



Global University for Lifelong Learning

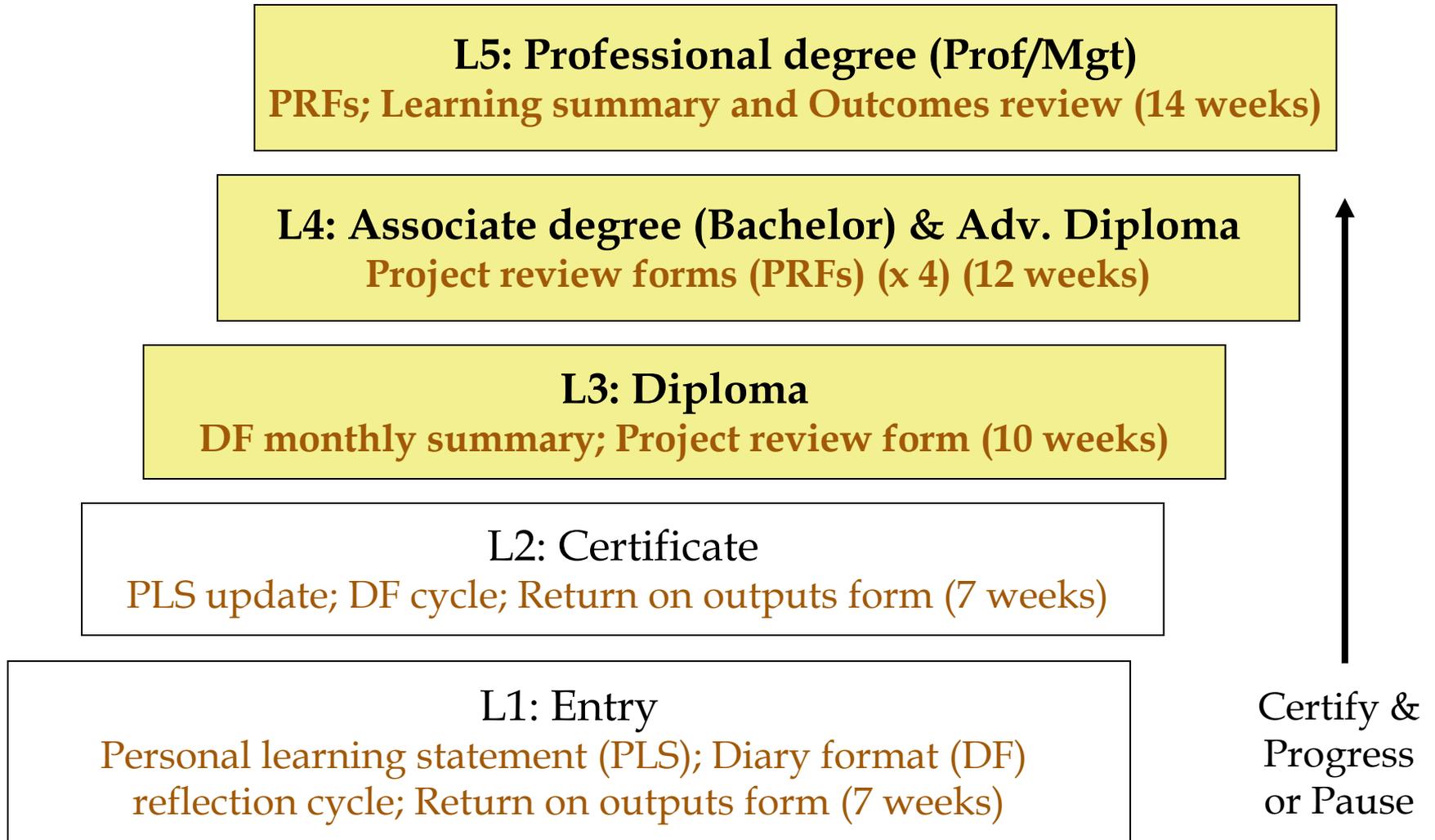
Enabling YOU to make a difference in OUR world ...



