# The College of Haringey, Enfield and North East London



### **Learner Review**

18 January 2012

Learner: Rae Slawinski

**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**

**Smart Targets:** 

Rae your attendance and punctuality are excellent and so is your attitude and

Comments: general behaviour in class. You show real interest in learning and you

participate well; a real pleasure to teach.

Katerina Vavitsa.

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

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

Rae is taught unit 1 Public Service Employment for her BTEC First Diploma qualification. Raeattendance is good and she always arrives on time to lessons well prepared. Rae has worked well in class and continues to show good enthusiasm in the subject area. Rae will be issued two assignments for this unit which will need completing by January 2010. Rae has been looking at the different types of jobs available in the public services, and have undertaken the public service mental tests for each public service. Rae has also been studying the interview process and conditions of service for the public services.

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

Nihaad Kapdi.

| Subject   | Attendance | Punctuality |
|---|------------|-------------|
| BTEC Level 2 Diploma in<br>Public Services<br>BTEC Level 2 Diploma in<br>Public Services GpB (T)<br>(Tutorial and General Unit) | 0%<br>(1)  | 0%<br>(1)   |

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

I am unsure of this learners progression rout due to assignments not being hand in on time and not all grades at a merit level

Peter Theori.

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

| 0%  | 0%  |
|-----|-----|
| (1) | (1) |

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

Current course being studying: BTEC First Diploma in Public Services

Current Unit 3 Uniform Public Services Fitness

Over the past 9 weeks Raehas been studying the major body systems associated with health and fitness and the understanding of basic nutrition and its effect on health.

Rae submitted her first assignment in on time however this was referred therefore a suggested target for improvement is to spend more time working towards this assessment and correcting some minor errors.

Peter Theori.

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

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

Rae has been a very good student and should be happy of her achievements this year. Rae 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 |
|---|------------|-------------|
| BTEC Level 2 Diploma in Public Services BTEC Level 2 Diploma in Public Services GpB (T) (Tutorial and General Unit) | 87%<br>(4) | 96%<br>(8)  |

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

Rae has worked well in class and continues to show good enthusiasm in the subject area.

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 very good and she is a keen learner. Her attitude in class is excellent. She is very focused on the assigned task and usually completes it in class. As a consequence the standard of her work is good to excellent.

Kenneth King.

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

| BTEC Level 2 Diploma in Public Services                                     |  | 93% |
|---|--|-----|
| BTEC Level 2 Diploma in Public Services GpB (T) (Tutorial and General Unit) |  | (7) |
| Modules:  |  |     |
| FD2MPLS5-9DA11B/KYC Key Skills Coms   |  |     |

#### Comments / Reference / Targets

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

You have continued to make excellent progress in Communications this term, Rae with excellent attendance and attention to your work in class. Your most recent on-line mock tests and work on your portfolio clearly demonstrate that you have been learning well and improving to the point that you will now pass the real test. Excellent work once again.

1) Hand in your final amendments for your portfolio by 21<sup>st</sup>June or sooner.

#### Carl Kastrup.

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

#### **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 so far, Rae such as researching in your group and doing well with the Key Words tasks in class scoring typically around 85%.

- 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) BTEC L3 Diploma/Extended Dip Public Services Yr1 GpA (T) (Tutorial and General Unit) | 89%<br>(4) | 100%<br>(10) |
| Modules:   |            |              |

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

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

Rae is an improving student. She has made good progress in the last two months. 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 very good and she is a keen learner. Her attitude in class is excellent. She is very focused on the assigned task and usually completes it in class. As a consequence the standard of her work is improving. Well done!

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

Kenneth King.

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

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

First Diploma in Public Services

Driving and its relationship with Public Services

Rae is a very keen learner who has good attendance and punctuality in class. She has been learning about the requirements that are necessary to hold a full driving license in the UK. Also common traffic offences, collisions, the responsibility of drivers and the effects of driving.

A suggested improvement for the learner would be to read recommended materials relevant to driving to support learning.

Amanda Neufville - Austin.

| Subject   | Attendance | Punctuality |
|---|------------|-------------|
| BTEC Level 3 Diploma/Extended Dip Public Services (Yr1) Unit 3 Citizenship, Diversity and the Public Services | 0%<br>(1)  | 0%<br>(1)   |

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

Unit 6 Fitness Training and testing for the Uniformed Public Services

Rae 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 |
|---|------------|-------------|
|   | 82%        | 89%         |
|   | (4)        | (4)         |
| Modules:  |            |             |
| FD2MPLS5-9DA11B/UPS Uniform Pulic Services, Fitness, Value of Sport |            |             |

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

Current course being studying: BTEC First Diploma in Public Services

Current Unit 7 The Value of Sport and Recreation in the Public Services

Over the past 9 weeks Raehas been studyingUnderstand the importance of sport and recreation to the public services, Know the safety issues that need to be taken into consideration when the public services organise sports and recreational activities and Be able to plan, prepare and organise activities and events.

