AQA Level 3 Extended Project Qualification

Scheme of work: 3 Terms

This scheme of work is designed to support a three-term programme of teaching and project work. It is designed to be taught using a sequence of activities, which could be set as assignments on a learning platform and interspersed with classroom discussion activities. The focus should be on students learning for themselves and making their own decisions about how to prepare for and carry out their projects. Cloud-based systems, such as Microsoft® Teams, provide valuable tool for sharing resources and the management of ongoing project work. Using such systems allows students to take control of the learning process, while also enabling supervisors to monitor their progress easily.

It is anticipated that the activities will be delivered using two hours of face-to-face classroom time with further work done outside the classroom. In the first phase of the course, the focus is on developing skills and preparing for the AQA Level 3 Extended Project Qualification. As a general guide, one activity will be carried out each week.

Weekly activity/skill	Overview	Activities	Future skills portfolio builder	Employability skills development	Resources
First half of term 1 *Approximately 7 weeks*					
Week 1 What is an EPQ?	Introduction to EPQ, with the aim of getting students to start thinking about possible projects.	Review specification. Students share initial thoughts about possible EPQ ideas – but no pressure to choose yet! Highlight possible topics of interest. Create a spider diagram and brainstorm different hobbies, interests, future careers etc	Plan for potential problems and solutions on a project.	Understanding project working	PowerPoint presentation Worksheet on choosing a topic
Week 2 Developing ideas and initial research	Students develop potential links to areas of interest.	Students to research initial ideas and try to zoom into something specific. Analyse potential areas of interest. Can share ideas with peers.	Research skills Writing skills Analysing skills	Develop an understanding of the value of chosen topic	SWOT sheet

Weekly activity/skill	Overview	Activities	Future skills portfolio builder	Employability skills development	Resources
Week 3 What makes a meaningful title?	Students to discuss the importance of choosing a title that is not too vague or broad.	Share a list of possible titles, research and discuss (group discussion then post a proposed title onto the learning platform).	Evaluate how effective solutions are in practice.	Solve important problems; invent new solutions	YouTube video on choosing a good title
Week 4 Individual project proposal meetings	Supervisor to discuss with students about the suitability of their project proposal	One to one discussions with students to highlight the importance of a project that are able to research fully on. Look into the ethics of the project proposal. Is it suitable for their future destinations?	Invent, choose and develop new concepts as a team.	To be able to use feedback constructively.	Students work
Week 5 Record of initial ideas in the production log	For students to reflect on their initial ideas and log them in the production log	Supervisor to provide guidance on how to fill in the production log. Students to work independently to complete the first part of the log based on feedback already received.	To evaluate and develop current ideas.	To be able to reflect on feedback and come up with a solution.	Production log Exemplar piece of work

Weekly activity/skill	Overview	Activities	Future skills portfolio builder	Employability skills development	Resources
Week 6 Complete part A of the production log	To record initial ideas and research plan.	Students to use their initial ideas to record the layout of their proposed project idea by completing the part A of the log.	Invent, choose and develop new concepts.	To be able to reflect on ideas and build upon them.	Exemplar of Student log
Week 7 Feedback and amend the production log	Supervisor to give feedback based on work completed in log	Group discussions and one to one meetings to discuss the detail in the individual logs	To evaluate and develop current ideas.	To be able to use feedback constructively. To be able to adapt to changes.	Production logs
End of Term 1 *Approximately 6 weeks*					
Week 1 Planning your project using gannt charts and time management	Students to create a timeline of events with deadlines.	Discuss a time plan for the EPQ. Students should have a timeline of the different tasks they need to perform and when they need to be completed by. Students to produce a gannt chart using excel.	Develop a toolkit of problem-solving strategies.	Time management tools for work.	Use of the EPQ student SOW Excel

Weekly activity/skill	Overview	Activities	Future skills portfolio builder	Employability skills development	Resources
Week 2 Research methods and collecting data	Provide guidance to students about research skills. Emphasise the importance of writing as they go, summarising sources in their own words. Introduce Google Scholar™. Introduce referencing tools such as Google Docs™ Explore tool or Microsoft® Word's References tool.	Create a list of sources to be explored. Students practise using Google Scholar™ and creating citations using the Google Docs™ Explore tool or Microsoft® Word's References tool.	Manipulate data to interpret information and support key decisions on a project.	Researching information for work using digital skills. Presenting information for work using digital skills	Google Scholar™/Google Docs™/ Microsoft® Teams/Word.
Week 3 Health and safety whilst carrying out research	Discuss ethics of research (informed consent, risk analysis, safeguarding issues). Review choice of title with supervisor.	Students to complete a self-checklist to ensure that they carry out any relevant research carefully and risk free. Students to discuss why each point is valid and the repercussions if not followed.	Learn how to make difficult business decisions.	Employee values, honesty and ethical decision-making at work	Online sources on research ethics and informed consent.

Weekly activity/skill	Overview	Activities	Future skills portfolio builder	Employability skills development	Resources
Week 4 How to deliver a presentation	Preparation for presentations of pilot projects.	Key skills needed for a presentation should be discussed as a group. Students reflect on what makes a successful presentation and begin to prepare to present their pilot projects.	Structure a speech to convey an argument.	Presentation preparation and delivery	PowerPoint presentation
Week 5 Deliver a mini presentation for planning review	Students present their pilot projects.	Students take turns to present and then participate by questioning other students.	Structure a speech to convey an argument.	Presentation preparation and delivery	PowerPoint presentation
Week 6 Planning review	Students complete their planning review	Students record their plan once proposal has been approved. Students record their steps in planning, researching and deadlines that they will set themselves. They will also include resources and any recommendations.	Plan for potential future problems and solutions on a project.	Project planning	Production logs