The College of Haringey, Enfield and North East London



Learner Review

12 January 2012

Learner: Melissa Franklin

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)	69%	100%	
Unit 1 Developing Creative	(3)	(10)	
Media Skills (E)			

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/EDP Unit 8: Exploring Digital Photography, ID1MMPD1-1DA11A/UTI Unit 3: Using the Internet, ID1MMPD1-1DA11A/CID Unit 4: Creating Images Digitally

Comments / Reference / Targets

Smart Targets:

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.

Comments:

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.

Melissa is a polite and charming student. She always completes tasks set in class and tries to catch up the best she can when she has been absent. She struggles to get involved with group work however as she is the only girl in her group. She needs to ensure she is a little more assertave in group discussions to ensure her thoughts and opinions are heard.

Sabina Narayanan.

Subject	Attendance	Punctuality			
BTEC Level 1 Diploma					
Creative Media Production (E)					
BTEC Level 1 Diploma	69%	100%			
Creative Media Production	(3)	(10)			
GpA (Tutorial & General Unit)					
(E)					
Modules:					
ID1MMPD1-1DA11A/FST FS ICT					

Comments / Reference / Targets

Improve attendance to ensure you do not miss important aspects of ICT that **Smart Targets:**

could be in the exam.

Melissa is a very pleasant person and always tries her best in class. Melissa is very good at IT but to ensure she passes the exam she needs to attend every session so that she does not miss anything that may come up in the

exam.

Sherine George.

Comments:

Personal Targets

Area of Development:	Maintenance	Cyrus Armstrong - James Date Set: 16 December 2011 Deadline: 16 December 2011
S.M.A.R.T. Target:	Melissa you have been doing so well since your stage 1 intervention. Please keep this up and you will definately complete the course. Well done!	Deadine. 10 December 2011

Area of Development:	10 6 1	Cyrus Armstrong - James Date Set: 16 December 2011 Deadline: 16 December 2011
S.M.A.R.T. Target:	Melissa, I know that you are enjoying the challenges in class, however I need you to come out of your shell a little more. Small steps at firs, please do sit nearer the front maybe and ask questions when you don't understand. Please put your hand up if you are stuck and seek help when you need it. Try over the next 4 weeks and we will see how it is going.	Deadine. To December 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review:

Issues Raised:

Melissa has made a sound start to the course, but has missed some classes. I hope that she can turn this around ansd reach a minimum of 85% in the coming weeks.

Cyrus Armstrong - James.

Course	Attendance	Punctuality
BTEC L1 Dip Crtv Media Prdctn E	74%	100%