# The College of Haringey, Enfield and North East London



## **Learner Review**

12 January 2012

Learner: Victoria Arroyo

**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)	96% (8)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/BUR Business Resources		

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

Smart Targets: Must complete tasks 1 to 5 by 06/01/12

Comments: Your attendance could improve. A better effort is also expected.

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)	73% (3)	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**

Smart Targets: Improve your attendance to over 85% and hand in three units in first week of

January 2012

You are missing too many lessons, lack motivation and not handing in work. If you want to be successful and stay on this course, you need to make sure

Comments: you hand in three units - all passes first week of January. A second

disciplinary has been organised for second week, which you will be asked to

attend if you do not.

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)	100% (10)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

Smart Targets:

Complete L2 FS English writing test by Oct half term. Proofread and check

your spellings. Use a dictionary if necessary.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	86% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

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

Smart Targets: Complete report by 15 Nov

Comments: You have not given me the work as promised. I cannot provide support unless

I see the draft report.

Anita Sampat.

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# **Personal Targets**

Area of Development:	Business Knowledge	Mandy Hayward  Date Set: 9 September 2011  Deadline: 16 September 2011
S.M.A.R.T. Target:	Get a level 3 course book from the learning centre.	'

Area of Development:	Attendance and Punctuality	Mandy Hayward <b>Date Set:</b> 9 September 2011 <b>Deadline:</b> 25 September 2011
IIS MIN DI ISPACIO	Achieve at last 95% attendance and punctuality record for the month of September. Review at end.	Deaumie. 23 deptember 2011

Area of Development:	Career Academy	Mandy Hayward  Date Set: 9 September 2011  Deadline: 26 September 2011
IIIS IVI A P I I START I	Research on the career academy and make sure you complete your application and get picked.	Deadinie. 20 September 2011

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	80%	99%