# The College of Haringey, Enfield and North East London



## **Learner Review**

12 January 2012

**Learner: Shanel Osman** 

**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)	100%	100%	
BTEC Level 3 Extended	(10)	(10)	
Diploma Business GpC Yr1	, ,	, ,	
(Tutorial & General Unit) (E)			

#### Modules:

NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

#### Comments / Reference / Targets

Smart Targets: Achieve Distinction in 2 out of 3 units in January 2012

To achieve the target of Distinction overall, you need to be completing 1 Merit Unit and 2 Distinction units. You are still behind on your Passes. You need to be using your coursebook and really working hard with clear focus if you are to achieve this tough target you have set yourself. Workshop next Tuesday,

so start those merits and distinctions.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

#### Comments / Reference / Targets

Smart Targets: Complete a L2 FS English writing exam by Oct term. Proofread and check

your spellings and punctuation.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 1 The Business Environment (E)	100% (10)	100% (10)	
Modules:			

NE3MBUS1-1DA21C/BUE Business Environment

Smart Targets: Complete corrections by 20th January 2012
Comments: Making progress in this unit, contributing in class.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/BCS BTEC Customer Service			

## Comments / Reference / Targets

Smart Targets: Work on the merit and distinction tasks over the holidays

Comments: You are working to a satisfactory standard

Upal Banerjee.

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## **Personal Targets**

Area of Development:	jatteridaries and puristicality	Shanel Osman <b>Date Set:</b> 19 September 2011
S.M.A.R.T. Target:	be on time and achieve 95% attendance	Deadline: 3 October 2011

Area of Development:	Level 3 Course Book	Shanel Osman  Date Set: 19 September 2011  Deadline: 3 October 2011
S.M.A.R.T. Target:	Get a Level 3 Course Work By The End of next Week	Deadline: 3 October 2011

Area of Development:	Sort out folders	Shanel Osman  Date Set: 19 September 2011  Deadline: 10 October 2011
S.M.A.R.T. Target:	sort out folders for all course, notes, assignments and timetable by the beginning of next week and show the tutor	Deadine. To October 2011

## **Tutor Review**

#### **Comments / Reference / Targets**

Review Term: Autumn/Spring/Summer

Review: Had informal meeting today ref behaviour in class, especially issues over going into functional skills maths with Amanda.

Issues Raised: Agreed to be more sensible and ask for help if stuck in work. Next time, will be a first warning.

Mandy Hayward.

Review Term: Autumn/Spring/Summer

Review: Had meeting and happy with progress, change of behaviour and handing work in. Excellent attendance and punctuality. Keep it up.

Issues Raised: Need to hand in work to deadlines and start achieving higher grades for assessments.

Mandy Hayward.

Review Term: Autumn/Spring/Summer

Review: Good attendance and punctuality but what about work ethic... what about getting higher grades, what about getting lots of work completed and shown on the gradesheet.

Issues Raised: You need to work in class more..

Mandy Hayward.

Review Term: Autumn/Spring/Summer

Review: You have made progress and met deadlines in Unit 1 this term. make sure you submit P5 and P6 by 04/01/12.

Issues Raised:

#### Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpC	99%	100%