



Initial Mentor Meeting

Project Approval and Sign-Off

(To be completed with your mentor)

Deadline for sign-off: Monday 16th March

This first meeting is designed to clarify direction, ensure appropriate challenge, and agree a realistic starting structure for the project. The aim is not perfection, but clarity and feasibility.

1. Reviewing the Project Direction

Together, review the learner's:

- Project title
- Project aim
- Objectives (the steps they plan to take)
- Intended outcomes

Discuss:

- Is the project clearly defined?
- Is the scope realistic for the timeframe?
- Does the project allow for genuine development of knowledge and/or skills?
- Is there sufficient depth for sustained work over several months?
- Are the outcomes aligned with the aim?

If adjustments are needed, record agreed refinements below.

Notes from discussion:

2. Level of Challenge and Development

If this is a new area of learning or activity:

Will the learner be able to demonstrate knowledge, understanding, and skill at an appropriate level by the end of the project?

Yes / No



Discussion notes:

If this is an existing area of experience or learning:

Will the learner be able to extend their knowledge, understanding, and skills beyond what they have already developed?

Yes / No

Discussion notes:

3. Scope, Resources, and Feasibility

Discuss:

- What prior knowledge or skills does the learner already have?
- What new knowledge or skills must be developed?
- What research will be required?
- What materials, tools, equipment, or access will be needed?
- Are there any safeguarding or risk considerations?
- Is the timeline realistic?

Identify any early actions required:

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4. Planning and Timeline

Agree initial next steps and short-term milestones.



Discuss:

- What should be completed in the next two weeks?
- What will progress look like in the first month?
- When should the next mentor check-in take place?

Agreed initial timeline actions:

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5. Evidence Expectations

Review and clarify what evidence must be maintained throughout the project.

The learner is expected to set up and regularly update:

- Bibliography

A dated list of all sources used (books, websites, articles, podcasts, documentaries, interviews, etc.).

- Research notes, drafts, and photographs

Sketches, design ideas, rough notes, annotated research, prototypes, rehearsal recordings, or work-in-progress images (dated).

- Log of hours

A clear record of time spent researching, practising, building, rehearsing, designing, or creating (dated).

- Journal

Regular reflections including:

- what was worked on
- progress made
- challenges encountered
- decisions taken
- learning gained
- next steps

(Minimum 10 dated journal entries required.)

Confirm that the learner understands that evidence must demonstrate process, not just final outcome.



6. Preparing to Begin

Before leaving the meeting, reflect together on the following:

- Why is this project meaningful to you?
- What excites you most about it?
- What part feels most uncertain?
- What might slow you down?
- What strategies could help if you feel stuck?
- What will success look like — not just externally, but personally?

Mentor summary of readiness to begin:

Project Approval

The project title, aim, objectives, and planned outcomes stated above are approved:

Yes / No

Mentor Name:

Date:

Mentor Signature:

Student Name:

Date:

Student Signature: