The College of Haringey, Enfield and North East London



Learner Review

12 January 2012

Learner: Olga Jankovska

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) | 92% (6) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/BUR Business Resources | | | |

Comments / Reference / Targets

Smart Targets: Submit P5 and P7 on 06/01/12

Comments: Good progress made.

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) | 91% (6) | 100% (10) | |

Modules:

NE3MBUS1-1DA21B/TUT Tutorial, NE3MBUS1-1DA21B/DTB Developing Teams in Business, NE3MBUS1-1DA21B/ITM Introduction to Marketing, NE3MBUS1-1DA21B/INM Introduction to Marketing

Comments / Reference / Targets

Your target grade is DDD, so you have to hand in at least 1 distinction unit in **Smart Targets:**

January 2012

You need to improve your attendance and develop your knowledge of business including analysis and evaluation skills so you can successfully complete merits and distinctions. You need to look at your time management

and read around the subject.

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) | 67% (2) | |
| Modules: | | | |
| NE3MBUS1-1DA21B/FSE FS English | | | |

Comments / Reference / Targets

Smart Targets: Complete 1, L2, FS English writing exam by Oct half term. Proofread and

check your spellings. Use a dictionary if necessary.

Comments:

Donna Kavanagh.

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

Comments / Reference / Targets

Smart Targets: Complete all BKSB tasks on WP up to Level 2 by 13/12/11

Comments: Anita Sampat.

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

Comments / Reference / Targets

Smart Targets: Submit draft report by 15 Nov

Comments: You missed your deadline of 19 Oct

Anita Sampat.

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Personal Targets

| Area of Development: | Organisation and Planning | Mandy Hayward Date Set: 11 October 2011 Deadline: 31 October 2011 |
|----------------------|---|---|
| | Set up a course folder with dividers, assignments and notes by Oct 31st | Deadine: 31 October 2011 |

| Area of Development: | Business Knowledge | Mandy Hayward Date Set: 11 October 2011 Deadline: 2 November 2011 |
|----------------------|---|---|
| S.M.A.R.T. Target: | get business book and read business news to develop your knowledge so you can more easily achieve higher grades. Review each week when doing business quiz. | Deadine: 2 November 2011 |

| Area of Development: | Verbal Skills | Mandy Hayward Date Set: 11 October 2011 Deadline: 21 November 2011 |
|---------------------------|--|--|
| IIIS IVI A P I I STABTI I | Answer at least 2 questions in class per week and review progress with tutor at end of November. | Deadinie. 21 November 2011 |

Tutor Review

Comments / Reference / Targets

None.

| Course | Attendance | Punctuality |
|----------------------------------|------------|-------------|
| BTEC L3 Ext Dip Business Y1 EGpB | 83% | 99% |