# The College of Haringey, Enfield and North East London



# **Learner Review**

13 March 2012

**Learner: Radha Staines** 

**Personal Tutor: Georgia Demetriou** 

## **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 1 Diploma in Travel & Tourism Unit 112 - Recommending holidays to suit customers' needs (E)	89% (5)	100% (10)	
Modules:			
ND1MTRT1-1DA11A/LOG Locational Geography			

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

Smart Targets: Attendance to be improved to above college target ( 86%)

Comments: All coursework deadlines have been met for unit 113

Deborah Abrey.

Subject	Attendance	Punctuality
C&G Level 1 Diploma in Travel & Tourism Unit 109 UK Travel and Tourism Destinations (E)	94% (7)	100% (10)
Modules:		
ND1MTRT1-1DA11A/CUS Customer Service ND1MTRT1-1DA11A/PRF Preparing for Employement		

### Comments / Reference / Targets

**Smart Targets:** 

Radha, your attendance is very good!!!! Keep up your good attendance!!

You have not completed unit 109, dont worry, you will have to revise again, so

you will have an online test again next week!

Comments:

Good luck Radha!!

You need to catch up with unit 105 Preparing for employment!!

#### Sandra Mirkovic.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	94% (7)	
Modules:			
ND1MTRT1-1DA11A/FSI FS ICT			

Smart Targets: Practice your spreadsheet skills each week to prepare for exam in May.

Comments: You are progressing well at Entry level. You must continue to practice at

outside of class to build speed.

Anita Sampat.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Functional English (C&G Level 1 Tourism Grp A & B) (E)	91% (5)	100% (10)	
Modules:			
ND1MTRT1-1DA11A/FSE FS I	English		

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

Smart Targets: Practice writing in different formats- extend writing and vocabulary.

Comments: Amanda Odilibe.

Subject	Attendance	Punctuality
C&G Level 1 Diploma in Travel & Tourism C&G Level 1 Diploma in Travel & Tourism GpA (E) (Tutorial & General Unit)	92% (6)	100% (10)
Modules:		
ND1MTRT1-1DA11A/TUT Tutorial . ND1MTRT1-1DA11A/LOG Locational Geography		

## **Comments / Reference / Targets**

**Smart Targets:** 

Comments: see tutor review

Georgia Demetriou.

. . .

# **Personal Targets**

Area of Development:	Organise study resources	Schnell Smith  Date Set: 14 October 2011  Deadline: 17 October 2011
IIS MIN PI I STABT	Sort out a folder for all course notes, assignments and timetable by beginning of next week	Deadinie. 17 October 2011

Area of Development:		Radha Staines	
S.M.A.R.T. Target:	Need to revise for on line test	Date Set: 4 January 2012 Deadline: 13 January 2012	

## **Tutor Review**

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

Review Term: Autumn/Spring/Summer

Review:

#### Term 1

Radha your attendance / punctuality is excellent make sure you keep this up.

You have a great/positive attitude to your studies and you work very well with your peers during classroom activities, make sure you attend your additional learning support sessions so that extra help and guidance can be given. The support sessions will enable you to pass the qualification and improve your English literacy level to a standard that you feel comfortable in working independently with.

Make sure you use your additional study days to do some revision for you functioal skills IT mock paper and your vocational on-line tests, if your prepare yourself in advance it will enable you to achieve a pass grade in all your vocational units.

Keep up the good work!

Issues Raised:

Georgia Demetriou.

Review Term: Autumn/Spring/Summer

Review:

Make sureyou arrive to all your lessons and ensure that you arrive on time, the start of the class session is very important so that you do not miss the aims and objectives. **Radha**you need to improve on your punctuality, attendance and deadline keeping, if you are not in college you are not learning and this will affect your overall grade, when you are in college you must engage yourself more with classroom activities and discussions.

You need to make sure you hand in your deadlines on time so that the appropriate interim feedback can be given by your assessors, this will also give you the opportunity to pass the unit on time as well as improve your grades.

Issues Raised: Deadlines/attendance/punctuality

#### Georgia Demetriou.

Course	Attendance	Punctuality
C&G L1 Dip Travel & Tourism EGpA	92%	99%