final Report (AC1.1, 1.2, 1.3, 2.1, 2.2, 3.1, 4.1, 4.2)**  This will follow the structure in the Extended Project Template with each section clearly labelled. You will provide in-text citations and a bibliography in a Harvard style (these are not included in the word count). You may include appendices, which are not counted in your word count.  Record your word count at the bottom of your report. If your report is longer than 3000 words then the assessor will stop reading and this may affect your achievement of the assessment criteria or the grade that you receive.  You should submit your draft report, together with written amendments, with your final submission. | | | | | | | | |
| **Date set: w.c. 30.1.23** | **Date for draft submission**  **: w.c. 17.4.23** | | | **Date for final submission: w.c. 22.5.23** | | | | |
| **Extension date**  **(if agreed):** | **Signed by Tutor/Assessor to agree extension:** | | | **Date**  **submitted:** | | | | |
| **Internal Moderation: Yes / No**  **Date:** | **Signed by internal moderator:** | | | **ON TIME / LATE** | | | | |
| **Learner declaration:**   The explanations and evaluations in this work have been developed and written by me.   I have not submitted material copied from the Internet, text books or other sources in place of my own thinking and writing.   When I have referred to the work of others I have done so to discuss, comment on or argue their ideas.   I have kept quotation and paraphrasing to an absolute minimum and only to support points I have made.   I understand that referencing the names of authors whose ideas I have used without including my own interpretation of those ideas, does not meet the assessment criteria and cannot attract the Pass, Merit or Distinction grades.   I have not copied the work of my peers. | | | | | | | | |
| **Learner comments:** *(please use this space to comment on any aspect of the assignment when handing in your work)* | | | | | | | | |
| **Signature:** | | | **Date:** | | | | | |

**TO THE LEARNER: Please attach this assignment brief to any written work you are handing in for assessment, or submit the brief as instructed.**

**YOUR WORK CANNOT BE ASSESSED UNLESS YOU HAVE SIGNED AND SUBMITTED THIS FORM**

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| **Level 3** | **Unit title: Extended Project** | |
| **Learning outcomes** | | **Assessment criteria** |
| *This is what you will learn on the unit.* | | *This is what you must be able to demonstrate that you can do in your assignment in order to achieve the unit.* |
| **The learner will:** | | **The learner can:** |
| 1. Be able to work within the conventions of a specific subject. | | 1.1. Define a subject specific topic of investigation.  1.2. Define the aims & limits of this investigation within the conventions of the chosen subject area.  1.3. Process subject specific sources according to the conventions of the chosen discipline. |
| 2. Be able to demonstrate extensive subject specific knowledge. | | 2.1. Explain the details, and analyse the nature of, the subject specific material under consideration.  2.2. Evaluate the relevance of the subject specific material to the topic |
| 3. Be able to construct sustained argument in an extended piece of work. | | 3.1. Sustain a logical argument in an extended piece of work in form/s and using terminology consistent with subject specific conventions. |
| 4. Be able to present work in form/s consistent with the conventions of the specific subject, including an appropriate form of academic citation. | | 4.1. Present the finished project in a form/s consistent with subject specific conventions.  4.2. Use academic citation / referencing appropriate to the form of the extended project & to the specific academic discipline. |

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| **Level 3 units only:**  Learners achieve a Pass if they meet all Level 3 Assessment Criteria for a unit. You will achieve a Merit or Distinction by meeting the following Grade Descriptors. Your tutor will give you feedback for all three grades. | | |
| **Grade Descriptor** | **Merit** | **Distinction** |
| **GD2: Application of Knowledge** | The student, student’s work or performance: makes use of relevant facts and perspectives with very good levels of synthesis and analysis | The student, student’s work or performance: makes use of relevant facts and perspectives with very good levels of synthesis and analysis |
| **Grade Descriptor** | **Merit** | **Distinction** |
| **GD4: Use of information** | The student, student’s work or performance: shows a very good grasp of the meaning and significance of new information | The student, student’s work or performance: shows an excellent grasp of the meaning and significance of new information |
| **Grade Descriptor** | **Merit** | **Distinction** |
| **GD5: Communication and Presentation** | The student, student’s work or performance: shows a very good command of structure, language (including technical or specialist language), syntax, register and referencing. | The student, student’s work or performance: shows a very good command of structure, language (including technical or specialist language), syntax, register and referencing. |
| **Grade Descriptor** | **Merit** | **Distinction** |
| **GD6: Autonomy and/or independence** | The student, student’s work or performance: makes generally sound judgements about how to complete work and demonstrates very good time management | The student, student’s work or performance: makes consistently sound judgements about how to complete work and demonstrates excellent time management |
| **Grade Descriptor** | **Merit** | **Distinction** |
| **GD7: Quality** | The student, student’s work or performance: taken as a whole, demonstrates a very good response to the demands of the brief/assignment. | The student, student’s work or performance: taken as a whole, demonstrates an excellent response to the demands of the brief/assignment. |

