The College of Haringey, Enfield and North East London



Learner Review

18 January 2012

Learner: Jyoti Kaur

Personal Tutor: Kenneth King

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
	0%	0%
	(1)	(1)

Comments / Reference / Targets

Jyoti's attitude in class is poor - there is a tendency to be easily distracted. There is constant chatting to students around her and across the room. As a result, very little or no class-work is attempted or completed. To say nothing of the negative consequences for those whom she is constantly distracting. Sometimes this takes the form severe disruption. This is something that must be immediately addressed or it could have serious consequences for her grade and/or her continuance on the course.

A suggested improvement for the student would be to study relevant books from the library.

Kenneth King.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma/Extended Dip Public Services (Yr1) Unit 3 Citizenship, Diversity and the Public Services	94% (7)	88% (4)
Modules:		
ND3MPSV5-0DA21A/FTT Fitness Testing&Training for UPS, ND3MPSV5-0DA21A/CTD Citizenship, Diversity, Teamwork		

Unit 3 Citizenship, Diversity and the Public Services

Jyoti is a keen, hardworking learner who enjoys participating in class activities, guizzes, lectures and group discussions. The topics that are being covered this term include; Citizenship, Diversity, the meaning of different terminology, concepts of becoming a citizen and the benefits of being a good citizen. In addition, Human and Legal Rights are currently being taught where inter active learning continues taking place.

Jyoti is making good progress to date has participated in and completed a number of key tasks linked with the unit. Targets for the term include increasing reading materials and other sources to support learning and assignment work.

Unit 6 Fitness Training and testing for the Uniformed Public Services

Jyoti is a keen learner who really enjoys physical activities and demonstrating skills required to undertake a role in the public services. This term subjects covered include; different types of uniformed public services, different types of sports and recreational activities for the public services, fitness tests for the public services, fitness components and principles for preparing fitness training programmers.

Targets for the term include ensuring correct fitness attire is appropriate for each session, attending every fitness lesson and maintaining a diary of progress.

Amanda Neufville - Austin.

Subject	Attendance	Punctuality
	0%	0%

Comments / Reference / Targets

Jyoti has participated in the employment module of the public services diploma where areas such as the entry requirements, interview skills required and the roles of each of the emergency services have been identified. Jyoti has been involved in a variety of activities such as voting pad quizzes, interactive role play and lateral thinking tests to stimulate the test conditions of being interviewed for a particular service.

Jyoti has enjoyed the course and participated fully completing her assignments on time where she involves herself in the discussion and role play elements of the course.

Neil Templeman.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma/Extended Dip Public Services (Yr1) BTEC L3 Diploma/Extended Dip Public Services Yr1 GpA (T) (Tutorial and General Unit)	93% (6)	100% (10)
(T) (Tutorial and General Unit)		

ND3MPSV5-0DA21A/GPT Grp Tutorial, ND3MPSV5-0DA21A/GPP Gov Polices & Public Services, ND3MPSV5-0DA21A/CDT Citizenship, Diversity, Teamwork

Jyoti is a vastly improved student. Her attendance record is excellent; which is highly commendable. It is hoped that these high standards can be maintained throughout the year. Her punctuality is also of a very high level. Again, this is to be commended. Her behaviour in class is now very good and she is a keen learner. Jyoti's attitude in class is now excellent. She is now very hardworking and focused on the assigned task. As a consequence the standard of her work is improving all the time. Well done!

Target: to maintain high levels of attendance, punctuality, and work-rate in the next four weeks.

Kenneth King.

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Public Services BTEC Level 2 Diploma in Public Services GpA (T) (Tutorial and General Unit)	94% (7)	88% (4)

Comments / Reference / Targets

The class have been working on Key Words that are often spelt wrongly and which they must improve upon to pass the Key Skills Test. They have also started to work towards their main Communication project which requires working in small groups, researching at least two career structures within the public services and then to discuss and to annotate the research in their small group for assessment by the lecturer and lead on to a piece of formal writing and a presentation to the class lasting for 4 minutes each.

You have made some decent progress in Communications, Stanna such as researching in your group and doing moderately well with the Key Words tasks in class scoring typically just over half marks (54%). I expect to see you working towards Level 2.

- 1) You need to work positively with your group from 16th November annotating your research from the Internet for formal assessment by your lecturer.
- 2) Thence you need to produce a formal report on your research by 7th December as well as have prepared
- 3) A four minute presentation to deliver to the class by 14th December.

Carl Kastrup.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma/Extended Dip Public Services (Yr1) Unit 4 Understanding Discipline in the Uniformed Public Services	100% (10)	100% (10)
Modules:		
ND3MPSV5-0DA21A/DCC Discipline, Command, Control		

Jyoti has excellent attendance this year and a much more mature attitude in class. To see the progress of Jyoti is incredible from a learner who used to see me on a weekly basis for disciplinary to one of the most enthusiastic learners.

Her class contributions are excellent and her drive to achieve higher grades this year is evident from her work produced and her questions.

