## **Learner Review**

26 May 2011

Learner: Abdulqadir Abdulrazak

**Personal Tutor:** 

## **Key to Attendance and Punctuality percentages**

- 100% to 91% is green status
- 90% to 85% is amber status
- 85% and below is red status

#### The Learner Review Procedure

Each learner will have met with their Personal Tutor for a 1 to 1 review to discuss the progress they are making at college and any specific support they may require to help them achieve their targets and qualification.

As part of the review each Subject Lecturer completes a report and then the Personal Tutor summaries these in the Personal Tutor Summary. Targets are then set for each learner.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr1 (Tottenham)	69%	83%
BTEC National in IT Yr1 GpA	(2)	(4)
Tutorial and General Unit (T)		

#### Modules:

NC3MITB3-0DA21A/GPT Grp Tutorial, NC3MITB3-0DA21A/CES Com&Employability Skills for IT, NC3MSFD3-0DA22A/DGC UNIT 10 Client side customisation of web pages, NC3MITB3-0DA21A/ADB Database Design, NC3MITB3-0DA21A/FSM FS Maths, NC3MITB3-0DA21A/NFS Information Systems, NC3MSFD3-0DA22A/ADB Unit 23: Installing & Upgrading Software, NC3MITB3-0DA21A/TBS Impact of IT on Business Systems, NC3MITB3-0DA21A/CSY Computer Systems, NC3MITB3-0DA21A/FSE FS English, NC3MITB3-0DA21A/CAN Computer Animation, NC3MSFD3-0DA22A/EDP Event Driven Programming, NC3MSFD3-0DA22A/GPT Grp Tut

#### Comments / Reference / Targets

Louise Golding-Hann.

Subject	Attendance	Punctuality
BTEC NC/ND for IT & Business Yr1 (Tottenham) Unit 01 - Communications and Employability Skills for IT (T)	100% (10)	100% (10)
Modules:		

NC3MITB3-0DA21A/CES Com&Employability Skills for IT, NC3MITB3-0DA21A/TBS Impact of IT on Business Systems

#### **Comments / Reference / Targets**

Unit 1 covers communication whilst in employment as well as looking at the skills that employers look for when employing someone new. This term we have covered: attributes and attitudes looked for in a new employee, principles of effective communication and use of communication software.

Unit 4 covers the impact that IT has had on business organisations. This term we have covered: reasons for upgrading hardware and software, the problems that upgrading can cause, Globalisation and Outsourcing.

Abdul has made good progress in both units. He works well in class and his assignments for both units is progressing well.

Abdul is a good student who is capable of achieving a good grade in this unit but he must continue to work hard. He is willing to answer questions in class and participate in group work.

Targets for next term:

- 1. Meet assignment deadlines
- 2. Continue to work hard in class
- 3. Read up on subjects that you find difficult.

Louise Golding-Hann.

Subject Attendance Punctuality		et e	Subject
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BTEC NC/ND for IT & Business Yr1 (Tottenham)	75%	50%		
Unit 2: Computer Systems (T)	(3)	(1)		
Modules:				
NC3MITB3-0DA21A/CSY Computer Systems				

#### **Comments / Reference / Targets**

Abdulqadir is committed to achieve a respectable grade in this unit but is rather slow and is not on track with his work. He did not submit the first Assignment 1 task (related to P1 criterion), due on 22/11/2010. Areas for improvement:

- 1) be more concentrated during lessons and try to complete as much work as possible, rather than talk to peers or surf the Internet
- 2) work outside lessons when necessary, to complete outstanding tasks

Nick Ignjatovic.

## **Comments / Reference / Targets**

#### START OF THE YEAR, PUNCTUALITY AND ATTENDANCE:

You have made a good (but rather slow) start of the year.

**ISSUE!** However, your **attendance and punctuality** rates are **very poor** and way **bellow the college targets** and you have to address this issue as soon as possible. To come regularly and on time for classes is extremely important for your success, because you always will be on track with the assignments and you always will know all teacher's requirements and instructions.

#### **OVERALL PERFORMANCE:**

You have had a good (somewhat average) first term in this subject. In general, I see that the potential and talents are in place, but you need to apply them regularly so they can develop. This means better self-organising skills. Also, you need to focus more on the completeness and quality of your work. I am sure the next term will be much better than this. Just be always in class on time and apply yourself and together we will make sure that you will succeed.

#### STUDIES AND ACHIEVEMENT:

In the first term with Unit 3 Information Systems we have studied various characteristics and uses of information. Students have investigated various aspects of information quality, issues related to the use of information, and representation of information flows with diagrams. In result students have developed and submitted their Assignment 1. We have recently started our preparation for Assignment 2, which will involve discussion and practical experiments with information systems.

Some tasks of Assignment 1 are not completed and other need improvement of quality. Before submission always check the evidence against the evidence check-list.

#### **CLASS PARTICIPATION:**

In my classes during the first term, you have been focused on the given tasks and topics of discussion, but sometimes have been often distracted from factors inside and outside of the classroom. You have very good classrom behaviour. I wish you change in the next term and become more attentive and actively interested in the subject.

#### TARGETS FOR THE NEXT TERM:

Improve significantly your attendance and punctuality.

Focus on quality and completeness of your assignments.

Apply yourself and be more active in class. In class, cut the chat with your friends and concentrate on my tasks.

Get more organised. Time-schedule your assignment tasks, in order to get a grip over their submission.

Improve the punctuality and attendance. It is the only way to catch up with the load and standards of this course.

Svetoslav Icherenski.

