



## TTE TRAINING LIMITED

### Minutes of the Phase 1 Progress Meeting held at TTE on 13 January 2015

**Attendees**

Claire Roberts (CR) Sarah Ball (SB) Eddy Cody (EC)  
Ray Collins (RC) Paul Gallagher (PJG) Paul Graham (PG)

**Apologies**

Ed Weir (EW) Anne Cannon (AC)

Actions from the last meeting	Action
<p>Gary checked the signal on RC laptop but the problem still hasn't been resolved</p> <p>It was decided to still monitor the girls in 1PG. (see this meetings minutes)</p>	
Minutes from this meeting	
<p><b>1PG</b></p> <p>EC - Shannon struggles and there was an issue with her copying answers from someone else so I have not accepted her fitting "open" test paper. She was in the first week then off sick the next week, then a week's holiday. She is nowhere near completion. I have signposted her to the VLE where all the write-ups and hand outs are available.</p> <p>Nia, Elinor and Kathleen are high achievers; they are like minded and stick together but have seen no animosity. Shannon was only with EC for 5 days. RC saw a different situation when Nia was off sick the girls changed and were pally with Shannon. Nia is a very strong character, chatty and loud. The BTEC tutors are having the same problems with her. RC - she was the same in TICE. EC saw her as being extremely passionate so need to be careful that we don't stifle this however we don't want it to affect the rest of the group as the group dynamics are totally different when she's not there. Need to monitor</p> <p>Matt Salinger has been spoken to by EC and AC and he seems to have settled down. BTEC have seen an improvement in him too</p> <p>Liam Flood needs monitoring as he struggles. PG has spoken to him. He did L2 and still struggles with assessments even those he has done the same thing before.</p> <p>Chris Whittaker's practical work and knowledge was acceptable to the ROA. However EC noted although handouts were specifically produced to support Chris his hand writing, illustrations, spelling &amp; grammar are almost illegible. PG has spoken to Chris regarding his learning difficulties and how industry will not be able to provide the level of support that is currently being provided by TTE in regards documentation etc. PG mentioned that Lisa at ESSAR is aware of the situation.</p> <p><b>1EW</b></p> <p>RC - the group has bad standards i.e. using mobile phones, mess in the classroom, attitude to authority and they have to be pushed to do practicals.</p> <p>Austin was caught texting in the welding bay</p> <p>Daniel Irvine and Owen were caught playing games on their mobile phone. There needs to be some form of discipline.</p> <p>Group profile updated with comments</p>	<p>Shannon incomplete mechanical work how will she complete?</p> <p>PG to monitor</p> <p>Liam Crewe outstanding work</p>

<p><b>1RC</b> Feedback from EW via email - Completed all training with 1RC for carousel 1 phase 1 electrical with exception of Liam Crewe who has been off sick most of this week so has therefore missed the final exam and review. All tracking sheets updated including group profiles for individual comments, feedback forms complete. Reviews conducted and recorded for remainder of group. ROA's completed awaiting action plan completion with Liam on his return to work. Generally a good group who have worked well no major issues, Connor Grace, Liam Craig and Daniel Amis seem to be leading the way at the moment.</p> <p><b>ROA's</b> All are up to date. CR - sponsors are looking at them at reviews</p> <p><b>BTEC</b> All up to date. 2 issues Adam Cullen and Liam Flood misbehaving. PG has had a chat and will have another talk to them when he has seen the BTEC tutors as to what their behavior was like in BTEC on Tuesday. TO's asked about observations of tutors and someone needs to go round doing spot checks</p> <p><b>Timekeeping</b> Sheets were handed out</p> <p><b>Cause for Concern</b> Liam Flood - performance needs monitoring as he struggles. Also an issues in BTEC Matthew Salinger - improved but need to see if this continues Austin Siegertsz - struggling and more concern with his appearance Those with learning difficulties - Chris Whittaker - EC was unable to read his writing and Harry Stubbs who failed his GCSE resit</p> <p><b>Support and Guidance</b> Adam and Liam in BTEC Shannon has been spoken to about what she needs to do i.e. integrate into the group but this isn't happening so she needs to have a chat with AC</p> <p><b>E&amp;D</b> None</p> <p><b>Tool Box Talk</b> TO's own</p> <p><b>PLTS</b> Ongoing with CR at 12 week reviews</p> <p><b>AOB</b> None</p>	<p>PG</p> <p>PG AC to see Shannon</p>
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**Date of next meeting 3rd February 2015**