



Internaut Group &lt;cbc177@gmail.com&gt;

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**FW: Re: Performance Review Prep Form**

1 message

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**Clare Chambers** <Clare.Chambers@archapprentices.co.uk>  
To: "cbc177@gmail.com" <cbc177@gmail.com>

3 November 2017 at 19:59

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**From:** [REDACTED]  
**Sent:** 09 September 2016 14:24  
**To:** Clare Chambers <Clare.Chambers@archapprentices.co.uk>  
**Cc:** [REDACTED] <[REDACTED]@archapprentices.co.uk>  
**Subject:** RE: Re: Performance Review Prep Form

Hi Clare,

Thank you for your time today. Just to sum up the main points from today's discussion, you are a great asset to Arch and you represent the Quality Team extremely well, always communicative and professional. You have had a great 9 months with Arch and this is reflected in our continued DCS from the awarding organisations as well as the impact with regards to timely and thorough assessment of the digital assignments. I feel you have settled into the role well and now it is time to begin exposing you to other areas of the business, raising your profiling and putting you outside your comfort zone so as to develop you for what I see as a bright future with Arch. I will complete the appraisal form no later than Monday of next week and then invite you to comment as discussed in relation to the E&D and Safeguarding sections as well as in line with the suggested professional challenges and areas for further development within your role and beyond.

Please book out Wednesday 5th October to attend the Operations Meeting and our curriculum meeting with CIM.

Thank you again for your continued hard work and support throughout 2016.

Regards,

[REDACTED]

[REDACTED] | Head of Quality and Compliance

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**From:** Clare Chambers  
**Sent:** 09 September 2016 12:57  
**To:** [REDACTED]  
**Subject:** RE: Re: Performance Review Prep Form

Hi [REDACTED]

Many thanks for your time earlier – really happy with my appraisal and looking forward to the future with Arch!

As promised, this is a link to the Pomodoro Technique ☺ <http://pomodorotechnique.com/>

Have a great weekend,

Clare