

**City & **  
**Guilds**

Believe you can

**OCTOBER 2014**

**PRODUCTION**

**LOGBOOK**

# LEVEL 3 EXTENDED PROJECT (2935-03)



## CANDIDATE RECORD FORM, PRODUCTION LOG AND ASSESSMENT RECORD

Candidate's full name:

City & Guilds registration number:

Centre name:

Centre number:

**Notice to candidate:** The work you submit for assessment must be your own. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified.

### To be completed by the candidate

1. Have you received any help or information from anyone other than your subject teacher/tutor(s) in the production of this work?

Yes

No

2. If you have answered yes, give details below and on a separate sheet if necessary.

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3. Any books, leaflets or other materials (eg DVDs, software packages, Internet information) used to help you complete this work and **not** clearly acknowledged in the work itself must be listed below. Presenting materials copied from books or other sources **without acknowledgement** will be regarded as deliberate deception.

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**Candidate's Declaration:** I have read and understood the above and can confirm that I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

Candidate's signature:

Date:

**Centre Assessor's Declaration:** I confirm that the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Centre Assessor's signature:

Date:

# SUBMISSION CHECKLIST

Candidate's full name:

City & Guilds registration number:

**Please note:** All elements of the Project are compulsory. Failure to complete or submit an element may result in a mark of zero being awarded.

To include	Completed	Additional notes
A signed and completed <i>Candidate record form, production log</i> and <i>assessment record</i>		This document. <b>All</b> pages must be completed by the candidate, except for pages 3, 7, 8 and 14
Evidence of the project outcome		Eg photographs of artefact or production; a piece of creative writing (artefact); research based written report; CD/video/DVD of performances or activities; audiotape/ multimedia presentation
Research based written report		If the project outcome is an artefact or a production, <b>an accompanying research based written report is required</b>
Evidence of a presentation within the production log		Presentation on the project process. Where the project outcome is a presentation, a presentation on the project process still has to be completed

Candidate's full name:

City & Guilds registration number:

**To be completed by the supervisor**

Marks must be awarded in accordance with the instructions and criteria in Section 4 of the Qualification Handbook.

Summary information to show how the marks have been awarded should be given in the spaces below in addition to comments in other pages of this document and any supporting information in the form of annotations on the candidate's work.

Assessment outcome	Max mark	Mark awarded	Additional comments
AO1 Manage	10		
AO2 Use resources	10		
AO3 Develop and realise	20		
AO4 Review	10		
<b>TOTAL</b>	<b>50</b>		

**Concluding comments:**

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**Outline details of taught skills:** Record here details of relevant skills taught in a class/group and details of relevant skills taught individually to this candidate as described in the specification. Continue on a separate sheet if necessary.

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**Supervisor's declaration:** I confirm that no work assessed for the award of the marks above is also to be submitted, or has been submitted, for any other accredited qualification(s).

Supervisor's signature:

Date:

Candidate's full name:

City & Guilds registration number:

To be completed by the candidate

Extended Project working title

Planned form of evidence submitted for project

This document consists of the pages listed below. Additional journal material, planning evidence, research evidence, presentation evidence, records of meeting with your supervisor and review material may be added.

Page No.	Title	Date completed
1	Candidate declaration	
2-3	Submission checklist and Record of marks	
4	Contents	
5	Record of initial planning	
6-8	Project proposal and approval (Part A, B and C)	
9	Planning review (start of project)	
10	Mid-project review	
11	End-of-project review	
12	Summary	
13-14	Presentation record (Part A and B)	
15	Reflection	

Is this extended project part of a group project?

Yes

No

Extended Project final title

# RECORD OF INITIAL PLANNING

Candidate's full name:

City & Guilds registration number:

To be completed by the candidate

**Note:** This section records initial meeting(s) with your supervisor to agree your project proposal.

<b>Your first idea for topic (to include overall aim)</b>	
<b>Your first ideas for research and development of your project</b>	
<b>Your supervisor's main comments and advice</b>	
<b>Changes, clarifications or additions you have made as a result of your discussion with your supervisor</b>	

Supervisor's signature:

Date:

Candidate's full name:

City & Guilds registration number:

To be completed by the candidate

<b>Title of the Extended Project</b> Present the topic to be researched in the form of a short statement/question/hypothesis with clear focus	
<b>Provide a brief outline of the research or activity/task to be carried out and sources to be consulted with</b>	
<b>Provide a brief outline of the course of study or area(s) to which the topic relates</b>	
<b>Provide a brief outline of any specific resources and/or equipment you may require, as appropriate</b>	
<b>Provide a brief outline of your proposed action</b>	

**Candidate declaration:** I confirm that I have read and understood City & Guilds regulations relating to unfair practice as set out in the notice to candidates below.