Narrative format

Progression levels 3, 4 & 5 overview

Professional Bachelor, Master, Doctor pathways



Pathway profiles:

Professional Bachelor, Master, Doctor

Pathway:	Typical entry profile:
Professional Bachelor	17-25 years of age and those in this age range and older with limited literacy skills.
Professional Master	26-35 years of age holding senior work or community roles. It is also for those aged 26 and above who have completed the GULL professional Bachelor degree.
Professional Doctor	At least 30 years of age but ideally for those in their 40s and 50s who hold leadership roles in the workplace or the community. It is also for those aged 30 and above who have completed the GULL professional Master degree.

New Activities & Elements:

Progression levels 3, 4 & 5

Activities:	Elements:	Time:
What did you do? Complete up to four project review forms (PRFs) at each level.	(1) PRFs (750 words)	3 weeks per form
What did you learn? Complete the learning summary form (LSF) at the end of level 5.	(2) LSF (1500-2000 words) drawing on diary format and learning log work	1 week to complete
What were the benefits? Complete the outcomes review form (ORF) at the end of level 5.	(3) ORF (750-1000 words) summarizing the outcomes, impact and benefits	1 week to complete

Resources:

Progression levels 3, 4 & 5

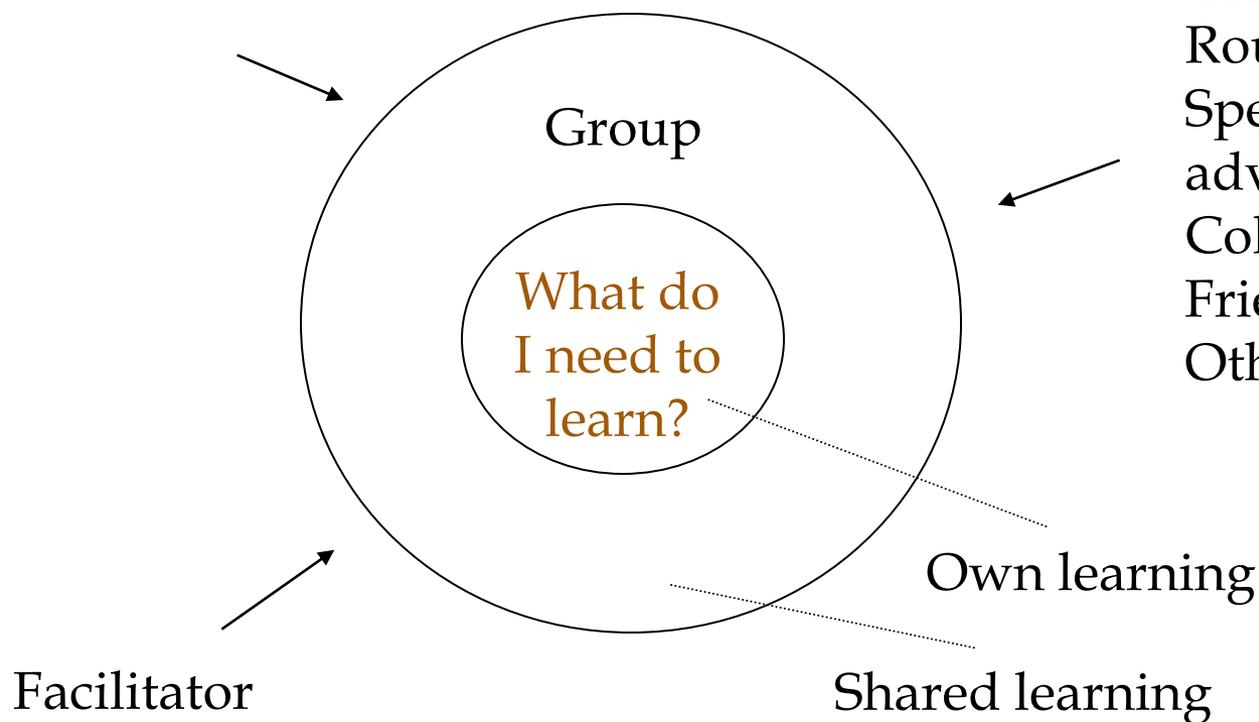
Resources:	
Introducing the learning log Planning and writing guide	
	Elements:
Monthly summary form	Diary format
GULL narrative format progression levels 3, 4 & 5 briefing	Project review form
	Learning summary form
	Outcomes review form

Using projects as a vehicle for learning

Workplace, Community
& other resources

Web of support:

Learning coach
Routine work
Specialist
advisers
Colleagues
Friends & family
Others ...