I do feel she would benefit from mentoring or at least seeing exemplar work in her weaker unit so she can visualise what she is trying to achieve.

I am very please with her progress and believe she should achieve a merit but with extra mentoring could achieve a distinction.

Tracy Rees.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

Jyoti is taught unit 12 Driving & its Relationship to the Public Services for her BTEC First Diploma qualification. Jyoti attendance is excellent and she always arrives on time to lessons well prepared. Jyoti has worked well in class and continues to show good enthusiasm in the subject area. Jyoti will be issued two assignments for this unit which will need completing by May 2010. Jyoti has been looking at the stages of driving, how to become a good driver and how important driving is in the public services.

A suggested target for Jyoti is to conduct more research outside of class to help gain understanding of the topic area.

Nihaad Kapdi.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

Jyoti is a lively student who clearly enjoys learning Spanish. She shows interest in the lesson and participates well. She did very well in the speaking assessments. She needs to attend more regularly though if she wants to excell in her lessons.

Katerina Vavitsa.

Subject	Attendance	Punctuality
	90%	95%
	(5)	(7)
Modules:		
FD2MPLS5-9DA11A/KYC KeySkills Com		

This term the class have been working on exercises towards helping them improve their skills to pass the Key Skills Test. This has included practicing past papers and developing mastery of Key Words that are often spelt wrongly and which they must improve upon to pass the Key Skills Test. They have also been finalising work towards their main Communication project, researching at least two career structures within the public services and then discuss and annotate the research in for assessment by the lecturer. They have also made a major presentation to the rest of the class for summative assessment towards their Communications qualification.

You have delivered an effe4ctive Level 2 presentation for summative assessment, Jyoti and did well with the first practice test earlier in the term by scoring 19 out of 40 which indicates that with more effort, good behaviour and concentration you are on track to pass the Level 2 Test in April/May.

- 1) You need to ensure you hands in your annotated research from the Internet for formal assessment by 29th March.
- 2) Thence you need to produce a formal report of 250 words analysing what was good about your research and presentation and why, as well as what could be improved in future, by 29th March.
- 3) Produce a leaflet explaining your chosen public services, by 31stMarch.

Carl Kastrup.

Subject	Attendance	Punctuality
BTEC Level 3		
Diploma/Extended Dip Public		
Services (Yr1)	96%	100%
BTEC L3 Diploma/Extended	(8)	(10)
Dip Public Services Yr1 GpA	, ,	, ,
(T) (Tutorial and General Unit)		

Modules:

ND3MPSV5-0DA21A/HRW Human Rights & War, ND3MPSV5-0DA21A/CTD Employment in UPS, ND3MPSV5-0DA21A/EMS Employment in UPS, ND3MPSV5-0DA21A/MRW Human Rights & War, ND3MPSV5-0DA21A/GPT Grp Tutorial

Comments / Reference / Targets

Target: To submit International Institution assignment by 17/3/11

Smart Targets: Target: to retain high attendance and punctuality levels in the next two weeks

reviewed 17/3/11

Comments: Jyoti has improved tremendously since last year. She tries very hard - inside

and outside class. Well done. keep up the good work.

Kenneth King.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Jyoti has been involved in role play situations, presentations, group work and discussions as part of the public service skills module. This module investigates the skills needed to be a professional worker in a public services setting, such as a police officer or fire officer.

Mock interviews have been conducted to show the students the importance of body language, voice tone and the words used during interviews. This proved to be especially thought provoking and allowed for the use of debriefing skills for each student.

Furthermore, the students have been visited by officers from the London Fire Service and the Army which allowed the students to see first hand the skills required for a successful career in the armed or emergency services.

Neil Templeman.

Subject	Attendance	Punctuality
BTEC Level 3		
Diploma/Extended Dip Public		
Services (Yr1)	97%	94%
BTEC L3 Diploma/Extended	(8)	(7)
Dip Public Services Yr1 GpA	. ,	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
(T) (Tutorial and General Unit)		
Modules:		

ND3MPSV5-0DA21A/DCC Discipline, Command, Control, ND3MPSV5-0DA21A/CMC Command, Control, ND3MPSV5-0DA21A/FTT Fitness Testing&Training for UPS

Comments / Reference / Targets

Complete assignment 1 Command and Control by 24-3-11

Complete scenarios for assignment 2 and evaluations 24 & 31-3-11

Smart Targets: Complete the write up for assignment 2 and any upgrades by 8-4-11 or attend

workshop and complete by 13-4-11

Fitness assignment 2 by 8-4-11 or attend workshop and complete by 13-4-11

Comments:

Tracy Rees.

Subject	Attendance	Punctuality	
	0% (1)	0% (1)	

Comments / Reference / Targets

Jyoti has been a very good student and should be happy of her achievements this year. Jyoti has produced good work throughout the year and I believe she would be suitable for progression. Her attendance and punctuality throughout the year has been very good and this has resulted in her achieving a good grade.

Nihaad Kapdi.

Subject	Attendance	Punctuality
---------	------------	-------------

0%	0%
(1)	(1)

Comments / Reference / Targets

Smart Targets: Concentrate in the lesson.

