# The College of Haringey, Enfield and North East London



# **Learner Review**

10 January 2012

Learner: Petra Silveira Da Graca Personal Tutor: Sandra Mirkovic

### **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		
C&G Level 1 Diploma in Travel & Tourism Unit 104 Locational Geography (E)	80% (4)	100% (10)		
Modules:				
ND1MTRT1-1DA11B/LOG Locational Geography				

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

**Smart Targets:** deadlines / attendance

Petra yu need to amend map B, your attendance is 80% you need to catch up with all the outstanding work by Wednesday 30th November and I would Comments:

suggest that you come to C42 and collect the maps that you need to do and

complete all the work for home work.

Georgia Demetriou.

Subject	Attendance	Punctuality			
C&G Level 1 Diploma in Travel & Tourism Unit 102 UK Tourism Industry (E)	100% (10)	100% (10)			
Modules:					
ND1MTRT1-1DA11B/UTI UK Tourism Industry					

#### Comments / Reference / Targets

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to

ill-health, you should use the study time to get ahead with the work,

assignments and assessments for the units being delivered by your other **Smart Targets:** tutors. You will then be able to focus on this unit again at a later stage in the

year. This means that you should be able to submit work early for other units

and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

Subject	Attendance	Punctuality			
C&G Level 1 Diploma in					
Travel & Tourism	87%	92%			
Unit 103 Customer Service	(4)	(6)			
(E)		` '			
Modules:					
ND1MTRT1-1DA11B/CUS Customer Service					

#### Comments / Reference / Targets

Smart Targets:

Good attendance / punctuality.

Up to date with your work.

Comments:

Completed unit 103 / customer service / both tasks A & B.

Keep up with your good work!

Sandra Mirkovic.

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# **Personal Targets**

Area of Development:	Complete the workskills booklet	Schnell Smith  Date Set: 11 October 2011  Deadline: 18 October 2011
S.M.A.R.T. Target:	Produce an A2 poster for the classroom that outlines positive behaviours necessary for effective teamwork. Take a picture of the poster	Deaume. To October 2011

# **Tutor Review**

## Comments / Reference / Targets

None.

Course	Attendance	Punctuality
C&G L1 Dip Travel & Tourism EGpB	88%	87%