Projects and the narrative format

The project review form (PRF) provides an opportunity to reflect on one or more strands of project work, the process and approach deployed, its relative effectiveness, alternative courses of action and the steps required to sustain the project.

The PRF uses familiar diary format style questions to assist participants with their narrative reporting. There are many situations in which a narrative style project review can be used to document project work undertaken individually or in small groups.

The options for using a PRF format are:

- (1) Combining other kinds of project reports and formal presentations with the project review form
- (2) Individual reporting based solely on the narrative format.

From idea to project ...

	Situation	
Task	Familiar	Unfamiliar
Familiar	A Project in an area I know well?	B Familiar project but apply it to a new situation?
Unfamiliar	C Unfamiliar project but in a familiar work situation?	D Project elsewhere in the organization & work on a new task?

Project idea screening

Practical - linked to a current problem or challenge

Achievable - (not too big or too small)

Focused and engaging - (remember your stakeholders)

Realistic - (how will you solve the problem?)

Verifiable - (how will you verify the outcomes?)

Compelling - (how will you sell the benefits?)

Implementable - (who will be involved and when will they implement?)

Trackable - (What is the return on investment in effort/resources?)

Completing Project review forms

What did you do?

What is the purpose of the project? What is the challenge?

What were your objectives? What action did you take?

How long did you spend on the activity?

What were the outcomes? What happens next?

The process (by stage e.g. plan, progress, outcomes or by activity):

What went well and why?

What didn't go well and why?

What could I have done differently and how?

What did I learn? How will my learning help others? Next steps?

Feedback:

Learning coach – written comments

Internal reviewer/verifier – written comments

Guide length: 750 words.

Checklist for standard reports & presentations

For use when combining standard style written project reports and presentations with one or more Project review forms

Suggested outline for standard reports and presentations:

- (1) An executive summary
- (2) Details of action taken (what have you done?)
- (3) Analysis and interpretation (why?)
- (4) Verification (what is the evidence for change/better solutions?)
- (5) Application (what will the benefits be?)

Supporting documentation (appendices). For example:

- (6) Resources deployed (web of support/delegated)
- (7) Updated critical path/time and work allocations for the project

Completing the Learning summary form

For individual completion prior to the level 5 review meeting

1. What have you learnt about yourself?
2. What have you learnt from others?
3. What have you learnt from your project work and other outputs?
4. What have you accomplished in terms of your own personal and professional development?
5. Thinking ahead, what do you need to learn next? How will you accomplish your goals?
6. Learning coach/Internal reviewer comments

Guide length: 1500-2000 words

Completing the Outcomes review form

For individual completion prior to the level 5 review meeting

1. Personal profile (name, job or community role and location, email address and other contact details, pathway and date when you completed L5.
2. Summary of the workplace or community challenge and project you undertook
3. Summary of the workplace or community outcomes and benefits
4. Summary of the personal and professional benefits

Guide length: 750-1000 words

In summary: Progression Levels 3, 4 & 5

L3: One diary format monthly summary and one project review form (PRF)

L4 & 5:

Agree the best project format with your facilitator



Obtain written comments on each PRF from your coach and reviewer

PRF 1 750 words
PRF 2 750 words
PRF 3 750 words
PRF 4 750 words
LSF (L5) 1500-2000 words

PRFs 1-4 are due in weeks 3, 6, 9 and 12 (at levels 4 & 5).

