The College of Haringey, Enfield and North East London



Learner Review

19 January 2012

Learner: Bilal Koten

Personal Tutor: Calvert Smart

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	
YPC C&G Intro Cert Basic Construction Y10 & Y11 YPC City & Guilds Introductory Cert in Basic Construction Skills Y11 (T) (Tutorial and General Unit)	83% (4)	90% (5)	
Modules:			
K41MCNT1-1DA22A/THE Theory, K41MCNT1-1DA22A/PRA Practical			

Comments / Reference / Targets

Hello Bilal, Your portfolio has units 007, 010, 013 and 020 in it but they have not been signed off. I would like you to have these units completed and

signed off by 09 Nov 2011. I would also like you to show me a completed

practice mortice joint or centre bridle joint by 12 Oct 2011.

Comments: Calvert Smart.

Smart Targets:

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Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review:

You took 4 practical unit assessments in decorating last year and need to complete the paperwork for them as soon as possible. This year you have listened well and shown me some very good practice joinery. I would like you to have taken two joinery assessments and completed the paperwork no later than 16th November 2011, to get on track to pass this course successfully.

Issues Raised: At present your attendance is 70% which is below the college target of 100% and means that you are missing important lessons or assessments. We need to see an immediate improvement in your attendance to prevent you from failing the course.

Calvert Smart.

Course	Attendance	Punctuality
YPC C&G IntroCert Basic Construction Y11	65%	94%