The College of Haringey, Enfield and North East London



Learner Review

28 March 2012

Learner: Casey Hamilton-Gale Personal Tutor: Wendy Whitelaw

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			
Level 2 CACHE Certificate for the Children & Young Peoples Workforce (T) Functional English (L2 Cert CYP) (T)	44% (1)	100% (10)			
Modules:					
CR2MCYW1-1DA11A/FSE FS English, CR2MCYW1-1DA11A/FST FS ICT					

Comments / Reference / Targets

Smart Targets:

1. Catch up on missed spreadsheet work.

2. Complete individual budget task.

Casey, you have had poor attendance in both English and ICT. I know you may have a valid reason for missing the classes, but you need to ask me for

any work that you have missed in order to catch up.

Iona Tanguay.

Comments:

Subject	Attendance	Punctuality			
Level 2 CACHE Certificate for the Children & Young Peoples Workforce (T) Level 2 Certificate in Children and Young Peoples Workforce GpA (T) (Tutorial and General Unit)	57% (1)	100% (10)			
Modules:					
CR2MCYW1-1DA11A/WKS Workskills					

Comments / Reference / Targets

Smart Targets: To complete 2.1,3.1,3.2, 4.1 and 4.2 by February Half Term

Casey continues to make steady progress in Workskills. She has completed most of the criteria set to date and has shown some level of understanding

towards the subject. She still needs to complete some criteria in college and

placement before completing unit 1.

Syma Mohsin-Shaikh.

Comments:

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Personal Targets

Area of Development:	Attendance	Wendy Whitelaw Date Set: 30 September 2011 Deadline: 30 November 2011
S.M.A.R.T. Target:	Casey has had problems with housing and had been moved from one temporary accommodation to another. She has also had problems with JCP and them insisting that she turns up for compulsory interviews. She should now be able to settle down to work in the class and her attendance issues should be removed. Casey needs to: 1. Inform tutor via email from BB if any absences are unavoidable i.e. JCP etc 2. Catch up with any notes missed from lessons missed - liaise with Buddy 3. Remember 100% attendance, on time all the time!	

Tutor Review

Comments / Reference / Targets

Review Term: Spring

Review: Casey, despite absences from college because of issues with JCP and housing you are just about managing to keep your head above water with the work. Thankfully, your placement work has been able to be maintained. We need to plan together your remaining time so that we can ensure that you succeed on this course.

Issues Raised:

Portfolio building:

We are now starting to compile your portfolio ready for final submission and this will require you to do the following:

- 1. Ensure that you utilise your time in tutorial sessions to update and have your portfolio signed off whenever possible.
- 2. Use your tracking sheet to monitor your own progress which will allow you to see where you are and plan more effectively.
- 3. Ensure that you keep your reflective diary up to date and bring to tutorial sessions so that the criteria affected by the diary can be signed off and evidenced.
- 4. Bring an updated plan of how you intend to catch up with any work missed so that we can support you to finish.

Wendy Whitelaw.

Course	Attendance	Punctuality
Cert L2 CYP TGpA	51%	100%