The College of Haringey, Enfield and North East London



Learner Review

11 January 2012

Learner: Christopher Harmsworth

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)	85% (4)	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: Improve your attendance to over 85% in January 2012 and hand in all Passes

for 3 units in January 2012

You are falling behind in the course due to attendance and not completing your work. Can cope if for a few days but you are now missing too many which is threatening your success on the course. I trust you are not working whilst you are off. We will support you Chris to a certain point, if you can at least email your work and attempt it, then it will reassure us but everyone concerned about your ability to get the work done when you are missing so

many lessons. Sort it out.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	75% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

Smart Targets: Complete one L2 mock writing test by Oct half term.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	86% (4)	100% (10)	
Modules:			

NE3MBUS1-1DA21B/FSI FS ICT

Comments / Reference / Targets

Smart Targets: Work through BKSB tasks up to Level 2 by 13/12/11

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	57% (1)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

Comments / Reference / Targets

Smart Targets: Submit draft report by 15 Nov

Comments: You missed the first deadline of 19 Oct

Anita Sampat.

Personal Targets

Area of Development:	Attendance and Puntuality	Mandy Hayward Date Set: 9 September 2011 Deadline: 25 September 2011
S.M.A.R.T. Target:	Achieve at least 95% attendance and puntuality record for the month of September. Review with tutor then.	Deading. 20 September 2011

Area of Development:	Career Academy	Mandy Hayward Date Set: 9 September 2011 Deadline: 24 October 2011
S.M.A.R.T. Target:	Make sure you take care on completing your application for the Career Academy - so target to one of the 12 to get in.	Deadinic. 24 October 2011

Area of Development:	llov t v D NA v:	Mandy Hayward Date Set: 27 October 2011 Deadline: 11 November 2011
S.M.A.R.T. Target:	Make sure you attend the following student rep meetings and give feedback in tutorial to group - