The College of Haringey, Enfield and North East London



Learner Review

15 March 2012

Learner: James Toppin

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) Functional ICT (BTEC L1 Creative Media Production) (E)	90% (5)	81% (4)	

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/FST FS ICT, ID1MMPD1-1DA11A/EDP Unit 8: Exploring Digital Photography , ID1MMPD1-1DA11A/CID Unit 4: Creating Images Digitally

Comments / Reference / Targets

Smart Targets: Attend all IT sessions. Speak up more during class discussions to develop

communication skills.

Comments:

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.

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.

Jame's attendance and punctuality is good but could be better. He does try his best to complete tasks and is capable, but often needs to be retold to stay focus. James did well in the induction activity by researching a range of job roles and media sectors. However, if James wants to pass the course he needs to commit to all aspects of the course and ensure he works hard with his group to produce a good trailer. James got selected as director due to his project being chosen, this is an excellent opportunity for James to come out of his shell and express his creativity whilst developing his communication skills.

For Functional Skills ICT James struggles with some areas of IT and therefore it is important that he attends every lesson to develop more skills quickly and ensure he will pass.

Sherine George.

Subject	Attendance	Punctuality	
BTEC Level 1 Diploma Creative Media Production (E) BTEC Level 1 Diploma Creative Media Production GpA (Tutorial & General Unit) (E)	81% (4)	73% (3)	
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/FST FS ICT, ID1MMPD1-1DA11A/FSM FS Maths & English, 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

James has had a difficult term. He is on a stage 2 disciplinary and is not making the progress that we hoped. He has the ability to pass the course, however continued lack of punctuality is letting himself down where we fear that he will not pass unless he really makes a big effort to improve. I hope that given one last push he can find the discipline to show us what he is made of. We believe he can improve and look forward to seeing a renewed vigour immenently.

Cyrus Armstrong - James.

Subject	Attendance	Punctuality		
BTEC Level 1 Diploma Creative Media Production (E) BTEC Level 1 Diploma Creative Media Production GpA (Tutorial & General Unit) (E)	79% (4)	48% (1)		

Modules:

ID1MMPD1-1DA11A/FST FS ICT, ID1MMPD1-1DA11A/FSM FS Maths & English, ID1MMPD1-1DA11A/TUT Tutorial, ID1MMPD1-1DA11A/UTI Unit 3: Using the Internet

Comments / Reference / Targets

Please see progress report

Cyrus Armstrong - James.

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Personal Targets

Area of Development:	attendacne and punctuality	Cyrus Armstrong - James Date Set: 16 December 2011
IIN MARI ISTABT	James please attend all your classes on time. 95% a and p please next term	Deadline: 16 December 2011

Tutor Review

Comments / Reference / Targets

James has started the course satisfactorily, however he is often late and misses key information that will enable him to do the units required. He must organise himself more, in such a way so that he can reach his potential. he is not far off, but must commit to getting the best from himself that he can.

Cyrus Armstrong - James.

I am very concerned with James as he is still not dealing with his punctuality issues. He will have to go to a stage 3 now as he has missed many agreed actions that have led to a situation where he is behind with his work. Please James think about your future and what employers are looking for. We have discussed this many times and you have agreed with me, however there is still no change in the patterns of attendance, punctuality and focus in class.

Cyrus Armstrong - James.

Course	Attendance	Punctuality
BTEC L1 Dip Crtv Media Prdctn E	81%	73%