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| **Grade Guidance:** Learners must carefully read the guidance below which is linked to the components above |
| **MERIT:**  **GD2: Application of knowledge**   * As you formulate your project, you will work with existing facts to pursue a line of investigation and test different perspectives, as appropriate. * In your report, you will analyse the outcomes of your investigation in line with the existing facts and consider how applicable the outcomes are to the different perspectives on the topic. Your work will show a very good level of synthesis – you will be able to apply your outcomes to different facts and perspectives.   **GD4: Use of information**   * You will go beyond the further reading suggestions made by your supervisor to find and use appropriate sources. * Your research log will show that you have considered the relevance of your further reading and identified what will be useful and relevant to your investigation and report. This will then be followed through with irrelevant material, generally, being omitted from your report. * You will have generally chosen to use sources that are appropriate to your subject area, such as peer-reviewed journal articles or statistics from a reputable source, such as a government agency.   **GD5: Communication and presentation**   * Your report will follow a formal and consistent structure, as agreed with your supervisor. * Each section will follow on from the other logically. * Your use of language will be secure, you will use the language of the subject area you are investigating fluently and your work will be academic in tone. * Your in-text references and bibliography will follow the Harvard style.   **GD6: Autonomy and/or independence**   * Your project proposal and action plan will show that you are able to prepare for meetings with your project supervisor; however, there may be some omissions or evidence of a lack of preparation in one or two areas. * Where you have encountered issues, you will have taken (or proposed to your project supervisor) a course of action. At Merit level, you may require more support from your supervisor in determining a suitable course of action than a Distinction learner.   **GD7: Quality**   * Your report will demonstrate a competent attempt to analyse the demands of your question and sustain a logical argument. However, you may include some sections or information that are irrelevant or not clearly linked to your question. |
| **DISTINCTION:**  **GD2: Application of knowledge**   * As you formulate your project, you will ensure that the decisions that you make are informed by relevant facts – this will be based on recent, relevant scholarship – and you will consider different perspectives in the area of study. * In your report, you will apply your findings to your extended project question, demonstrating an excellent level of analysis of how these facts or perspectives fit together and are applicable.   **GD4: Use of information**   * All of the sources that you use will be appropriate to your topic and from the recognised sources of authority for the topic you are investigating. Depending on your topic, you may demonstrate that you have used a breadth of different sources on the topic (e.g. peer-reviewed articles, newspaper opinion pieces, statistics) and handled them in an appropriate manner (such as identifying bias or ambiguities) and/or you may demonstrate depth by presenting different perspectives on the topic or drilling down into primary sources of information collected by others (e.g. transcripts, statistics, questionnaire responses). * There will be a clear link between the judgements about sources of information that you are making in your research log and how you use these sources in your final report. Little irrelevant material will be included in your final report. * You will demonstrate an excellent awareness of the limitations of your project and will select the most relevant information from your research to inform your final report.   **GD5: Communication and presentation**   * Your report will demonstrate a competent and confident grasp of report writing conventions. * Each section will be clearly labelled and will follow on from each other logically. * You will express your thoughts clearly, using specialist language securely and in the correct context. * Your use of appendices will be appropriate – they will not be used for explanations or analysis vital to the conclusions of your report. * Your use of in-text references and bibliography will follow the Harvard style. Your referencing will be consistent so that for each source it will be possible for someone else to locate the information that you used.   **GD6: Autonomy and/or independence**   * Your project proposal and action plan will show that you are able to prepare for meetings with your project supervisor carefully. * Where you have encountered issues, you will have demonstrated sound judgement about what is achievable and taken (or proposed to your project supervisor) a sensible course of action. * The detail within your Action Plan (template attached) will provide evidence for this.   **GD7: Quality**   * Your evidence for each of the steps will demonstrate a well-organised and analytical approach to the project (your Action Plan will help evidence this). * Your report will be successful at analysing the demands of your question and sustaining a logical argument throughout. |

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| **Part A: Feedback on credit level** | | | | | | |
| **AC no** | **Credit achieved (L3)** | **Location of evidence** | **Tutor/Assessor comments on assessment criteria**  *(you could also indicate on the work itself where each AC is met)* | | | |
| 1.1 |  |  |  | | | |
| 1.2 |  |  |
| 1.3 |  |  |
| 2.1 |  |  |
| 2.2 |  |  |
| 3.1 |  |  |
| 4.1 |  |  |
| 4.2 |  |  |
| Level achieved |  | Tutor/Assessor’s signature: | |  | Date: |  |

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| **Resubmission** (if applicable) *If any of the assessment criteria for this assignment have not been met at Level 3, a resubmission may be permitted. Resubmission must follow the QAA guidelines and be permitted only once.* | | | | | | | | |
| Requirements for resubmission/new Task set: | | | | | | | | |
| Date Set: |  | | | Date due: |  | Date Submitted: | |  |
| Feedback on resubmission: | | | | | | | | |
| **Level achieved**  **after resubmission:** | |  | **Tutor/Assessor’s signature:** | |  | Date: |  | |

