# The College of Haringey, Enfield and North East London



# **Learner Review**

16 January 2012

**Learner: Roxanne Bernard** 

**Personal Tutor: Deborah Abrey** 

## **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 3 Tourism Studies Yr2	80%	100%	
Unit 303 Promotions and	(4)	(10)	
Sales in Travel and Tourism			
Modules:			
ND3MTAS1-1DA22A/CUS Customer Service /FS English			

#### **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

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.

**Smart Targets:** 

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 Unit 323 Conferences and Events	88% (4)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

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

Smart Targets: Task A resubmission and Task Bii to be handed in by 24th November

Comments: Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	70%	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tuto	orial		

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

Smart Targets: Improve attendance by 15/01/12

Comments: Low attendance impacts on course success. make sure that you attend all

tutorials from January 5th 2012 to discuss this situation.

Marie Welsh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/FSI FS I	CT		

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

Smart Targets: Prepare for ICT mock on 13 Oct

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	83% (4)	96% (8)	
Modules:			
ND3MTAS1-1DA22A/CUS Custome	r Service /FS English, ND3MTAS1-1	DA22A/WTD World Wide Travel Destinations	

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

Smart Targets: DEADLINE / Assessment

BTEC Customers: Make sure you complete and submit your customer service

outcome 1 (elements 1.1, 1.2 & 1.4 -1.5) by Monday 21st November.

**World Wide Destinations:** You need to do some independent research/ revise after each outcome so that you have a clear understanding of all the relevant outcomes and requirements needed in order to successfully pass your on-line exam. Make sure you bring a folder to ever lesson so that you can attach the relevant sources against the outcome that is being delivered.

Roxanne your attendance needs to improve!

Georgia Demetriou.

Comments:

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## **Personal Targets**

Area of Development:	politiplete ali outstatiulity work	Roxanne Bernard <b>Date Set:</b> 10 October 2011
5.M.A.R.T. Target:	assignment 1 to be completed by friday 14th assignment 2 to be completed thurs 20th oct	Deadline: 20 October 2011

## **Tutor Review**

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

Review Term: <u>Autumn</u>/Spring/Summer

Review: Roxanne continue working on outstanding work. ensure you meet all future deadlines

Issues Raised: Attendance in some lessons is below college expectation. Try to improve your attendance. To be reviewed 5th January 2012

#### Deborah Abrey.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	74%	97%