

# COMMUNITY LEARNING PROJECT Proposal: A worked example



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*This is an example of how a proposal might be completed.*

*The example used here is that of a Community Learning Project. The processes for completing the documentation in each context (Community, Workplace and Self-directed) are the same. What will change is the content that you write and the conditions in which you undertake your project.*

If you are doing a Community Learning Project, you must be a member or volunteer of that community. If you are doing a Workplace Learning Project, you must be employed in that workplace.

## PART F (E for Self-directed Learning Projects)

Part A to D/E is the first section of the proposal paperwork and is NOT included in this example.

### Section 1 (applicant to complete)

You must complete all of the following information.

Handwritten responses are acceptable, or you can type your responses directly into the boxes provided. (For help, refer to the *How to complete a proposal* and *Evidence of learning* documents on the QSA website.)

PROJECT DESCRIPTION	
What is the project about?	<i>I would like to organise a season of "Science Activity" afternoons for the children at after-school care at my little brother's primary school.</i>
What is to be learned in this community context?	<i>The community is the Childcare center. My little brother goes to after school care and I think it is very important for little kids to learn science in playful ways. I am also a volunteer at the local childcare centre, so I am good at working with children. It will be valuable for me as I would like to pursue a career with young children, as well as enriching the knowledge of young child in after school care.</i>  <i>In doing this, I will learn about how to communicate science to young children as well I will gain a better understanding of science myself.</i>

Remember that you will have to demonstrate the complete skill set in the **planning** and **implementation** of your project.

To save time, you can electronically fill in these details in the footer and they will repeat across all of the pages.

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RATIONALE	
Describe your current level of knowledge and skills and how this project will enrich them.	<i>I am in semester 1, year 11, studying Science 21. By having to explain to others the concepts underpinning the science experiments I will have a deeper knowledge of science. As well I will be reinforcing the skills and knowledges gained from my Science 21 classes.</i>
Describe how the idea for the project developed	<i>In science we recently had to make a presentation for the school open day. This gave me the idea of doing a series of activities for children at after school care. The activities could be fun things that help them to be interested in science. The project could also help me in my future career as I would like to work with young children.</i>
Describe how the project will build your lifelong learning skills.	<i>It will help me understand the needs of groups such as parents and young children, and give me skills in helping children understand and learn to love science.  I will have to learn more science, and how to explain it and make it interesting. I'll also have to get better at planing, negotiating, organising, problem solving and working with others.</i>

Make sure that in your response all sections of the questions have been answered.

## PART F Section 2 (applicant to complete)

PLANNING LOG
<p>This shows your planning and development of the proposal.</p> <p>Describe how you began the project.</p> <p>Describe how the project proposal and the ideas developed over time.</p> <p>Describe the role of the mentor in the planning of the proposal, including discussions you had with the mentor.</p> <p>The record must reflect the minimum hours (20).</p>

Remember to include in your planning log any phone calls, emails or discussions that you had when putting together your project. This will contribute to the 20 hours needed for planning.

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These are the skills, identified for a Community Learning Project that you have to develop.

1. **Communication**
2. **Initiative and enterprise**
3. **Planning and organising**
4. **Problem solving**
5. **Self-management**
6. **Capacity to learn independently**
7. **Team work**

**APPLICANTS ARE TO DEMONSTRATE THE COMPLETE SKILL SET IN THE PLANNING AND IMPLEMENTATION OF THEIR PROJECT.**

These are from the community lifelong learning skill set and **all** need to be evident in your proposal. (Please note: the skill sets for each context are slightly different.)

Date	Hours spent	Aspect of the project	Skill/s identified (from skill set)
15/08/07	2 hrs	Download and read the guidelines and learning project proposal paperwork	2 and 3

16/08/07	1 hr	Generate the idea with the possibility of developing it into a project	2 and 1
23/08/07	2 hrs	Select and initiate discussion with my mentor	5, 3, 6 and 7
Total Hours		Minimum of 20 hours	

This is a **SAMPLE** only — make sure you complete the planning for the entire 20 hours.

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## PART F Section 3 (applicant to complete)

### PROPOSED IMPLEMENTATION OF LEARNING PROJECT

In this section, please:

- describe how you will carry out the project, where, and under what supervision
- provide a detailed implementation timeline of at least 40 hours
- list specific resources you will need
- indicate the evidence of learning you will provide (minimum = approved proposal and planning log + implementation log + self-assessment task)
- describe the mandatory safety induction at the beginning of the project.

Make sure that in your response all sections of the proposed implementation have been answered

Hours spent	Learning experiences	Skills developed (refer to skill set)
1 hour	<i>Workplace Health &amp; Safety induction completed with the childcare place</i>	1
10 hours	<i>I intend to run a series of afternoon science workshops for children in after school care. I will begin this task by investigating possible science based activities which will be conducted in an after school care environment</i>	2 and 1
3 hours	<i>Approach my science teacher for guidance on suitability of science based activities for afterschool care aged children and discuss the possibility of having a safety induction for each activity before I undertake the science based task with the after school children</i>	5 and 1
	<i>Resources — The specific resources will depend on the activities selected; however they should be easy for me to buy such as balloons, water etc or available at the primary school,</i>	

List all resources that you may need to complete your Learning Project

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	<p><i>such as playground equipment (swings etc). My science teacher has agreed to allow me to borrow certain equipment from the school, such as plastic beakers, stop watches, measuring tapes etc.</i></p> <p><b>Safety</b></p> <p><i>The project will be completed at the primary school during after school care. The activity sessions will be supervised by me, as well as one of the after school care coordinators (Jane, my mentor).</i></p> <p><i>As well there will be the risk assessment and induction activity with my science teacher before each activity.</i></p> <ul style="list-style-type: none"> <li>• <i>Children can have serious allergies — activities must not involve potential allergens e.g. nuts or eggs.</i></li> <li>• <i>Other hazards need to be carefully managed — e.g. through risk assessment process.</i></li> <li>• <i>Need working with Children Card (already have this through my traineeship).</i></li> </ul>	
	<p><b>Evidence</b></p> <ol style="list-style-type: none"> <li>1. <i>Implementation Log</i></li> <li>2. <i>Self assessment task</i></li> <li>3. <i>Additional Evidence</i></li> </ol> <ul style="list-style-type: none"> <li>• <i>Video of the children undertaking the activities.</i></li> </ul>	

Safety considerations are very important and remember you need to undertake a safety induction course before you begin your project

Indicate the evidence of learning you will provide

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## PART F Section 4 (applicant to complete)

### AGREED ADDITIONAL EVIDENCE (optional)

*Additional Evidence*

- Video of the children undertaking the activities

If you choose to provide additional evidence, and mention it here, you will have to provide it at the end of the project.

### OTHER COMMENTS

If there is any other information you wish to provide, place it in this box.

## PART G (mentor to complete)

### MENTOR'S STATEMENT OF INVOLVEMENT IN PROPOSAL.

(Disclose any assistance provided in the development of the learning project proposal.)

Your mentor needs to detail here all the help given to you, e.g. advice, suggestions, information provided.

Mentor's signature and date  
(Completed learning project proposal)

Your mentor is required to sign off here and this completes the project proposal.

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