Jyoti you used to be very enthusiastic about Spanish but after you missed some lessons I can see you no longer show much interest in it. You need to make an effort and catch up; this can be done by focusing on the lesson,

being attentive and not getting distracted.

Katerina Vavitsa.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 2 Diploma in Public Services BTEC Level 2 Diploma in Public Services GpA (T) (Tutorial and General Unit)	87% (4)	96% (8)	
Modules:			
FD2MPLS5-9DA11A/KYC KeySkills Com			

Comments / Reference / Targets

The class have been working on their final portfolio submission and on paper-based and on-line mock tests.

Jyoti, you have continued to demonstrate sustained improvement in communications with your very good attendance and improved levels of concentration. You scored a fantastic 39 out of 40 in your most recent online mock-test. Thus is because you are now focusing your concentration better by looking for key words in a text to answer a question rather than reading through the whole of a text. This is the skill of skimming and scanning in action. Well done.

- 1)You need to amend your portfolio by 11th June at the latest.
- 2) Attend your Key Skills test on 7thJune.

Carl Kastrup.

. . .

Personal Targets

Area of Development:	UCAS PS	Kenneth King Date Set: 20 September 2011 Deadline: 20 September 2011
S.M.A.R.T. Target:	To complete UCAS Personal Statement by 15/11/11	·

Area of Development:	assignment	Kenneth King Date Set: 2 November 2011 Deadline: 2 November 2011
S.M.A.R.T. Target:	To submit Unit 15 assignment 2 by 10th December	Deadline: 2 November 2011

Area of Development:	Attendance	Chrystalla Kyriacou Date Set: 14 October 2011 Deadline: 14 November 2011
S.M.A.R.T. Target:	Well done for attending the lessons .But please, always try and be on time. You need to prepare now the two tasks for the	November 2011
	November, 11 exam on Unit 1 by making notes.	

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: November 2009

Issues Raised:

Jyoti has completed assignments this year on time and completed presentations to a good standard which is pleasing.

Furthermore, the punctuality of Jyoti has drastically improved which was one of the action plans identified in her stage two disciplinary recently.

Jyoti is a great character in class and fully enjoys the presentations and practical aspects of the course such as team building exercises.

However, Jyoti has limited concentration spans and is very prone to be extremely excitable which cause maximum disruption in the classroom. This is calming down but there is still considerable improvement required.

Jyoti will need to push herself more in terms of getting the assignments completed, but feel with some disciplined teaching she will complete the course.

Neil Templeman.

Review Term: Autumn/Spring/Summer Review: March 2010 Issues Raised: Jyoti has a great attendance record where her punctuality has increased significantly and this should be applauded. After a very difficult start to the year with a very negative attitude Jyoti has demonstrated an excellent attitude towards her studies. With commitment and a determined attitude she has completed her assignments and improved her behaviour significantly after a series of disciplinary proceedings. Previously Jyoti has been a major concern with her ability to disrupt the class and to confront students in an angry manner, as well as making untrue allegations against staff members. Jyoti has excellent presentation skills with a natural flair for speaking in front of her peers where she enjoys the limelight and can improvise whilst under pressure. Furthermore, Jyoti has improved her ability to control her temper, whilst she still has the odd temper tantrum this has improved greatly which is pleasing. At the same time Jyoti has improved her ability to think before she speaks which is an important part of being a public services student on a public services course. For the future Jyoti should look to continuing her positive attitude towards her studies and complete this course. Neil Templeman. Review Term: Autumn/Spring/Summer Review: Summer 2010

I recommend Jyoti to continue with her studies in public services but at another college in the local vicinty.

This would provide her with a fresh start in her studies and to focus for the next two years on the level 3.

Neil Templeman.

Issues Raised:

Review Term: Autumn/Spring/Summer

Review: As her tutor - I am very pleased with Jyoti's overall progress within the college. Her attendance and punctuality levels are excellent. Her attitude and behaviour in class has improved tremendously since last year. All of the subject lecturer's are happy with her attitude, commitment, hard work, and dedication. All point to good work and progress within her courses. With some extra help - Jyoti could achieve Merits and possibly Distinctions.

Issues Raised:

Kenneth King.

Review Term: Spring/

Review: Jyoti has improved tremendously since last year. She is now much more focused in completing her work and achieving. Her behaviour in class is very good and she is a keen learner. Her general attitude in class is excellent. Jyoti is more focused now on the assigned task and usually completes it in class. As a consequence the standard of her work has improved. Well done!

Issues Raised: There is still a tendency for 'chatting' which sometimes holds her back.

Kenneth King.

Review Term: Spring

Review: As the tutor - I am very pleased with Jyoti's overall progress within the college. Attendance and punctuality levels are good. All of the subject lecturers' are happy with her classwork. All point to good work and completion of the Extended Diploma.

Issues Raised: Sometimes lack of focus in class that needs to be addressed.

Kenneth King.

Course	Attendance	Punctuality
BTEC L3 Public Services Yr2 T	92%	99%
GCSE English EGpE	73%	89%