BTEC NC/ND for IT & Business Yr1 (Tottenham)	67%	83%		
Unit 18: Database Design	(2)	(4)		
Modules:				
NC3MITB3-0DA21A/ADB Database Design				

#### **Comments / Reference / Targets**

Topics covered so far in unit 18 include: Data, Information, Flat Files (definition, strengths, weaknesses), Database models (Hierarchical, Network, Relational), RDBMS: Definition, main tasks, features, Basic concepts of DB Design: tables, fields, shorthand notation, primary and foreign keys, ERD. Students completed the design of given database models and are about to start the implementation. Abdulqadir is a fairly committed student but is easily distracted, does not make a sufficient effort to complete all exercises during lessons and does not work outside lessons. Therefore, he is behind with his work: he submitted 2 out of 3 group work exercises related to task 2 of assignment 1. The first task of assignment 1 has not yet been submitted, although it was due on 5th November. Task 2 wasn't submitted either. As it is, he is not on track to achieve a pass grade in this unit. Abdulqadir needs to start completing outstanding work outside lessons and improve his concentration during lessons. More is expected from a "diploma" student. Nick Ignjatovic.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr1 (Tottenham)		
Unit 01 - Communications		
and Employability Skills for IT		
(T)		

#### Comments / Reference / Targets

None.

Louise Golding-Hann.

Subject	Attendance	Punctuality
BTEC NC/ND for IT & Business Yr1 (Tottenham) Unit 01 - Communications and Employability Skills for IT (T)	68% (2)	100% (10)
Modules:		
NC3MITB3-0DA21A/CES Com&Employability Skills for IT		

#### **Comments / Reference / Targets**

In order to successfully complete this unit, you need to:

- Complete any outstanding work for this unit.
- Use lecturer feedback to improve work and resubmit within the given timescale.

### **Smart Targets:**

- Monitor your own progress and keep a record of what you have submitted and achieved.
- When the Pass criteria have been achieved, use all available resources to improve your grade to a merit or distinction.

Comments:

This term in Unit 1: Communication and Employability Skills we have covered the following: • Preparing for interviews • Mock interviews • Learning Styles • Personal/Professional Development.

Louise Golding-Hann.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr1 (Tottenham)		
BTEC National in IT Yr1 GpA		
Tutorial and General Unit (T)		

#### **Comments / Reference / Targets**

None.

Dawn Miles.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr1 (Tottenham)	0%	0%
BTEC National in IT Yr1 GpA	(1)	(1)
Tutorial and General Unit (T)		

#### **Comments / Reference / Targets**

1/ Check you are using paragraphs appropriately by completing BKSB resources/L1/Writing for different purposes/Ex 13. Complete and hand in by April 5.

**Smart Targets:** 

2/ Check that you fully understand what you have read. Read carefully and accurately. Complete BKSB resources/L1/Reading for Understanding/Ex 8. Complete and hand in by April 26.

3/ Make sure all your verbs agree with the subjects in your sentences. Complete BKSB resource/L1/Grammar and syntax/Ex11 and 12. Hand in by May 3.

Comments:

Abdulqadir is a likeable, co-operative menber of the class who contributes well. His mock result however was disappointing, but I know he can improve this significantly if he attends his classes regularly and completes all work set.

Dawn Miles.

#### **Comments / Reference / Targets**

**Smart Targets:** 

Achieve PASS grade in this unit by the end of this academic year.

What we have learnt since last parent's meeting:

- Relational Database Structures: Creating Tables (field name, data type, description, field size, input mask, validation check, indexes)
- Lookup facility
- Relationships: referential integrity, operational constraints and data validation procedures
- Data Dictionary: purpose, content, creation
- Populating the database

Comments:

- Database Queries
- Customise the user interface to meet user needs: create command buttons for navigation between forms, include a field for the image to illustrate the instances of an entity represented with that table, use user-friendly design to facilitate data entry (e.g. use of combo and list boxes, option buttons and check boxes as appropriate); Special fields (Lookup facility)
- Testing the database
- Design of test plan
- Testing

Nick Ignjatovic.

Subject	Attendance	Punctuality
BTEC NC/ND for IT & Business Yr1 (Tottenham) Unit 2: Computer Systems (T)	68% (2)	69% (3)

# Modules: NC3MITB3-0DA21A/CSY Computer Systems

#### **Comments / Reference / Targets**

Smart Targets: Achieve at least PASS grade in this unit by the end of this academic year.

What we have learnt since last parent's meeting:

Operating System's functions

Software utilities

Comments: •Workshop: Utility software installation and use

•Workshop: installation and configuration of an additional device (digital

camera)

•Workshop: features and functions of two OS (Windows XP & Linux)

Nick Ignjatovic.

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# **Targets**

Area of Development:	Meeting assignment deadlines	Louise Golding-Hann  Date Set: 24 January 2011	
S.M.A.R.T. Target:	Make sure that you 'plan' out your assignment work in order to meet deadlines set by subject lecturers. Check your calendar and make sure that you are aware of upcoming deadlines. Your tutor will be monitoring your progress with other subject lecturers.	<b>Deadline:</b> 7 February 2011	

# **Personal Tutor Summary**

#### **Comments / Reference / Targets**

Review Term: Spring

Review:

Abdul is a pleasant member of the class who participates in group work well.

He has submitted work for most of the units on the course and should use the feedback from lecturers to make improvements.

Abdul should aim towards an overall grade of a Pass/Merit this year, providing that he is willing to work hard.

#### Issues Raised:

- Revise for FS english exam
- Be sure to complete BKSB tasks assigned by FS English teacher.
- Work on dB assignment to meet all set pass criteria.
- Work on computer systems assignment to achieve pass criteria.

#### Louise Golding-Hann.

Course	Attendance	Punctuality
BTEC L3 Dip for IT Users Yr1 TGpA	66%	89%