The College of Haringey, Enfield and North East London



Learner Review

11 January 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) BTEC Level 1 Diploma Creative Media Production GpA (Tutorial & General Unit)	79% (4)	48% (1)	
(E)			

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.

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.

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Personal Targets

Area of Development:	attendacne and punctuality	Cyrus Armstrong - James Date Set: 16 December 2011	
IIIS IVI A D I I GRACE	James please attend all your classes on time. 95% a and p please next term	Deadline: 16 December 2011	

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L1 Dip Crtv Media Prdctn E	85%	75%