Rae has submitted and passed the first two assignments from last semester with only one outstanding which has been referred with some minor errors. Overall Rae works well in lesson however I would like to see an improvement on attendance and punctuality.

Peter Theori.

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

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

Rae contributes in team discussion but needs to take the lead in verbalising her ideas more. Currently the work produced is more at a pass level but the attempt shows a real enthusiasm to achieve and I would like her signed to the mentoring programme by next Friday 26/11/10 with Hani Gue. There are some basic errors in her referencing etc which should not have occurred but I will be asking the group tutor to go through referencing standards with the group again next week in tutorial 23/11/10.

Tracy Rees.

| Subject                             | Attendance | Punctuality |
|-------------------------------------|------------|-------------|
|                                     | 90%        | 89%         |
|                                     | (5)        | (4)         |
| Modules:                            |            |             |
| FD2MPLS5-9DA11B/KYC Key Skills Coms |            |             |

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

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 continued to make progress in Communications this term, Rae such as competently delivering your part of your group presentation. Be careful of the difference in spelling and meaning of 'where' and 'were'. You also scored a good 20 out of 40 earlier in the term for your first practice test and more recently 30 out of 40, thus demonstrating your ability to pass the test and the course. Keep up your attendance to ensure you do well. Excellent work.

- 1) Hand in your annotated research from the Internet for formal assessment by 29<sup>th</sup>March.
- 2) Thence you need to produce a formal report of 250 word using complete sentences, on your research, by 29<sup>th</sup> March
- 3) Produce a leaflet about your preferred public service career by 31<sup>st</sup>March.

Carl Kastrup.

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

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

Rae is a lovely student with excellent manners in class. She works well and shows real interest in learning Spanish. She's done very well in her speaking tasks. Well done Rae.

Katerina Vavitsa.

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

| 0%  | 0%  |
|-----|-----|
| (1) | (1) |

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

Rae is taught unit 2 Public Service Skills for her BTEC First Diploma qualification. Rae attendance is good and she arrives on time to lessons on a regular basis. Rae has contributed to class discussions when required, however he needs to express herself more as at times can loose focus in the lesson. Rae will be issued two assignments for this unit which will need completing by May 2010. Rae 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 Rae is to engage more in class activities and improve her attendance and punctuality. Look at how to be a good team leader.

Nihaad Kapdi.

| 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/GPT Grp Tutorial, ND3MPSV5-0DA21A/MRW Human Rights & War

#### **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: Rae has improved since last year - in terms of her standard of work. She

works very hard and is conscientuous.

Kenneth King.

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### **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: | assignment                                      | Kenneth King  Date Set: 2 December 2011  Deadline: 2 December 2011 |
|----------------------|---|--|
| S.M.A.R.T. Target:   | To resubmit Unit 15 assignment by December 15th |  |

#### **Tutor Review**

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

Review Term: Autumn/Spring/Summer

Review: Rae has worked well in class and continues to show good enthusiasm in the subject area. 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 very good and she is a keen learner. Her attitude in class is excellent. She is very focused on the assigned task and usually completes it in class. As a consequence the standard of her work is good to excellent.

Issues Raised:

Tracy Rees.

Review Term: Autumn/Spring/Summer

Review: As her tutor - I am very pleased with progress within the college. Her attendance and punctuality levels are excellent. 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.

Issues Raised: She Is very intelligent and should achieve well.

She is very focused on the assigned task and usually completes it in class. As a consequence the standard of her work is good to excellent.

Kenneth King.

Review Term: Autumn/Spring/Summer

Review: Progression after course has finished.

Attendance and punctuality are good at present, with completion of all key tasks met. Progression is highly possible at present.

Issues Raised:

Amanda Neufville - Austin.

Review Term: Autumn/Spring/Summer

Review:

## Tutor Report - progression summary

This student has completed all assignments, has good attendance and punctuality records - and there are no behavioural issues. I have no problem recommending that this learner be progressed onto the next level

| Issues Raised:   |
|--|
| Kenneth King.  |
| Review Term: Autumn/   |
| Review: As her tutor - I am very pleased with Rae's overall progress within the college. Her attendance and punctuality levels are excellent. Her subject lecturer's are happy with her attitude, commitment, hard work, ar dedication. All point to good work and progress within her courses. Her work, at time of writing, is of a good 'pass level' and it is hoped that she can soon achieve Merit level. |
| Issues Raised: Rae needs to articulate her views/ideas more in class.  |
| Kenneth King.  |
| Review Term: /Spring/  |

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Review: Rae has improved tremendously this year. As her tutor - I am very pleased with her overall progress within the college. Her attendance and punctuality levels are excellent - first class. 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.

Issues Raised: Rae should study issues of current affairs outside the class.

Kenneth King.

Review Term: /Spring/

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

Issues Raised: N/A

Kenneth King.

| Course   Attendance Punctuality |
|---------------------------------|
|---------------------------------|

BTEC L3 Public Services Yr2 T 96% 99%