# The College of Haringey, Enfield and North East London



# **Learner Review**

22 March 2012

**Learner: Trevor Black** 

**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)	81%	85%	
Functional English (BTEC L3	(4)	(4)	
Dip Business Gp B&C Yr1)			
(E)			
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

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

Smart Targets: Write a covering letter by 30th March.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	90% (5)	89% (4)	
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

## Comments / Reference / Targets

Smart Targets: Write a briefing paper by th end of March.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	79%	96%	
BTEC Level 3 Extended	(4)	(8)	
Diploma Business GpC Yr1			
(Tutorial & General Unit) (E)			
Modules:			
NE3MBUS1-1DA21C/HAS Health and Safety			

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

Unit 27 H&S Assignment - submit by March 28th 2012 Unit 27 Assignment 1 -**Smart Targets:** 

submit April 16th 2012

You have made some progress in the unit, completing the risk assessment Comments:

activity. It is disappointing that you did not submit Assignment 1. After the

Britvic visit you will have completed the research required for this unit.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 1 The Business Environment (E)	76% (3)	89% (5)	
Modules:			
NE3MBUS1-1DA21C/BUE Business Environment			

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

**Smart Targets:** Complete corrections by January 20th 2012. Comments: Some low attendance has impacted on progress.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	83% (4)	98% (9)	

#### Modules:

NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/RAS Recruitment and Selection, NE3MBUS1-1DA21C/BCS BTEC Customer Service

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

All outstanding tasks for Unit2 to be submitted by 16/03/12. Hand in Unit13 P1 **Smart Targets:** 

to P5 and Customer service Unit1 outcomes 1 and 2 by 23/03/12

Comments: You have the potential to achieve the maximum grades but must focus more.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpC Yr1 (Tutorial & General Unit) (E)	88% (4)	100% (10)	

Modules: NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/MBE Managing a Business Event, NE3MBUS1-

1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

#### Comments / Reference / Targets

**Smart Targets:** 

You need to make sure you have three units signed off with Passes in your folder by end of March from term 1 - Unit 2, Unit 3 and Unit 19. Also improve

your attendance and your focus in class.

Comments:

This should be signed off with Merits but you are behind in deadlines, very articulate with excuses and not doing Merits or Distinctions. Not happy that you are not working to a higher level and that you are not doing research for your assessments. Your overall grade is Distinction and you are not achieving that. So when is this going to change?

Mandy Hayward.

# **Personal Targets**

Area of Development:	Punctuality	Trevor Black  Date Set: 27 September 2011  Deadline: 1 October 2011
IIIS MIA PI I STACT	Achieve at least 95% attendance and punctuality record for the month of September.	Deadine. 1 October 2011

Area of Development:	One to One with Tutor	Mandy Hayward  Date Set: 13 December 2011  Deadline: 14 December 2011
S M A D T Target:	You need to have one to one with tutor to talk about why you are missing classes and how you are going to catch up on missed work to achieve Distinction overall.	Dedume: 14 December 2011

Area of Development:	Complete outstanding work for Unit 3	Lucy Yeboah  Date Set: 23 January 2012  Deadline: 23 January 2012
S.M.A.R.T. Target:	Amend P1,3 and 5 for Unit3 by 25/01/2012 Submit P6 of Unit3 by the 24/01/2012 Work towards M1,2 and 3 by the end of January (30th Jan 12)	Doddinio. 20 danidary 2012

# **Tutor Review**

## Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpC	86%	97%