**Notes to candidates:** You must not submit work which is not your own; lend work to other learners; allow other learners access to, or the use of, your own independently sourced material (this does not mean that you may not lend your books to another learner, but you should be prevented from plagiarising other learners' research); include work copied directly from books, the internet or other sources without acknowledgement or an attribution; or submit work typed or word processed by a third person without acknowledgement. Failure to comply with these considerations may result in unfair practice and subsequently being disqualified.

Candidate's signature:

Date:

# PROJECT PROPOSAL – PART B

Candidate's full name:

City & Guilds registration number:

## To be completed by the supervisor

Please comment below on the validity and feasibility of the proposal (project proposal Part A).

### Supervisor's comments

Comment on the clarity and focus of the title chosen	
Indicate the relation to, and development/extension outside of, the main course(s) of study or interest	
Comment on the suitability of the proposed initial sources and research base	
Confirm that project is feasible in the proposed timescale and/or indicate any potential difficulties, to include specified resources/equipment	
Outline the scope to produce a project that meets the assessment objectives ( <b>Section 4</b> of Qualification Handbook)	
Indicate proposed form and date of the presentation	

### Indicate the expected format of the project product that will be submitted for assessment

Written report	<input type="checkbox"/>
Live performance (e.g. music, drama, theatre, substantial presentation) plus written report	<input type="checkbox"/>
Electronic format (e.g. CD, DVD, video, program) plus written report	<input type="checkbox"/>
Artefact (e.g. prototype, model, artwork) plus written report	<input type="checkbox"/>
Other	<input type="checkbox"/>

Is this Extended project part of a group project?

Yes  No

If Yes, identify group members below and confirm there is a defined individual contribution by the candidate.

Yes  No

Candidate's name:

Registration number:

Candidate's name:

Registration number:

Candidate's name:

Registration number:

Candidate's name:

Registration number:

Supervisor's signature:

Date:







Candidate's full name:

City & Guilds registration number:

**To be completed by the candidate**

This page records your outline plan half-way through your work.

<p><b>Outline what has been successful and what has been less successful. Have any additions and/or changes been made to your original plan?</b></p>	
<p><b>Outline your planned steps to complete your project</b></p>	
<p><b>Outline any additional advice or comments that you received from your supervisor during this stage</b></p>	
<p><b>Outline changes, clarifications or additions you have made as a result of your discussion with your supervisor at this stage</b></p>	

Supervisor's signature:

Date:



Candidate's full name:

City & Guilds registration number:

**To be completed by the candidate**

This page provides you with an overview of your project.

**Provide detail of your project title, aims, main content, what you did to achieve your objectives, project findings and conclusions.**

Candidate's signature:

Date:

# PRESENTATION RECORD – PART A

Candidate's full name:

City & Guilds registration number:

**To be completed by the candidate**

This page records your presentation and its preparation.

<p><b>How are you going to present your project?</b></p>	
<p><b>Planned structure of your presentation (eg timing, audience, use of visual aids, slides, use of notes, etc.)</b></p>	
<p><b>Briefly list the main content of your presentation</b></p>	
<p><b>Outline changes, clarifications or additions you made as a result of rehearsal and/or discussion with your supervisor</b></p>	

Candidate's signature:

Date:

# PRESENTATION RECORD – PART B

Candidate's full name:

City & Guilds registration number:

**To be completed by the supervisor**

Record and comment below on the delivery of the presentation.

**Supervisor's record / comments**

<p>The nature of the audience (include numbers of staff, students and others present)</p>	
<p>The nature of the presentation (include use of notes, use of display items, and use of presentation software)</p>	
<p>Comment on the content and delivery of the presentation</p>	
<p>Comment on the response of the candidate to questions that demonstrated understanding and grasp of the project and/or its production (give examples where appropriate)</p>	
<p>Outline the nature of any additional presentation evidence that the candidate might add (eg speaker notes, hand-outs, presentation slides, recording)</p>	
<p>Proposed date and format of presentation</p>	

Supervisor's signature:

Date:

Candidate's full name:

City & Guilds registration number:

**To be completed by the candidate**

This page records your own evaluation when you have completed your project product and given your presentation.

**Briefly summarise the main learning aims you achieved when completing your project. You might include:**

- New knowledge, skills or expertise that you enjoyed or found valuable
- Strengths and weaknesses of your project
- A consideration of your planning and organisation
- Changes you would make if you carried out a similar project again
- Advice you would give to others undertaking such a project
- Own personal aspirations for further education and career development

Large area with horizontal dashed lines for writing the reflection.

Candidate's signature:

Date: