The College of Haringey, Enfield and North East London



Learner Review

15 March 2012

Learner: Melissa Franklin

Personal Tutor: Cyrus Armstrong - James

Key to Attendance and Punctuality percentages

- 100% to 92% is green status
- 91% to 87% is amber status
- 86% 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 Targets

Subject	Attendance	Punctuality	
BTEC Level 1 Diploma Creative Media Production (E) BTEC Level 1 Diploma Creative Media Production GpA (Tutorial & General Unit) (E)	76% (3)	99%	

Modules:

ID1MMPD1-1DA11A/DCM Unit 1: Developing Creative Media Skills, ID1MMPD1-1DA11A/JOC Unit 13: Job Opportunities in Creative Media, ID1MMPD1-1DA11A/DVP Unit 7: Developing Video Products, ID1MMPD1-1DA11A/FSM FS Maths & English, ID1MMPD1-1DA11A/FST FS ICT, ID1MMPD1-1DA11A/EDP Unit 8: Exploring Digital Photography, ID1MMPD1-1DA11A/TUT Tutorial, ID1MMPD1-1DA11A/UTI Unit 3: Using the Internet, ID1MMPD1-1DA11A/CID Unit 4: Creating Images Digitally

Comments / Reference / Targets

Melissa is a pleasant student who gets on with her work quietly, however this can sometimes go unnoticed by the teacher. Her attendance could be better and as there is little time left on the course we are hoping that she will use the time to fully commit and complete her work for all lecturers. Her overall attendance is 76% where the college target is 87% and in order to get the best from herself she must improve this to that level or she will not acheive her potential.

Cyrus Armstrong - James.

Attendance	Punctuality	
69%	100%	
(3)	(10)	
·	·	
	69%	

Modules:

ID1MMPD1-1DA11A/DCM Unit 1: Developing Creative Media Skills, ID1MMPD1-1DA11A/JOC Unit 13: Job Opportunities in Creative Media, ID1MMPD1-1DA11A/DVP Unit 7: Developing Video Products, ID1MMPD1-1DA11A/EDP Unit 8: Exploring Digital Photography, ID1MMPD1-1DA11A/UTI Unit 3: Using the Internet, ID1MMPD1-1DA11A/CID Unit 4: Creating Images Digitally

Comments / Reference / Targets

Smart Targets:

The level 1 Creative Media course is designed to equip learners with a variety of skills in video production, music technology and graphic design, whilst encourage learners to develop their understanding of creative media job roles and media knowledge. In addition to this, learners are to attend functional skills classes to improve upon basic numeracy, literacy and ICT.

Comments:

So far learners have completed an induction activity whereby they learnt about the creative media sectors and job roles. Learners are currently working in small group to film a trailer for a specific genre and to target a specific audience.

Melissa is a polite and charming student. She always completes tasks set in class and tries to catch up the best she can when she has been absent. She struggles to get involved with group work however as she is the only girl in her group. She needs to ensure she is a little more assertave in group discussions to ensure her thoughts and opinions are heard.

Sabina Narayanan.

Subject	Attendance	Punctuality		
BTEC Level 1 Diploma Creative Media Production (E) BTEC Level 1 Diploma Creative Media Production GpA (Tutorial & General Unit) (E)	69% (3)	100% (10)		
Modules:				
ID1MMPD1-1DA11A/FST FS IC	CT			

Comments / Reference / Targets

Smart Targets: Improve attendance to ensure you do not miss important aspects of ICT that

could be in the exam.

Melissa is a very pleasant person and always tries her best in class. Melissa is very good at IT but to ensure she passes the exam she needs to attend every session so that she does not miss anything that may come up in the

exam.

Sherine George.

Personal Targets

Area of Development:	Maintenance	Cyrus Armstrong - James Date Set: 16 December 2011 Deadline: 16 December 2011
	Melissa you have been doing so well since your stage 1 intervention. Please keep this up and you will definately complete the course. Well done!	Deadine. To December 2011

Area of Development:	Confidence	Cyrus Armstrong - James Date Set: 16 December 2011 Deadline: 16 December 2011
S.M.A.R.T. Target:	Melissa, I know that you are enjoying the challenges in class, however I need you to come out of your shell a little more. Small steps at firs, please do sit nearer the front maybe and ask questions when you don't understand. Please put your hand up if you are stuck and seek help when you need it. Try over the next 4 weeks and we will see how it is going.	

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review:

Issues Raised:

Melissa has made a sound start to the course, but has missed some classes. I hope that she can turn this around ansd reach a minimum of 85% in the coming weeks.

Cyrus Armstrong - James.

I am happy with Melissa's progress, however there are some issues with attendance that needs resolving. Melissa has made progress this year and learnt many things, I hope that she realises this and can afford to give herslef a pat on the back. It would be even better if she set herself the target of finishing the course with a flourish and showing that she can really excel and put all the ideas and skills that she has learnt into a self directed project that inspires her.

Cyrus Armstrong - James.

Course	Attendance	Punctuality
BTEC L1 Dip Crtv Media Prdctn E	76%	99%