# **Learner Review**

06 June 2011

Learner: Aaron Buenafe

**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 FD for IT Application of Number (Computing)	0% (1)	0% (1)

## **Comments / Reference / Targets**

Aaron has passed Adult numeracy Level 2 test last year as a result he only needs to complete his Key Skills Application of Number Level 2 port-folio this year.

He has completed the first three tasks of his course work to date and making a reasonable progress in completing the assignment tasks. Aaron should now start working on the rest on the tasks as a matter of urgency in order to complete his Key skills Application of Number port folio by the given deadline.

Achala Bodara Gamage.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr1 (Tottenham)	0%	0%
Unit 03 - Information Systems	(1)	(1)
(T)		

### OVERALL ASSESSMENT GRADE: GOOD, BUT MORE IS EXPECTED IN CLASS

So far, you have a good second term for this subject. Much of your work is up to the required standards and, despite some difficulties with the deadlines, you are now prepared better and work harder to achieve a good grade for this unit at the end of the year.

#### STUDIES AND ACHIEVEMENT:

In the second term for Unit 3, Information Systems, we have studied about the types and the characteristics of Management Information Systems. Students have learned three types of constraints which apply to using information in organisation and what is the importance and what are the methods for assuring better quality of information in each of the information handling stages: collecting, storing, processing and using information. We have studied about the various tools for implementing IS at different levels of organisation and have started exploring the advanced information processing methods such as data mining and predictive modelling. In result of their studies, students have developed and submitted Assignment 2 and continue working on their Assignment 3.

In general, your achievement has been good, but the meeting the deadlines sometimes is a problem which must be addressed. If you keep work hard, I expect a very good achievement in the end of the year.

#### PARTICIPATION IN CLASS:

Since the time of my previous report, you have continued to show a good partaking in our class discussions and to contribute with imagination to the tasks set in class.

However, you can be even more active and use the time in class to the full. Sometimes you could be easily distracted by other students or web-browsing which slows down the development of your assignments.

#### TARGETS TO THE END OF THE YEAR:

- 1. Focus on submitting your work on time. You have submitted part of the required coursework with some delay and the quality requires further improvement.
- 2. In class, stay focus on the task set by your teacher.
- 3. Concentrate on the quality of your first submission. Make sure all the required elements are in place and work close with the assignment specification to check before submission that the assessment criteria are achieved.

#### Svetoslav Icherenski.

Subject	Attendance	Punctuality
2009-10 BTEC NC/ND for IT		
& Business Yr1	0%	0%
2009-10 Unit 34 - E-	(1)	(1)
Commerce		

Aaron carries out his work during lessons and is on target in this unit.

### Targets:

- 1) keep amending the assignment tasks after every new topic is covered to ensure the correct answers and achieve a better grade
- 2) complete and submit the outstanding Worksheet 1 E-Commerce Entities

### Nick Ignjatovic.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr2 (Tottenham)	0%	0%
BTEC National IT	(1)	(1)
Practitioners Yr2 GpA	[ (1)	(1)
Tutorial and General Unit (T)		

### Comments / Reference / Targets

None.

Subject	Attendance	Punctuality
2009-10 BTEC NC/ND for IT & Business Yr1 2009-10 Unit 35 - Impact of the Use of IT on Business Systems	0% (1)	0% (1)

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

Unit 35 - helps students to understand how IT has an impact on businesses both locally and globally.

This term Aaron has participated in group work and has shown some progress. He is often distracted and unable to complete tasks set in class. Aaron has not submitted the 1st part of the assignment for this unit and should submit the 1st part and continue to work on the remainder.

### Targets:

- 1. Aaron should ensure that all assignment work is completed by the deadline.
- 2. Aaron should use feedback is used to make corrections and improvements in his work.
- 3. Use handouts to refresh knowledge.

### Louise Golding-Hann.

Subject	Attendance	Punctuality
BTEC NC/ND for IT &		
Business Yr1 (Tottenham)	0%	0%
Unit 03 - Information Systems	(1)	(1)
(T)		·

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

You have made a good start of the year. Your punctuality and attendance rate have been good too.

### **OVERALL PERFORMANCE:**

You have had a promising first term with my subject. Much of your work has been done up to the required standard and you are now better prepared to achieve well in the next term.

#### STUDIES AND ACHIEVEMENT:

In the first term with Unit 3 Information System so far we have studied various characteristics, sources and uses of information. In result students have developed and submitted their Assignment 1.