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| **Part B: Feedback on grading** (Applicable only if all assessment criteria achieved at Level 3) | | |
| **Grade Descriptor** | **Tutor/Assessor comments against grade descriptors** | **Grade indicator**  **(P/M/D)** |
| **GD2: Application of knowledge** |  |  |
| **GD4: Use of information** |  |  |
| **GD5: Communication and presentation** |  |  |
| **GD6: Autonomy and/or independence** |  |  |
| **GD7: Quality** |  |  |
| **Tutor/Assessor’s reason for final grade decision (if applicable):** | | |
| **Areas for development** *(how will the learner be able to use and improve on what they have learnt on this unit and the skills that they have used in their further studies?)* | | |

**EXTENDED PROJECT**

**Proposal Form: AC 1.1, 1.2, 1.3**

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| Name |  |
| Title | **What** is your research proposition? |
| Introduction  (Rationale) | **Why** have you chosen this subject? |
| Aim | What do you hope to **achieve** in your independent study? |
| Identify **two key sources** to begin your research (book and website) | Source 1:  Source 2: |
| Tutor comments |  |
| Targets for next lesson | 1.  2. |
| Date |  |

**Extended Project: Action Plan (to be submitted with final submission)**

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| Learner name: |  |

This action plan is a working document. Your plans may change throughout the project but you should keep a record of all steps taken and completion dates to demonstrate your ability to manage your time effectively.

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| Task | Deadline | Action Points | Complete? Details |
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**Extended Project**

**Review of Literature: Sources Evaluation Form**

Using the following form, find and evaluate:

* Two sources which support your proposition
* Two sources which dispute your proposition

**You can use as many sources as your wish (just cut and paste additional boxes into the form).**

**SOURCE 1: TO SUPPORT YOUR PROPOSITION**

|  |  |
| --- | --- |
| **Name of source** |  |
| **Type of source** *(e.g. book)* |  |
| **Reference** *(Harvard*  *format)* |  |
| **Why have you chosen this source?**  *Mention: type, authority, industry relevance, date of publication.* |  |
| **To which area of your project does it relate and how might you use it?** *(E.G. background information, reference quote)* |  |
| **How does it help support your hypothesis/ proposition?** |  |

**SOURCE 2: TO SUPPORT YOUR PROPOSITION**

|  |  |
| --- | --- |
| **Name of source** |  |
| **Type of source** *(e.g. book)* |  |
| **Reference** *(Harvard*  *format)* |  |
| **Why have you chosen this source?**  *Mention: type, authority, industry relevance, date of publication.* |  |
| **To which area of your project does it relate and how might you use it?** *(E.G. background information, reference quote)* |  |
| **How does it help support your hypothesis/ proposition?** |  |

**SOURCE 3: TO DISPUTE YOUR PROPOSITION**

|  |  |
| --- | --- |
| **Name of source** |  |
| **Type of source** *(e.g. book)* |  |
| **Reference** *(Harvard*  *format)* |  |
| **Why have you chosen this source?**  *Mention: type, authority, industry relevance, date of publication.* |  |
| **To which area of your project does it relate and how might you use it?** *(E.G. background information, reference quote)* |  |
| **How does it help dispute your hypothesis/ proposition?** |  |

**SOURCE 4: TO DISPUTE YOUR PROPOSITION**

|  |  |
| --- | --- |
| **Name of source** |  |
| **Type of source** *(e.g. book)* |  |
| **Reference** *(Harvard*  *format)* |  |
| **Why have you chosen this source?**  *Mention: type, authority, industry relevance, date of publication.* |  |
| **To which area of your project does it relate and how might you use it?** *(E.G. background information, reference quote)* |  |
| **How does it help dispute your hypothesis/ proposition?** |  |

**Extended Project Template**

**Follow this outline in order to write up your Extended Project. Make sure you use the headings given below**.

**Title: Statement of Proposition**

(You may wish to add an abstract here: a short section around five lines with outline of study, method and findings. This will not be included in your word count.)

**1. Introduction and Rationale**  *(Max. 500 words)*

Outline a broad area of interest for your research

How does it relate to your future career?

Explain the focus of your proposition in more detail.

* What is the current debate?
* Why should this be the focus of this research?

**Guidance:**

Write this in first person

Be as clear and concise as you can

Refer briefly to one or two key sources to support your rationale

**2. Literature Review**

*(Max. 1000 words)*

Find at least two sources which support your proposition.

Find at least two sources which dispute your proposition.

You can use as many sources as you wish.

Discuss each source critically: explain its point of view, analyse why it might take that view and critically discuss its relevance to the project.

**Guidance:**

* Write this in third person, in the same style as an essay
* Focus on offering a summary of each source; but be critical!
* Include two different sources in support of your proposition and two different sources against

3**. Discussion** *(Max. 1000 words)*

Draw together your ideas (referring to your secondary research to support your ideas) and write a clear, concise response to your original proposition or hypothesis.

What are your overall conclusions from the project? Did you find out what you expected to? Why? Why not?

4. **Evaluation** *(Max. 500 words)*

Evaluate the project: what went well? What would you improve if you did it again?

**5. Reference List**

List all the sources you used in the project here (using Harvard).

Use the Access to HE Referencing Guide to make sure you use the correct format.

**6. Appendices**

This section is there to collate all the wider information you have collected during the project. Some information may not be relevant to the report but can be referred to in the appendices.