



Achieve

\* Complete if possible. \*

Please do your Maths, English  
and other subjects first.

You are on task with Achieve.

Julie & Team 😊



**Prince's Trust**

**Personal Project**

**LEVEL 1**

**WORK BOOKLET**

Student name:

Teacher:

# Project ideas

Choose one of the following to do:

- Mend a bike for yourself or a friend
- Make a meal for the family
- Do some DIY for someone
- Learn more about something you are passionate about or enjoy
- Pamper someone you care for
- Do some shopping to help someone
- Do the housework for a week or two
- Learn more about a pet you own
- Learn or create your own game
- Make something
- Do yoga
- Learn a new skill

## Tracking sheet – Personal Project

The aim of this unit is to enable a learner to select a project which is relevant to their personal interests and then carry out the project as an individual. Project management skills should be developed by the learner as they plan, carry out and review the project they have selected. Examples could include projects related to music, gardening, IT etc.

Level 1 Learner name

Centre name

To do this you must	Evidence and Page number	Assessment date
1. Be able to select a project (activity or piece of research) to be undertaken as an individual		
1.1 Outline the project and its aims		
1.2 State why the project was chosen		
1.3 Identify the personal learning objectives for the project		
2. Be able to plan the project to meet the aims		
2.1 Produce a task list and timeline for the project		
2.2 Identify the resources needed to complete the project		
3. Be able to carry out the project		
3.1 Complete the tasks identified to carry out the project		
4. Be able to review the project		
4.1 Outline whether the project aims and personal learning objectives were met		
4.2 Give examples of what went well with the project		



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QUALIFICATIONS

## Prince's Trust Qualifications Glossary for command words.

*You may see the following words whilst completing your coursework,  
use this to help you understand what they require you to do.*

**Agree** - to reach a joint decision (with one or more person(s))

**Ask** - to make an enquiry and seek information

**Assess** - make an informed judgement

**Calculate** - work out the value of something

**Check** - to look over work to determine accuracy

**Communicate** - to pass on information either written or orally

**Complete** - finish a task by adding to information

**Contribute** - to help bring about a result for a common purpose

**Define** - specify meaning / say (orally or in writing) what the meaning of something, especially a word, is (e.g. defining a particular term)

**Demonstrate** - show how something should be done. This is evidence of performance

**Describe** - set out characteristics / give details, to say or write what something or someone is like

**Estimate** - assign an approximate value

**Explain** - set out purposes or reasons / to make something clear or easy to understand by describing or giving information about it

**Express** - to make known your feelings or opinions

**Find** - to discover or obtain



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## Aims and Objectives

1.1 Outline the project and its aims.

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1.2 State why the project was chosen.

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1.3 Identify the personal learning objectives for the project.  
(What is your goal?)

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## Task list

2.1 2.2



2.1 Produce a task list and timeline for the project.

2.2 Identify the resources needed to complete the project

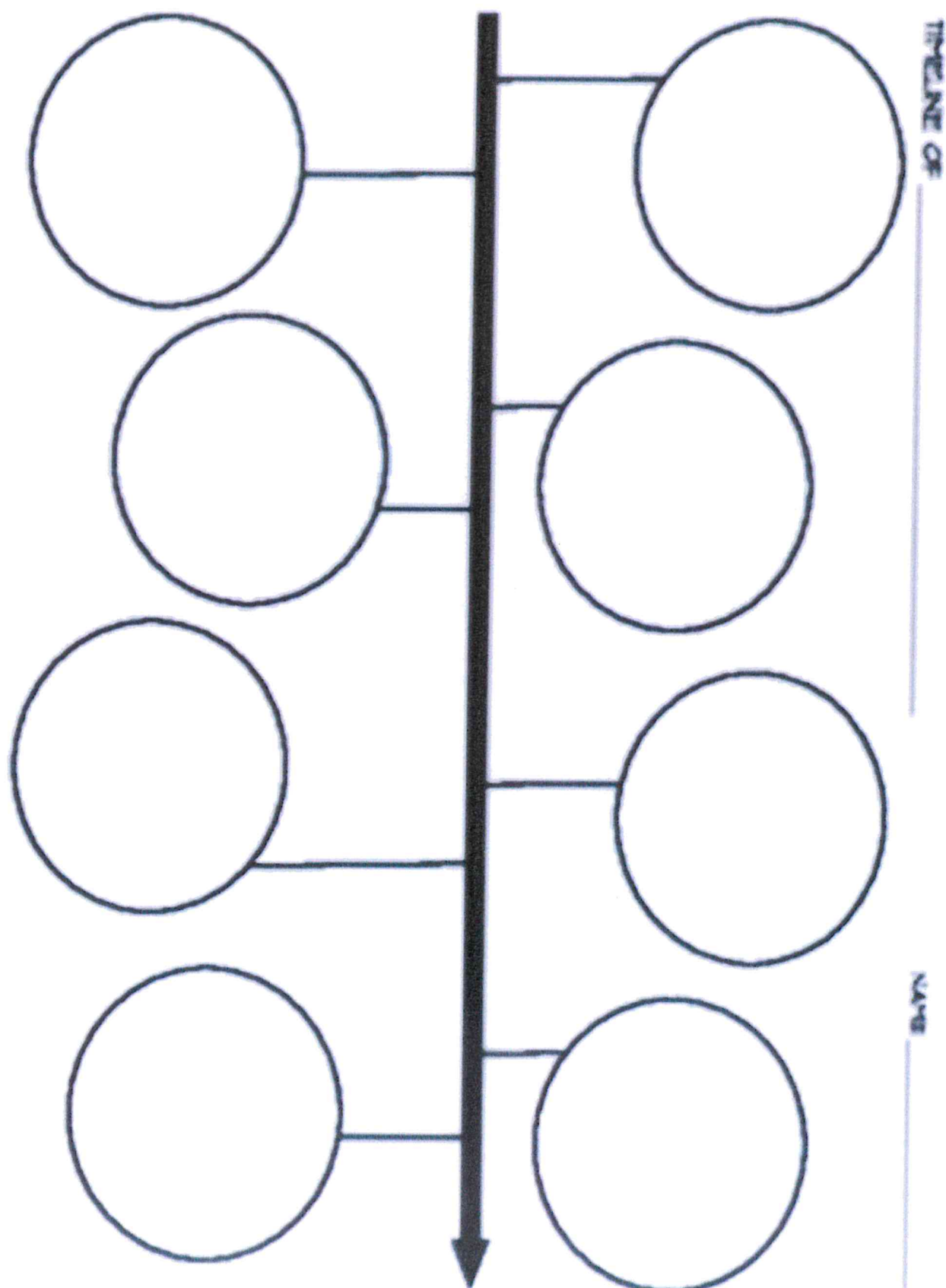
Task	Description/ resources needed	Date	When will this be completed

