# The College of Haringey, Enfield and North East London



# **Learner Review**

11 January 2012

**Learner: Georgette Darius 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) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	98% (9)	100% (10)	

#### Modules:

NE3MBUS1-1DA21B/TUT Tutorial, NE3MBUS1-1DA21B/DTB Developing Teams in Business, NE3MBUS1-1DA21B/ITM Introduction to Marketing, NE3MBUS1-1DA21B/INM Introduction to Marketing

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

Smart Targets: Achieve Distinction in two out of 3 units in January 2012

You are doing well on the course and your target grade is DDD, so two out of 3 units need to be distinction. You work hard but always seem to be in the background, so more team leadership and check understanding, especially for Merit and Distinction tasks. Well done for some good work on Christmas

Fayre.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

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

Smart Targets: Prepare for ICT mock by w/c 10 Oct

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

#### Comments / Reference / Targets

Smart Targets:

Complete 1 FS English L2 writing test by Oct half term. Proofread and check

your use of apostrophes and commas.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

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

Smart Targets: Hand in final report on 2 Dec

Comments: Anita Sampat.

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# **Personal Targets**

Area of Development:	Review your progress	Mandy Hayward  Date Set: 11 October 2011  Deadline: 4 November 2011
IIIS IVI A R I TARGET.	Review your progress with tutor against target grade 4th Nov in one to one	Deadline: 4 November 2011

Area of Development:	Organisation and Planning	Mandy Hayward  Date Set: 11 October 2011  Deadline: 4 November 2011
IIIS MIN PI I STACT	Set up a course folder with dividers, assignments and notes then show to tutor at one to one.	Deadinie. 4 November 2011

Area of Development:	Verbal Communication Skills	Mandy Hayward  Date Set: 11 October 2011  Deadline: 30 November 2011
S.M.A.R.T. Target:	participate in class by asking at least 2 questions a week or making two points a week and review with tutor at the end of November.	Boudinio. 35 November 2011

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	99%	99%