Guidelines for the Preparation of the Mid-Term Report

Due on

Friday November 18, 2005

Introduction
The next interim report is due on Friday November 18, 2005. These guidelines are provided to assist clusters in shaping the structure and content of that report.

There are two parts to the Mid-Term Report: Part 1 is the evidence component of the VEGPSP – Stage 1 and Part 2 is the administrative report component of the VEGPSP – Stage 1.

PART 1: The Evidence Component

The focus of this section of the report should be on evidence and the purposes, processes and products thus far for the project. You will recall these being labelled at the first briefing session as the 3Ps of the projects.

Elements of the Research section of the Mid-Term Report

The report should contain five main components:

1. A section on background; an overview section
2. A section on the purposes of the project
3. A section on processes
4. A section on products
5. A section on reflections

Each of these is elaborated in the following:

Section on Background
This section should indicate such things as who are involved in the project, how it is being managed, how progress is being monitored, what has happened with the UAN
colleague and what the general aim/purpose of the project is. This section should enable any reader of this section to have a clear overview of what the cluster has set out to do and how it relates to the National Framework.

Section on Purposes
Every project has a specific set of objectives as described in their Project Plan. Are your objectives the same now as in the Project Plan? This section should describe your progress to date on achieving your objectives. How has your project work to date changed or led you to modify your original objectives? What are your objectives now?

Section on Processes
All projects have established action plans to manage the project. They include things like:
1. Establish a core group to assume responsibility for the project
2. Conduct an ongoing program of professional development (Who was involved? What was it about? When did it take place? How often?)
3. Conduct a set of classroom activities that will have the students engage the values in the national framework
4. Work closely with UAN critical friend to refine action research goals
5. Communicate with CC

So in this section describe the actions you have been taking to try to accomplish the goals of the project.

Section on Products
This section is about evidence of your progress and how that evidence demonstrates what constitutes “good practice in values education”. In particular describe how the evidence relates to effective implementation of the National Framework. Concrete, practical examples are sought in this section. These products should reflect the outcomes or effects of your project on students, teachers, parents and other members of your school community.

Any samples of material that is derived from activities should be included in this section of the report. For example, survey results, units of work, feedback on PD or outcomes of student and/or community forums.

Section on Reflections
Use reflective self-evaluation to identify and describe your successes so far. Identify what factors have fostered this success.