Timeline on the next page PTO





## 2.1 Timeline



### 3.1 Complete the tasks identified to carry out the project

Save any evidence on your phone.

*Insert photo here of you or the project*



*Insert any evidence to show that you carried out the task.*



4.1 Outline whether the project aims and personal learning objectives were met.

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4.2 Give examples of what went well with the project.

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4.3 Give examples of what could have been improved and how.

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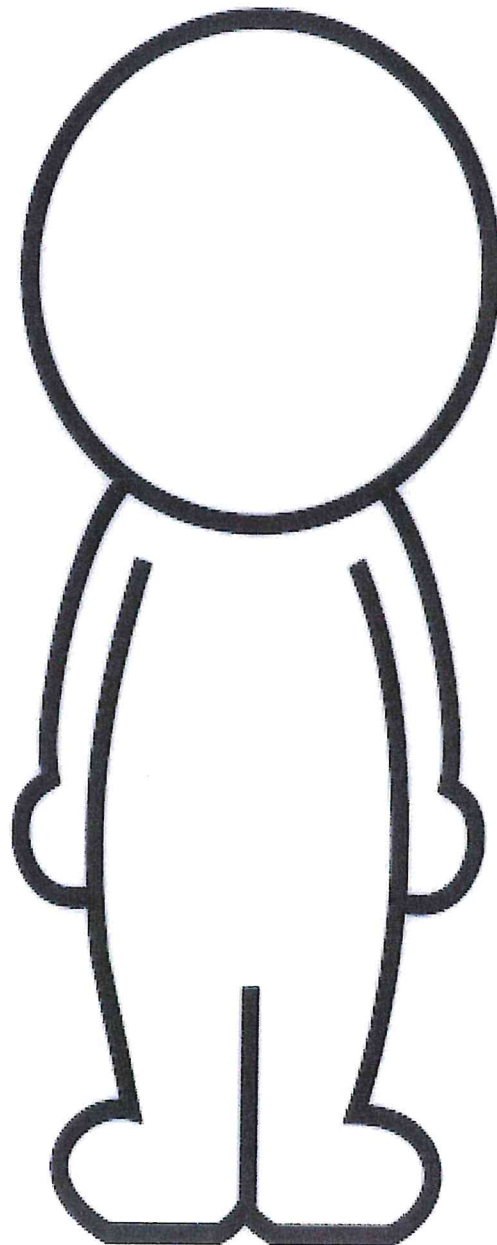
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4.4 State what skills you have developed by completing the project.

\*Use the skills list overleaf to help you ☺



\* Princes' Trust Skills. \*

Meeting deadlines	Delegating	Being kind
The ability to plan	Polite customer service	Taking instruction
Organisation	Safety first	Listening
Accepting	Marketing	Supportive
Responsibility	Creative thinking	Empowerment
Instructing others	Creativity	Presentation skills
The desire to learn	Practical working	Confidence
Time management	Researching	Debating
Problem solving	Quality control	Interacting
Managing money	Selling	Others rights
Managing budgets	Explaining	Co-operation
Managing projects	Trust	Adaptability
Independent working	Written communication	Negotiating
Computer skills	Body language	Group working
Self-motivation	Motivation	Friendly
Risk taking	Diplomacy	Loyal
Seeing the bigger picture	Leading others	Maturity
Tact	Patience	Enthusiasm
Good manners	To be tolerant	Resourceful
Decision making	Compassion	Multitasking
Artistic	Emotional intelligence	Dependable
Adaptable	Empathy	Positivity
Expressive	Caring for others	Non judgemental
Outgoing	Mentoring others	Pride