The College of Haringey, Enfield and North East London



Learner Review

16 January 2012

Learner: Kooneelen Soobrayen

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
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	58% (1)	78% (3)
Modules:		
ND3MTAS1-1DA22A/CUS BTEC Customer Service , ND3MTAS1-1DA22A/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) byMonday 21st November.

Comments: revise after each outcome so t

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.

Georgia Demetriou.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 Unit 323 Conferences and Events	75% (3)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

Comments / Reference / Targets

Smart Targets: Task A and Task Bii to be submitted by 24th November

Comments: Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 Unit 303 Promotions and Sales in Travel and Tourism	53% (1)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/CUS BTEC Customer Service			

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 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	50% (1)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tutorial			

Comments / Reference / Targets

Smart Targets: Attend all classes from January 5th until the end of your course.

Comments: Your attendance is unacceptable and will impact on your target grade of

Pass. Make sure you are in tutorial 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)	40% (1)	50% (1)	
Modules:			
ND3MTAS1-1DA22A/FSI FS I	СТ		

Comments / Reference / Targets

Smart Targets: Prepare for ICT mock on 13 Oct by revising on work covered in lessons

Comments: Anita Sampat.

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Personal Targets

Area of Development:	DEADLINE	Georgia Demetriou Date Set: 16 November 2011 Deadline: 21 November 2011
S.M.A.R.T. Target:	Make sure you complete and submit your customer service outcome 1 (elements 1.1 -1.5) by Monday 21st November.	Deadine: 21 November 2011

Area of Development:	Kooneelen Soobrayen
S.M.A.R.T. Target:	Date Set: 5 January 2012 Deadline: 5 January 2012

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	57%	88%