Learner Review

12 December 2011

Learner: Burcu Ilgaz

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	
NVQ Dip L1 Hairdressing			
NVQ 1 Hair FT for all age	0%	0%	
groups GpA (Tutorial and	(1)	(1)	
General Unit) (T)			

Comments / Reference / Targets

1. Marilyn Holder, Hairdressing theory tutor-During the past 6 week all level 1 learners in this theory session have been learning about the variety of different shampooing techniques. This included learning about health & safety and the professional ways of providing this service. Also- exploring the benefits of working in a team or independently

Burcu has been a suportive member of the group, but needs to stay focused to achieve her full potential.

Working towards finishing handbook H.1 by Friday 11th December.

2. Burcu's attendance has been very poor this term, and her consentration and attidude towards the teory lessons lacks any commitment, which is a great shame as the deteriation has been so rapid. If Burcu can make a great effort to focus and keep her social life out of the theory class the possibility to achieve is possible.

Caroline Rogers.

Subject	Attendance	Punctuality	
NVQ Dip L1 Hairdressing	0%	0%	
Communication (NVQ1 Hair)	(1)	(1)	

Comments / Reference / Targets

Comms L1

potentially very good student, but she is unable to remain focused in the lessons and at times can be disruptive. Can easily achieve L1 if she tries.

Denyse Radix.

Subject	Attendance	Punctuality
NVQ Dip L1 Hairdressing		
NVQ 1 Hair FT for all age	0%	0%
groups GpA (Tutorial and	(1)	(1)
General Unit) (T)		

Comments / Reference / Targets

During the last 6 weeks, in the assessment salon, the students have been completing their units for the level 1 portfolio. Learners have also continued to practice their practical skills on their blocks and on each other. In addition, all level 1 learners have acted as an assistant to the level 2 stylists. This has enabled them to continuously build their confidence

Burcu has attended my lessons on 3 occasion. During these session Burcu has arrived late and has no motivation to practice her skills. She gets involved in discussion with her peers. I haven't seen any work that Burcu has produce to identify her abilities. This has caused a great deal of concern.

Susan Murray.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business Administration (Enfield) BTEC Level 1 Diploma In Business Administration GpC (E) (Tutorial and General Unit)	83% (4)	100% (10)

Modules:

ID1MBUS2-1DA11C/COE Communicating Electronically, ID1MBUS2-1DA11C/IRW Investigating Rights and Responsibilities at Work

Comments / Reference / Targets

Smart Targets:

Comments:

You are an able student - the reasons for you being behind are to do with attendance and attitude not capability.

You have every chance of succeeding if you consider the above.

You have a number of important pieces of work still waiting for turnaround from "R" (re-submit) to completion.

They are

complete your leaflet for Unit 10 - task 2 by wed 16/11/1, this was marked as R on 4/11/11

Unit 15 - correct you Fax Cover Design - this was marked as R on 4/11/11

collect the 3 printout of Send/Reply and Forward emails as detailed in task 1 of unit 15

Unit 15, Task 2 - prepare a Fax needs to be complete by 21/11/11 at the latest

unit 15, Task 3 - you need to sens a text message - have it ready to do in class w/c 14/11/11

the above seems a lot - but you have started all these tasks so they should not take you long to finish. If you need to negotiate new deadlines, then please see me.

complete

Eileen O'Sullivan.

Subject	Attendance	Punctuality	
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BTEC Level 1 Diploma in Business Administration (Enfield) Unit 14 - Working in Business and Administration (E)	33% (1)	100% (10)		
Modules:				
ID1MBUS2-1DA11C/WBA Working in Business Administration				

Comments / Reference / Targets

Smart Targets: Complete unit 14 by 12/12/11

Comments: You worked well using the telephone, you now need to concentrate on ICT,

using the photocopier and filing.

Anita Sampat.

Comments / Reference / Targets

Smart Targets:

Use BKSB resources and recommended websites to consolidate problem

solving at home on a regular basis.

Comments:

Burcu has a good understanding of all mathematical concepts and has completed all tasks so far. I have her assurance of continued hard work and good behaviour. She has excellent attendance and punctuality. Very good, keep it up!!!

Amanda Smith.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business Administration (Enfield) BTEC Level 1 Diploma In Business Administration GpC (E) (Tutorial and General Unit)	83% (4)	80% (4)
Modules:		
ID1MBUS2-1DA11C/FSE FS E	nglish	

Comments / Reference / Targets

Smart Targets: Diagnostic assessment

Comments:

Missed earlier lessons. Often lacks focus and reluctant to engage with tasks set in class. She appears not to understand why she has to do the course. Have explained this to her and she initially appeared to accept this. When she participates she is able to produce work of a good standard. She will need to work on her weak areas as identified by diagnostics and teacher assessment.

Amanda Odilibe.

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Personal Tutor Summary

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Autumn september 2009-November 2009

Issues Raised: Burcu has taken a little longer than most learners to settle into the Hairdressing level 1 course. But she has finally started to get on with the routine of lessons. Burcu gets on well with her Peers and i have found her to be very polite and willing to get on with tasks in my tutorial session. She needs to be more focused on tasks given, then this will then enable her to be successful in this course. Her attendance has improved since the first block but needs to remain this way.

Maria Rees.

Review Term: Autumn/Spring/Summer

Review: Spring

Issues Raised:

Burcu has not attended for the last 2 weeks for my tutorial session.

I am concerned for Burcu as she has not settled down into this course, Her behaviour and that of friends can be very distracting for some learners and prevents the group from learning. This has been discussed with her and she know the implications on the group.

Burcu needs to knuckle down and start getting her assessments completed and her online exams taken so that she is able to complete the course, of which she is more than capable of doing if this is what she chooses to do.

Maria Rees.

Review Term: <u>Autumn/Spring/Summer</u>

Review: 1:1 review

Issues Raised:

You did not attend the admin office or ring in. You lost a great opportunity.

You are hind more than you should be with your work - turn this around quickly and make a fresh start.

Unit 10 - complete the first draft of your leaflet by 16/11. Collect marked work on 17th - ready to correct and pass in on 21/11

It is 10 days ago that I returned your fax cover sheet and you still do not have it ready.

Please make a note of everything outstanding and complete within the 2 weeks.

I am disappointed with your work - you are very able - you just need to

- a) attend every lesson
- b) pass in your work on time
- c) pass back corrections asap

Eileen O'Sullivan.

Course	Attendance	Punctuality
BTEC L1 Business Admin EGpC	92%	95%