

MAIN ELEMENTS OF THE LEARNER CONTRACT

Learning Outcomes	Based on the actual learning outcomes of the course which the learner will take (see Collaborate), the learner herself translates these into her own words as her personal statement of the outcomes she seeks to achieve for herself.
Project	A description of the project that the learner will undertake as their own project, and which is intended to deliver the articulated outcomes. This could be a research project, an essay, a creative activity – it can be anything that the learner chooses and feels comfortable with. There are two qualifying criteria: (1) that it is consistent with the selected learning outcomes / course of study, and (2) that its performance will stretch the practical and mental skills and abilities of the learner.
Peer group members	A list of any peers who have agreed to collaborate in the project, their role and contribution, and how this will be monitored by the educator. This could include peers in the learning group who will be invited to peer-assess the completed project.
Performing the project	A list of all resources and strategies that the learner plans to use in delivering their project (e.g., books, articles, videos, people, activities).
Potential challenges	Consult with the learner to identify any particular challenges or barriers that they might encounter as they work on their project, and what they – and you as the educator – can do to manage them.
Reflective diary	Include a reference to a personal diary for reflection that the learner agrees to keep and contribute to on a regular basis. This should be private to the learner herself, but available to you as the educator to review from time to time.
Evidence of accomplishment	A statement of what will be delivered by the learner's project in as much detail as is required. This is what will be assessed (informally), on completion, by the learner herself, by the educator, and potentially also by peers. This can also include a record of the final outcomes.

Timeline

Agree a timeline of events, milestones and deadlines with the learner and have them recorded in the Contract so that these may be reviewed from time to time, with completed parts signed off showing progress towards the end project goal.