# The College of Haringey, Enfield and North East London



# **Learner Review**

22 March 2012

**Learner: Priyabrata Roy** 

**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) | 97%<br>(9) | 100%<br>(10) |  |

#### Modules:

NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/RAS Recruitment and Selection, NE3MBUS1-1DA21C/BCS BTEC Customer Service

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

Smart Targets:

All outstanding tasks for Unit2 to be submitted by 16/03/12. Hand in Unit13 P1

to P5 and Customer service Unit1 outcomes 1 and 2 by 23/03/12

Comments: Some good work to date. Build on your confidence.

Upal Banerjee.

| 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/MBE Managing a Business Event, NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

#### Comments / Reference / Targets

Smart Targets: You need to make sure you have three units signed off with Passes in your

folder by end of March from term 1 - Unit 2, Unit 3 and Unit 19.

You need to make sure you hit deadlines and do the work. Use a level 3

Comments: course book, check understanding and ask questions instead of staring at the

screen. Need to come to catchup workshops on a Thursday from 5-7pm.

Mandy Hayward.

| Subject  | Attendance | Punctuality  |
|--|------------|--------------|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E) | 94%<br>(7) | 100%<br>(10) |
| Modules:   |            |              |

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

NE3MBUS1-1DA21C/FSE FS English

Smart Targets: Write a covering letter by 30th March.

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) | 95%<br>(8) | 100%<br>(10) |
| Modules:   |            |              |
| NE3MBUS1-1DA21C/FSE FS English   |            |              |

#### Comments / Reference / Targets

Smart Targets: Write a briefing paper by the end of March.

Comments:

Donna Kavanagh.

| Subject  | Attendance     | Punctuality  |  |
|--|----------------|--------------|--|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpC Yr1 (Tutorial & General Unit) (E) | 97%<br>(8)     | 100%<br>(10) |  |
| Modules:   |                |              |  |
| NE3MBUS1-1DA21C/HAS Hea  | Ith and Safety |              |  |

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

Smart Targets: Unit 27 H&S Assignment - submit by March 28th 2012

You have made good progress, completing the risk assessment activity and

Comments: meeting the deadline for Assignment 1. Afterth visit to Britvic you will have

completed the research for this unit.

Marie Welsh.

| Subject   | Attendance    | Punctuality  |
|---|---------------|--------------|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 1 The Business Environment (E) | 92%<br>(6)    | 100%<br>(10) |
| Modules:  |               |              |
| NE3MBUS1-1DA21C/BUE Busines   | s Environment |              |

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

Smart Targets: Complete corrections by January 20th 2012.

Comments: Making progress in this unit, contributing in class.

Marie Welsh.

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# **Personal Targets**

| Area of Development:   | Attendance and Punctuality   | Mandy Hayward <b>Date Set:</b> 15 September 2011 <b>Deadline:</b> 3 October 2011 |
|------------------------|--|--|
| IIIS IVI A P I I STAGT | Achieve at least 95% attendance and punctuality record for the month of September. | <b>Doddinio.</b> 6 66,656, 2611  |

| Area of Development: | Improve business knowledge   | Mandy Hayward  Date Set: 15 September 2011  Deadline: 20 December 2011 |
|----------------------|--|--|
| S.M.A.R.T. Target:   | Need to get Level 3 business book to help you with your course work. Get a book and show me. 7th Nov and still no book. Need to sort out ASP or will copy certain chapters for you. WHere are you with this target please? |  |

| Area of Development: | Correct P1 Marketing by next Monday   | Mandy Hayward  Date Set: 7 November 2011  Deadline: 20 December 2011 |
|----------------------|---|--|
| S.M.A.R.T. Target:   | Sort out amendments for P1 for marketing and resubmit next Monday. It is now 14th Dec and still not done. You need to be working harder. Complete and hand in Tuesday 20th Dec at workshop. | Doddinio. 25 Dossinisti 2511   |

# **Tutor Review**

## **Comments / Reference / Targets**

None.

| Course                           | Attendance | Punctuality |
|----------------------------------|------------|-------------|
| BTEC L3 Ext Dip Business Y1 EGpC | 98%        | 100%        |