

# Completing projects for NCVER

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## Completing the project

The final act in the NCVER relationship is getting a draft to NCVER. Mentors may wish to guide researchers to presentation of their paper at the AVETRA April conference or the NCVER July conference.

This will be the first time the participant has written up such a study and will need advice about structure and length. Make sure that your researcher is familiar with the use of tracked changes. My advice is to set out the appropriate subheads, allocate a word count to them and then write to fit! This avoids long rambles. As a guide NCVER go for a **20/25 page** document – no more.

The **NCVER template** for the final paper requires a title of less than 12 words.

The complete NCVER 'Working Paper' template is downloadable from the NCVER website as indicated below and the referencing guidelines are important as well.

Most new researchers will need help in using the auto contents capability of the NCVER template.

Completed Papers on the NCVER website give a good idea of what the final product should look like.

I am also providing some ideas for subheads – but each project is unique and needs its own story line.

NCVER usually provide an **internal reviewer** to comment on the paper for revision. Send the draft paper to your mentor, the mentor director and your CoP.

I think supporting the participant during this period is vital as they may never have been 'reviewed' before and suffer the usual traumas! I also attach a draft of what the review format looks like – when it is blank!

All final papers are read by **two senior NCVER researchers** before final publication.

## Completed Papers:

Regan's paper <http://www.ncver.edu.au/publications/2196.html>

Mark's paper <http://www.ncver.edu.au/publications/2198.html>

Simon's paper <http://www.ncver.edu.au/publications/2217.html>

Sheridan's paper <http://www.ncver.edu.au/publications/2236.html>

**NCVER Template - NCVER author's guide and referencing guide:**

[http://www.ncver.edu.au/research/information/templates.html#Paper template](http://www.ncver.edu.au/research/information/templates.html#Paper%20template)

<http://www.ncver.edu.au/research/information/authorguides.html>.

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