[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj-svzrv7LQAhVC1hQKHZIYB1oQjRwIBw&url=http://www.nationalcraftanddesign.org.uk/whatson/arts-award-discover-explore-adviser-training/&psig=AFQjCNE7boAUuv10EbUxURJRzfptaDyxKw&ust=1479565149534013)

**STUDENT PROGRESS TRACKER**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Weeks** | **UNIT 1** | | | | **UNIT 2** | | | | |
| **A**  Extend own arts practice | **B**  Development opportunities | **C**  Research practitioners & review event | **D**  Arts Issue | **A**  Project aims | **B**  Organise people and resource | **C**  Manage project effectively | **D**  Manage public showing | **E**  Project report |
| 1 | Start |  |  | (Started in June) |  |  |  |  |  |
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| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  | Finish\* |  |  |  |  |  |
| **OCT HALF TERM** | | | | | | | | | |
| 1 |  | Start |  |  | Start | Start |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  | Finish\* | Finish\* | Start | Start |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 | Finish\* |  |  |  |  |  |  |  |  |
| **XMAS HOLS** | | | | | | | | | |
| 1 |  |  | Start |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  | Finish\* | Finish\* |  |
| **FEB HALF TERM** | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  | Start |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  | Finish\* | Finish\* |  |  |  |  |  | Finish\* |
| 6 |  |  |  |  |  |  |  |  |  |
| **EASTER HOLS** | | | | | | | | | |

**\*‘Finish’ shows when the entire task should be completed by. Each teacher may set separate, interim deadlines, for parts of each task.**

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| Unit 1 Part A: Extend own arts practice | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | Details of their main art form/practice | Proposal | **Half term 2 - Week 7** |  |  |
| 2 | Details of the new art form/practice and why they have chosen it |  |  |
| 3 | Skills development plan | Plan |  |  |
| 4 | Evidence of progress | Diary (paper, video, audio) |  |  |
| 5 | Evidence of new work | Performance (make video/audio recordings, take photos etc) |  |  |
| 6 | Evidence of the sharing |  |  |
| 7 | Feedback from others | Survey?  Focus group?  Written comments? |  |  |
| 8 | Final review – reflection on the new skills developed and the influence they have had on their main art form/practice | Written reflection |  |  |

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| Unit 1 Part b: Identify development opportunities within the wider arts sector | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | Evidence of research into opportunities to participate in the arts | Annotated research (screen shots, leaflets etc) | **Half term 4 – Week 5** |  |  |
| 2 | A description of what they did on their placement/volunteering/training/workshops | Written work supported with photos, audio/video recordings etc |  |  |
| 3 | Reflection on how their experiences have supported their learning and arts development | Written work |  |  |
| 4 | Comments about their participation from the practitioners leading the placement/volunteering/training/workshops | Survey? Written feedback comments? |  |  |

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| Unit 1 Part c: research advanced practitioners and review arts events | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | Research into more advanced arts practitioners, their work and any organisations that support them including details of any contact with the more advanced arts practitioners chosen or others involved with their work.  Must show:   * how to conduct active research into arts practitioners/organisations * how practitioners manage and sustain their arts practice | Annotated research | **Half term 4 – Week 5** |  |  |
| 2 | Reviews of relevant arts events  Must show:   * An understanding of the nature and purpose of a review. How can this be found out? Ask a teacher? Analyse existing reviews? | Annotated research & formal written reviews |  |  |
| 3 | Reflection on how their research and experience have influenced their own arts practice and/or plans and how they might develop their arts practice in the future | Written work |  |  |

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| Unit 1 Part D: form & communicate a view on an arts issue | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | A description of the issue and why they have chosen it | Written work | **Half term 1 – Week 6** |  |  |
| 2 | Evidence of research into a range of views about the issue (both supporting, and differing from their own) | Annotated research |  |  |
| 3 | Reflection on the research and how it has influenced their views | Written reflection |  |  |
| 4 | A copy of the final argument they have built up about the issue | E.g blog, lecture, magazine article, leaflets etc |  |  |
| 5 | Evidence of how the final argument was shared with others and their feedback | Video of discussion forum |  |  |

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| Unit 2 Part a: identify the project aims and desired outcomes | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | A project plan detailing:   * Reflection on the qualities needed * A description of the project, its aims and desired outcomes * A description of their role and the leadership skills they want to develop * How their role relates to the roles of others * Plans for monitoring progress and collecting feedback | Highly detailed written project plan | **Half term 2 – Week 3** |  |  |
| Unit 2 Part b: organise the people and resources required to run the project | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | A project plan detailing:   * Practical issues e.g. venue, resources, people * Timescales * Promotion of the project * How they will deliver the project * How they will evaluate their leadership development * Budget/funding issues * Their plans for the public showing * Risk assessment * Consideration of health and safety issues * Consideration of any other relevant legislation e.g. licensing and insurance * Contingency plans throughout * Who to contact for advice/help | Written project plan | **Half term 2 – Week 3** |  |  |

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| Unit 2 Part c: manage the effectiveness of the project | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | Evidence of delivery of the project | Diary/log  Recordings  Annotated photos  Printed materials  Meeting minutes  Videos  Registers | **Half term 3 – Week 6** |  |  |
| 2 | Reflection on where and how they are developing and applying their leadership skills, including:   * inspiring and motivation participants * communicating * dealing with resources/budgets * dealing with challenges/unexpected problems | Written diary or video diary? |  |  |
| 3 | Evidence of how they are collecting feedback from others, both about the project and about their leadership abilities | Video participants and interview them to see how they are finding it?  Written feedback from participants or senior leaders overseeing project |  |  |

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| Unit 2 Part d: manage a public showing of the work | | | | | |
| Evidence required | | Evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | Details of how the project will be shown/shared publically, including how the event will be marketed | Written plan  Evidence of organisation e.g. emails  Marketing:  Copies of flyers, posters, tickets, website adverts, email adverts etc | **Half term 3 – Week 6** |  |  |
| 2 | Their responsibilities in relation to the public showing/sharing | Written work |  |  |
| 3 | Details of how they have organised people and resources | Written work |  |  |
| 4 | Delivery of the public showing | Video evidence (ideally) |  |  |
| 5 | Ongoing reflection on where and how they are developing and applying their leadership skills whilst managing the event | Written work |  |  |
| 6 | Feedback from participants and audience members | Survey? Focus groups? Video interviews? |  |  |

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| Unit 2 Part E: arts leadership project report | | | | | |
| Evidence required | | Suggested evidence format | Final deadline | Tick when completed  (✓) | Comments |
| 1 | A project report including:   * How their leadership skills have developed * How the project has developed their art form knowledge and understating, creativity in arts practice, planning and review skills, and communication skills * How well their project plan worked * Achievement, successes and challenges * What they have learnt about working effectively with others * What they have learnt from the feedback they received * What they would do differently in future in terms of improving the project | Thorough and detailed written report | **Half term 4 – Week 5** |  |  |