



**BCATS**  
BUILDING, CONSTRUCTION  
AND ALLIED TRADES SKILLS

## Level 2: Project templates

### Project record and reflection (examples)

A project record is a way of preparing for and carefully monitoring the progress of a project.

A project reflection allows you to think critically about your work when you have completed the project.

The example below lists: project tasks required for each stage of the project, quality checks carried out to make sure the finished project is durable and visually pleasing, feedback received, and improvements made as a result of the checks and feedback. This is followed by a reflection on how successful the project was and improvements that could be made for future projects.

Learner name: *Alex Miller*

Project: *Sandwich board*

| Project task                              | Quality checks you carried out                                         | Any feedback you received                                                                     | Changes you made after the quality checks/feedback                           |
|-------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Example:<br><br><i>Marking the timber</i> | <i>Confirmed measurements were accurate before cutting the timber.</i> | <i>My teacher said my pencil should be sharper so I could get more accurate measurements.</i> | <i>Made sure my pencil was sharpened before I did any more measurements.</i> |

#### Project reflection (Fill this out only when you have completed the project.)

What went well? What could you have done better? How did you respond to feedback?

Example:

*I was really happy with the cutting I did for the desk components. My teacher suggested I take my time to make sure everything lined up properly when I was assembling it. Because of this, the components fit together really well with no wobbling.*

*I took my time with the sanding, so when I applied the stain, it brought out the grain of the wood really nicely. I'm really happy with how the frame looks!*

*I had to rush a bit at the end because of how long I spent sanding, so next time I'd leave more time for this step in the process. My workplace got a bit messy at times, so I need to work on putting my tools away when I've finished using them.*

# Project record



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Learner name: \_\_\_\_\_

Project: \_\_\_\_\_



Show you can carry out your project carefully and monitor progress without being prompted.  
In the table below, list your key project tasks, quality checks you carried out, any feedback you received, and changes you made as a result of the checks and feedback.

| Project task | Quality checks you carried out | Any feedback you received | Changes you made after the quality checks/feedback |
|--------------|--------------------------------|---------------------------|----------------------------------------------------|
|              |                                |                           |                                                    |
|              |                                |                           |                                                    |
|              |                                |                           |                                                    |
|              |                                |                           |                                                    |
|              |                                |                           |                                                    |

# Project reflection



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Learner name:

Project:

Date:

**Project reflection** (Fill this out only when you have completed the project.)

What went well? What could you have done better? How did you respond to feedback?