The College of Haringey, Enfield and North East London



Learner Review

16 March 2012

Learner: Christopher Harmsworth

Personal Tutor: Marie Welsh

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 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E) | 57% (1) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection | | | |

Comments / Reference / Targets

Smart Targets: Must attend all classes from here on. Submit all outstanding tasks for Unit2 by

23/03/12. Make contact with your PIB by 12/03/12

Comments: You sarted off so well when you were attending classes.

Upal Banerjee.

| Subject | Attendance | Punctuality | |
|--|------------|--------------|--|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E) | 13% (1) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/HAS Health and | d Safety | | |

Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - Submit by march 30th 2012

Low attendance has impacted on progress. It is disappointing that you were not present for the risk assessment activity, you can complete on March 2nd

Comments: 2012. After the Britvic visit you will have completed the research required for

this unit.

Marie Welsh.

| Subject | Attendance | Punctuality | |
|-------------------------------|------------|---------------------------------------|--|
| BTEC Level 3 Extended | | | |
| Diploma in Business Yr1 | | | |
| (Enfield) | 67% | 97% | |
| BTEC Level 3 Extended | (2) | (8) | |
| Diploma Business GpB Yr1 | `` | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | |
| (Tutorial & General Unit) (E) | | | |
| Modules: | | | |

NE3MBUS1-1DA21B/TUT Tutorial, NE3MBUS1-1DA21B/BUE Business Resources, NE3MBUS1-1DA21B/DTB Developing Teams in Business, NE3MBUS1-1DA21B/ITM Introduction to Marketing, NE3MBUS1-1DA21B/INM Introduction to Marketing, NE3MBUS1-1DA21B/MBE Managing a Business Event

Comments / Reference / Targets

Smart Targets: Attend all lessons. complete Unit 3, Unit 19 and Unit 18 with at least Merits by

the end of March with all the work in your Folder

Comments: Come on Chris try and get this work done you are behind in and well done for

doing well in functional skills exam but focus and attend all lessons.

Mandy Hayward.

| Subject | Attendance | Punctuality | |
|--|------------|--------------|--|
| Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat) | 67% (2) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/FSI FS ICT | | | |

Comments / Reference / Targets

Smart Targets: Practice on past exam papers each week until the exam in May.

Comments: Your attendance needs to improve in order for you to be confident to sit exam

in May.

Anita Sampat.

| Subject | Attendance | Punctuality | |
|---|----------------|--------------|--|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E) | 40% (1) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/BCS BTEC Cus | stomer Service | | |

Comments / Reference / Targets

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

| Subject | Attendance | Punctuality |
|--|------------|--------------|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E) | 56% (1) | 100% (10) |

| Modules: | |
|--------------------------------|--|
| NE3MBUS1-1DA21B/FSE FS English | |

Comments / Reference / Targets

Take part in a formal discussion by 25th Feb. **Smart Targets:**

Comments:

Donna Kavanagh.

| Subject | Attendance | Punctuality | |
|--|------------|--------------|--|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E) | 50% (1) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/FSE FS English | | | |

Comments / Reference / Targets

• attend all functional skills lessons.

• complete a level 2 mock reading exam and aim to achieve at least 19 out of 25 by the end of March

• create and present a persuasive presentation by the end of March

Try not to rush the reading exam and read the questions carefully. Comments:

Donna Kavanagh.

Smart Targets:

Personal Targets

| Area of Development: | Attendance and Puntuality | Mandy Hayward Date Set: 9 September 2011 Deadline: 25 September 2011 |
|----------------------|---|--|
| S.M.A.R.T. Target: | Achieve at least 95% attendance and puntuality record for the month of September. Review with tutor then. | Dedume. 20 ooptember 2011 |

| Area of Development: | Career Academy | Mandy Hayward Date Set: 9 September 2011 Deadline: 24 October 2011 |
|----------------------|---|--|
| S.M.A.R.T. Target: | Make sure you take care on completing your application for the Career Academy - so target to one of the 12 to get in. | Deadinie. 24 October 2011 |

| Area of Development: | llov t v D NA v: | Mandy Hayward Date Set: 27 October 2011 Deadline: 11 November 2011 |
|----------------------|---|--|
| S.M.A.R.T. Target: | Make sure you attend the following student rep meetings and give feedback in tutorial to group - Dates Thursday 3rd Nov, Thursday 12 January, Wednesday 25th April at 12.30pm in KRG21. Make sure you consult with the group beforehand, so you can raise issues. Will review after each meeting. | Boddinio. 11 November 2011 |

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/**Spring**/Summer

Review: Stage 3 Disciplinary March 13th 2012

Issues Raised: Non-attendance to second session of mandatory vocational visit. You volunteered apathy as the reason for non-attendance.

Marie Welsh.

| Course | Attendance | Punctuality |
|----------------------------------|------------|-------------|
| BTEC L3 Ext Dip Business Y1 EGpB | 55% | 97% |