In your class work you have showed potential for high achievement in the end of the year. I am looking forward to very good achievement in the end of the year, but you have to work even harder than now.

#### CLASS PARTICIPATION:

You have shown fairly good participation in my classes. However, I would like to see you with even stronger focus on the tasks in class and being much more active and collaborative in class discussions and group works. Try to stretch your intelligence even more: you have quite a lot to offer! Also, to use your class time in full, always ask question when you have missed or have not understood a particular topic. I will be always there to help.

#### TARGETS FOR THE NEXT TERM:

Get a bit more organised and focused in class. In order to achieve higher standards you need to work on your self-organizational skills. Schedule your assignment tasks in a time-table and focus on first submission quality.

### Svetoslav Icherenski.

Subject	Attendance	Punctuality
2009-10 BTEC NC/ND for IT		
& Business Yr1	0%	0%
2009-10 Unit 02 - Computer	(1)	(1)
Systems		

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

Aaron carries out his work during lessons and is on target in this unit.

#### Targets:

- 1) Complete the revision test number 2 that you missed out, by the next lesson
- 2) keep amending the assignment tasks after every new topic is covered to ensure the correct answers and achieve a better grade.

### Nick Ignjatovic.

Subject	Attendance	Punctuality
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2009-10 BTEC NC/ND for IT & Business Yr1	0%	0%
2009-10 Unit 15 - Organisational Systems Security	(1)	(1)

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

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

Your punctuality and attendance were good, but you have made a rather slow start of the course. Your commitment to the course is not good enough.

#### **STUDIES**

In the first term with Unit 15 Organisational Security, so far we have studied various types of security threat to data and systems, such as internal and external threats, damaging and non-damaging threats, threats related to physical access and threats using software and network attacks. Students learned about the organisational impact of those threats and investigated various ways to protect systems and organisations against security attacks. In result, students have developed and submitted their Assignment 1.

### **ACHIEVEMENT**

You have not submitted so far anything from Assignment 1. Also, no of the required class activity results and homework tasks have been uploaded. These facts show that at the moment your attitude to Unit 15 is wrong and you don't consider it seriously. It is ultimate time to **start working harder** and begin submitting coursework to evidence your progress. Otherwise you will fall under the risk to fail the unit requirements. If you do not understand these requirements or the tasks in the assignment brief, please do not hesitate to ask me for clarification. Also use the Handouts and guidance materials you can find in the unit folder on Moodle.

Svetoslav Icherenski.

Subject	Attendance	Punctuality
BTEC NC/ND for IT & Business Yr1 (Tottenham) Unit 01 - Communications and Employability Skills for IT (T)	0% (1)	0% (1)

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

Aaron is a good student who works well in class with others. He takes an active role in whole class and group activities.

Aaron needs to submit his assignment for this unit as he has missed the deadline of 6th November. He should contact his lecturer to arrange resubmission and catch up on any missed work.

Louise Golding-Hann.

Subject	Attendance	Punctuality
2009-10 BTEC NC/ND for IT		
& Business Yr1	0%	0%
2009-10 Unit 02 - Computer	(1)	(1)
Systems		

### What we have learnt since last parent's meeting:

- Operating System's functions
- Software utilities
- 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)

Assignment 1 was due on 12 February.

## Student's progress since last parent's meeting:

Aaron submitted his first assignment on 8 March. A more conscientious approach is needed in order to achieve the pass grade in Unit 2.

Nick Ignjatovic.

Subject	Attendance	Punctuality
BTEC NC/ND for IT & Business Yr1 (Tottenham) Unit 18: Database Design	0% (1)	0% (1)

## **Comments / Reference / Targets**

Aaron carries out his work during lessons. He completed 4 out of 4 revision tests, and submitted one of the two group work exercises, needed for the assignment 1 task 2.

#### Targets:

- 1) complete and submit the outstanding group work exercise (DB Design -Identifying PK and FK), by the next lesson
- 2) improve the concentration during lessons this will speed up your work and benefit your overall grade
- 3) be more proactive during group work exercises.

Nick Ignjatovic.

Subject	Attendance	Punctuality	]	
BTEC NC/ND for IT & Business Yr1 (Tottenham) BTEC National in IT Yr1 GpA Tutorial and General Unit (T)	80% (4)	91% (6)		
Modules:				
NC3MITB3-9DA21A/CES Comms & Emplyblty Skills for IT, NC3MITB3-9DA21A/TBS IT & Business				

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: communication tools, how employers can develop employees, barriers that can cause communication problems and self development.

