

# Understanding Your Report

## Attendance – What do our Industry Partners say?

“**Good attendance is essential** for your progress at UTC Leeds. Every lesson you miss means missing new knowledge, practice, and the chance to build the skills you need for your courses. Students with high attendance make **much better progress** because they’re consistently building on what they’ve learned.

Attendance is also a key part of workplace **professionalism**. In industry, being reliable, punctual, and present is expected — employers need people they can depend on. By attending regularly now, you’re not only improving your grades but also **developing the habits and standards that future employers look for.**”

	Target Grade	Current Grade	Predicted Grade	Engagement with Learning
Understanding Your Appraisal Report	<p>“What you are aiming for”</p> <p>This is the grade we believe you should be aiming for based on your Baseline Tests. It's a growth goal to help you stay motivated and focused.</p>	<p>“Where you are right now”</p> <p>A current grade shows your present level of understanding in the subject. It reflects the skills and knowledge you’ve demonstrated recently, not your potential or ability overall.</p>	<p>“The most likely grade you will achieve at the end of the course”</p> <p>A <i>predicted grade</i> is an indicator of where you are on track to reach by the end of the course if your current effort, learning habits, and progress continue.</p>	<p>“How you currently engage in learning”</p> <p>Your engagement for learning grade describes the behaviours, habits, and mindset that support strong learning, such as curiosity, effort, resilience &amp; willingness to try new strategies.</p>

## How to take your Engagement with Learning to the next level

### Grade 1 – Excelling

- Continue to maintain your excellent effort and enthusiasm in all tasks.
- Keep actively contributing to discussions and sharing your ideas.
- Aim to sustain your initiative by exploring new challenges and opportunities.
- Maintain your strong focus and persistence when tackling complex tasks.
- Continue to respond positively to feedback by using it to refine and enhance your work.

### Grade 2 – Advancing

- Keep putting in solid effort and strive to maintain high standards in your work.
- Continue participating regularly and look for ways to deepen your engagement.
- Aim to take more initiative and seek opportunities to improve further.
- Work on sustaining concentration and independence throughout tasks.
- Actively seek feedback and use it to make measurable improvements in your work.

### Grade 3 – Securing

- Focus on making consistent effort in all tasks and aim for steady improvement.
- Try to engage more actively in lessons and share your ideas confidently.
- Look for opportunities to take initiative and work independently.
- Practice maintaining focus and persistence, especially with challenging tasks.
- Respond positively to feedback by identifying one or two clear actions to improve your performance

### Grade 4 – Emerging

- Aim to increase your effort and complete tasks with care and attention.
- Try to participate more in lessons and show interest in learning activities.
- Work on taking initiative and staying on task without frequent reminders.
- Practice staying focused and persevering when tasks feel challenging.
- Begin to accept feedback constructively and make small, specific changes to improve your engagement and effort.

## Understanding Grades:

9	A*
8	A
7	A
6	B
5	B
4	C
3	D
2	E
1	F
1	G
U	U

Level & Qualification Grade	Description	Broadly Equivalent to
D*2	Level 2 Distinction *	A* / 8
D2	Level 2 Distinction	A / 7
M2	Level 2 Merit	B / 5
P2	Level 2 Pass	C / 4
D1	Level 1 Distinction	D / 3
M1	Level 1 Merit	E / 2
P1	Level 1 Pass	F / 1

# Year 11 Appraisal: Term 1 – Student Reflection

## How to Use This Report?

*In industry, an appraisal is a chance to reflect on what's **going well**, what can **improve**, and where you want to **go next**.*

*Employers use them to **recognise strengths and support development**.*

*This reflection sheet mirrors that process—use it to think honestly, set realistic goals, and make positive changes over time.*



***“Appraisals are a key part of professional growth. At UTC Leeds, learning to reflect on your progress and act on feedback prepares you for the expectations of modern industry and the workplace.”***

“One subject / piece of work that I’m proud of this term is...”

“A technique or approach that helped me make progress was...”

“A challenge I faced and worked to overcome was...”

Choose one subject that you would like to improve in.

A next step or goal I want to focus on is...

## Where are you now and what are your next steps?



*Find the description that best matches what you can do right now. Then read the level to the right—those statements show you the exact skills or behaviours to focus on next.*

	Emerging	Securing	Advancing	Excelling
<b>Effort &amp; Enthusiasm</b>	Aim to increase your effort and complete tasks with care and attention.	Focus on making consistent effort in all tasks and aim for steady improvement.	Keep putting in solid effort and strive to maintain high standards in your work.	Continue to maintain your excellent effort and enthusiasm in all tasks.
<b>Contribution &amp; Participation</b>	Try to participate more in lessons and show interest in learning activities.	Try to engage more actively in lessons and share your ideas confidently.	Continue participating regularly and look for ways to deepen your engagement.	Keep actively contributing to discussions and sharing your ideas.
<b>Using Your Initiative</b>	Work on taking initiative and staying on task without frequent reminders.	Look for opportunities to take initiative and work independently.	Aim to take more initiative and seek opportunities to improve further.	Aim to sustain your initiative by exploring new challenges and opportunities.
<b>Focus &amp; Persistence</b>	Practice staying focused and persevering when tasks feel challenging.	Practice maintaining focus and persistence, especially with challenging tasks.	Work on sustaining concentration and independence throughout tasks.	Maintain your strong focus and persistence when tackling complex tasks.
<b>Responding to Feedback</b>	Begin to accept feedback constructively and make small, specific changes to improve your engagement and effort.	Respond positively to feedback by identifying one or two clear actions to improve your performance	Actively seek feedback and use it to make measurable improvements in your work.	Continue to respond positively to feedback by using it to refine and enhance your work.