Learning summary form (LSF)
(L5) What did I learn? Reflections on the entire pathway

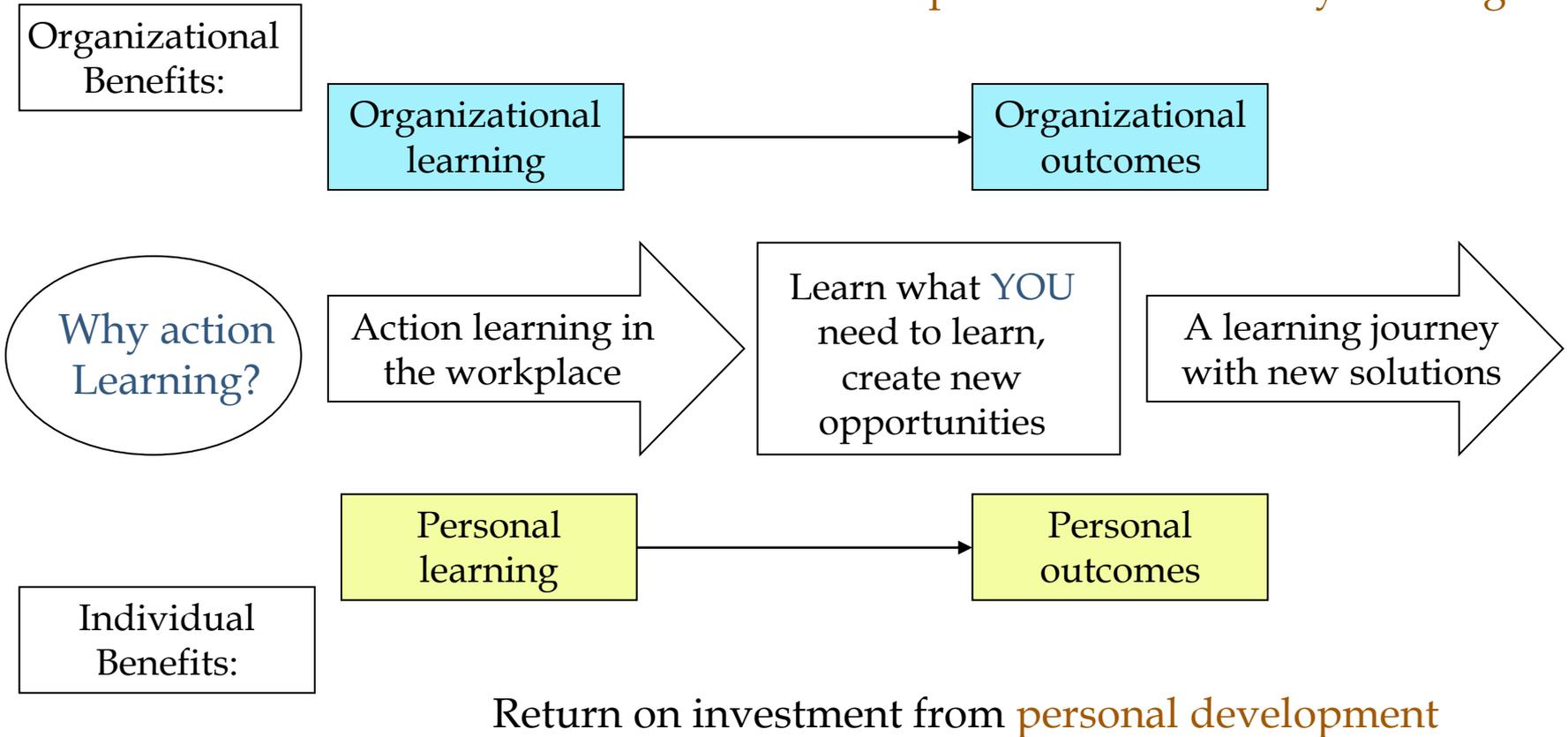
Outcomes review form (ORF)
(L5): What were the outcomes, impact and benefits of my action learning journey?



ORF (L5) 750-1000 words

Learning outcomes

Return on investment **workplace and community learning**



Enabling YOU to make a difference ...

- ✓ Identify what you want and need to learn
- ✓ Learn how to sustain your own learning
- ✓ Become a lifelong learner
- ✓ Learn how to reflect and improve
- ✓ Learn how to use a learning coach/web of support
- ✓ Learn new skills and behaviours by doing ...
- ✓ Learn new skills and behaviours from others ...
- ✓ Correct things that need attention
- ✓ Build self confidence and professionalism
- ✓ Learn how to manage yourself and your career
- ✓ Learn how to use action learning to help others
- ✓ Improve your problem-solving skills
- ✓ Enhance project management & reporting skills



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