Unit 35 covers the impact that IT has had on business organisations. This term we have covered: challenges faced by organisations, how organisations adapt their activities in response to technology developments.

Aaron has made progress in both units. He has used assignment feedback constructively to improve his work. He works well in class and his assignment work is to a good standard.

Aaron is a pleasant student who is capable of achieving a good grade in this unit but he must work harder. He has already missed several deadlines and has currently not yet met the pass criteria for this unit. He should continue to improve his work and work towards meeting the pass criteria.

Louise Golding-Hann.

Subject	Attendance	Punctuality	
2009-10 BTEC NC/ND for IT			
& Business Yr1	0%	0%	
2009-10 Unit 26 - Computer	(1)	(1)	
Animation			

### Comments / Reference / Targets

#### What we have studied so far:

We have studied persistence of vision and how it relates to animation.

Discussed and created GIF animation using traditional methods of frame-by-frame animation techniques.

We are not using a vector animation program called Flash, which we have used to create some simple Motion Tween, Shape Tween, Masking and Motion Guide.

### Progress so this term:

Has completed their first assignment, but has a few errors which need to be changed before they can achieve it.

At the start they have found the unit to be completed new a hard to understand. But with more practice I believe that their understand of the subject will get better.

A smart target which I think they should aim for is to try and practice the work done in class at home until they understand what they are doing.

Toan Pham.

Subject	Attendance	Punctuality	
BTEC NC/ND for IT & Business Yr1 (Tottenham) Unit 18: Database Design	0% (1)	0% (1)	

### 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)
- Referential integrity, operational constraints and data validation procedures
- Data Dictionary
- Populating the database from flat files and spreadsheets
- Exporting data from database to another application
- Adding a table to an already implemented database
- Database Queries

Assignment 1 was due on 12 February.

## Student's progress since last parent's meeting:

Aaron submitted part of his first assignment in january and achieved 1 out of 6 pass criteria. No work has been submitted since. A more conscientious approach is needed in order to achieve the pass grade in Unit 5.

Nick Ignjatovic.

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# **Personal Tutor Summary**

### Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Autumn

Issues Raised: Meeting deadlines

Aaron has received some diverse reports, which clearly indicate the subjects that he enjoys and works hard in. I am aware of your lack of motivation in some subjects, for example unit 5, but you need to address this if you wish to achieve the high grades that you are capable of. You have demonstrated talents in some subjects and needs to develop this across all units. You need to look at the areas of weakness and speak to your subject teachers to find out how you can improve. With more concentration and consistent effort you should have a successful year of BTEC National Diploma.

**Smart Targert** 

Work hard while in class and complete class work

Ask for help when needed

Meet assignment deadlines

Laila Hassanzadeh.

Review Term: Autumn/Spring/Summer

Review: Spring

Issues Raised:

Submitting outstanding work

During form period the tutor responds to the needs of the individual and encourages the cohesiveness of the Form through activities such as group work, preparation of higher education materials, presentations to class and discussions and ECM activities. The tutor will also spend some time helping learners to review their work, setting targets for progression and following up areas of concern.

Aaron is a capable student who has the potential to do well. However, has failed to complete some of his assignments for this term. He must use the mentoring service, should work hard in class and at home to complete outstanding work if he wishes to progress to year 2 in September.

Aaron should focus with the targets set by his subject teachers.

Laila Hassanzadeh.

Review Term: Autumn/Spring/Summer

Review: Autumn

Issues Raised: Attendance and punctuality

Aaron is a capable student and has the potential and skills to do well on the course. However, his attendance become erratic recently and has missed to submit some work. He needs to inform his tutor of any absence and work on Moodle while not in class.

Smart target

Meet assignment deadlines

Improve attendance and punctuality to 95%

Laila Hassanzadeh.

Review Term: Autumn/Spring/Summer

Review: Spring

Issues Raised:

Meeting assignment deadlines

Attend workshop

Aaron, I can see improvement in your attendance which is great. Please continue in improving your attendance, this will help you to get more support from your subject lectures in completing the assignments

Smart Target

Please attend workshop on Friday from 2.00-4.00.

### Laila Hassanzadeh.

Course	Attendance	Punctuality
BTEC NC in IT & Business Yr2 TGpA	83%	97%