

Implement and Review Community Projects

Level 2, accredited by Certa

Friday 6 October – Tuesday 10 October 2017

Northern College, Wentworth Castle, Stainborough, Barnsley, S75 3ET

This course will help you to develop the skills to plan, implement and review a community project. You will focus on a small college based project and explore the scope, funding and the roles and responsibilities of the project from beginning to end.

By the end of this course you will be able to:

- Describe the delivery and review stages for a planned community project
- Describe the potential sources of funding and resources available for a project
- Assess the roles and responsibilities needed to deliver the project
- Define your own role within the implementation of the project
- Communicate the implementation plans to all stakeholders
- Complete the agreed actions within the project
- Identify and assess the stakeholder requirements in implementing the project
- Review the project
- Communicate the outcomes of the review to stakeholders

Course content

- Planning a project
- Roles and responsibilities
- Reflective writing skills
- Measuring impact
- SWOT analysis
- Action planning
- Identifying stakeholders
- Review writing
- Thinking environment
- Funding
- Stages of review

Assessment

In order to gain your qualification, you need to attend the whole course and complete the assessment activities that are in the course workbook. There will be time during the session to complete the workbook with support from the tutor.

- Complete a project workbook which guides you through the learning outcomes for the qualification, and keep a reflective diary focusing on project development.

Support available

- If you tell us about your learning needs (on the Northern College application form) before the course starts you will have classroom support after a short assessment with the Additional Learner Support team
- If it becomes apparent that you need additional support during the course, the tutor will respond accordingly and where appropriate discuss support needs with you and the additional support team
- The college tutor will offer at least one tutorial to each student
- Support is available during the course time
- As this course finishes after assessment has been conducted there will be no further support required
- You will be given feedback on the day of their assessment and the final decision will be emailed to each individual after internal verification

Delivery

The course will be delivered in an inclusive way, ensuring a wide range of activities to suit everyone's preferred way of learning. There will be opportunity to contribute to discussion, take part in activities and independently work and reflect on personal team participation.

If you choose to attend the course we expect you to participate fully, to complete the activities in the course workbook, and a comprehensive reflective diary.

Timetable

Friday 6 October 2017

- 4:30pm - Arrive, room allocation and dinner
- 6:00pm - Welcome, registration and introductions
- 6:15pm - College and course induction
- 6:40pm - Thinking environment and course agreement
- 7:00pm - Planning a project - from the very beginning
- 7:30pm - Project scope
- 8:00pm - Finish

Saturday 7 October

- 9:30am - Project roles and responsibilities - SWOT analysis, role descriptions
- 10:45am - Break
- 11:15am - Developing your project 1 - action planning
- 12:30pm - Lunch
- 1:30pm - Developing your project 2 - communication and motivation theory
- 2:45pm - Break
- 3:30pm - Review and complete project workbooks.
- 4:30pm - Thinking round - focusing on project development
- 5:00pm - Finish

Sunday 8 October

- 9:30am - 5pm - Running the project, including measuring the impact

Monday 9 October

- 9:30am - Project debrief - a series of thinking rounds
- 10:45am - Break
- 11:15am - Collating and interpreting the impact measurement data
- 12:30pm - Lunch
- 1:30pm - Report writing - preparing a report for stakeholders



2:45pm - Break

3:30pm - Report writing and complete workbooks

4:30pm - Thinking round - surprises and achievements

5:00pm - Finish

Tuesday 10 October

9:30am - A selection of communication methods - explore different ways of communicating outcomes

10:45am - Break

11:15am - Finish project workbooks

11:45am - Evaluation activities

12:15pm - Final thinking round

12:30pm - Lunch