

Dear Parent/Carer

September 2019

### EPQ – Extended Qualification Project

You will have received a letter before the summer with regards to the purpose and benefits of the EPQ the school provides as an option alongside A levels. It is important those students who choose to take the EPQ are aware of the commitments of the course and the deadlines set forth. The AQA specification requires a minimum of 120 learning hours across the EPQ course; 37 of which are provided by the school in lesson time. As an independent project, it is important students use 2-3 hours of study time per week to complete the EPQ tasks to fulfil the 120 hours project.

I would like to ensure you are aware of these deadlines which have already been published for the students. We need to ensure the deadlines for EPQ avoid as many clashes as possible whilst still allowing enough time for the project to be completed and marked by the end of this academic year for a November entry.

Please see the deadlines below:

Section	Deadline date
Choose Initial Project Topic ideas Outline the initial Format, Aims & Objectives of the Project	Wb 2 <sup>nd</sup> September
Complete the first 2 sections on the record of initial ideas and get teacher signatures	Wb 9 <sup>th</sup> September
Initial Planning Meeting with supervisor	Wb 9 <sup>th</sup> September
Complete the final 2 sections of your Record of Initial Ideas in detail	Wb 16 <sup>th</sup> September
Complete the Part A: Candidate Proposal	Wb 30 <sup>th</sup> September
Complete Part B: Supervisor Proposal	Friday 18 <sup>th</sup> October
Complete Part C: Coordinator Approval	Monday 4 <sup>th</sup> November
Complete Planning Review.	Friday 15 <sup>th</sup> November
Mid Project Review	Friday 17 <sup>th</sup> January
The Project Product Review	Friday 3 <sup>rd</sup> April
<b>Submit Product (report and artefact)</b>	<b>Friday 24<sup>th</sup> April</b>
Complete Presentation Record Part A	Thursday 7 <sup>th</sup> May
Deliver Presentation (evening event at school)	Either 14 <sup>th</sup> or 21 <sup>st</sup> May
Complete Presentation Record Part B	Friday 5 <sup>th</sup> June
Summary & Reflection	Wb 8 <sup>th</sup> June
Submission Checklist/Taught Skills/Candidate Declaration	Wb 8 <sup>th</sup> June
<b>Production Log Submitted – final deadline for hand in</b>	<b>Thursday 18<sup>th</sup> June</b>
<b>Marked by supervisors</b>	<b>16<sup>th</sup> July</b>

All students have a supervisor who will guide them through the project and offer advice. All reviews are held between students and supervisors. Whilst supervisors are providing the taught element of the course, to further support students with their independent projects we have provided example EPQ projects in the 6<sup>th</sup> form centre alongside 'EPQ Toolkit' books they can use for guidance. Some of these resources can also be accessed online from their Project Q log in. They are always welcome to make appointments to speak to their supervisors or myself if they are unsure. There are also excellent courses online such as 'Future Learn' and many websites, they can find online by using any search engine.

The compulsory presentation element of the EPQ will be held as an evening event which you will be formally invited to at a later date. On either the 14<sup>th</sup> or the 21<sup>st</sup> May, students will be presenting their EPQ projects in one of our halls. A separate letter with further details will be sent to you inviting you to the event. We are aware some students are involved in exams around this time and will ensure those who have exams the next day will be involved in the other presentation evening. You may wish to see the 2019 Summer Newsletter 'Out of The Blue' to see pictures of last academic years EPQ presentations.

The main purpose of the EPQ project is to provide students with the essential life skills they need to support them through their A levels and beyond. Employers and Universities are particularly interested in the EPQ but our main intent is to provide students with the opportunity to be creative and learn independence, problem solving, project management and self-confidence. The EPQ is a research project and students will be developing their research skills over the course of the first term so they are able to become more critical of the information they are presented with and learn how to manage their free time.

If you have any questions please contact me.

Many thanks,

A handwritten signature in black ink, appearing to read 'C Doel', written in a cursive style.

Miss C Doel  
EPQ Coordinator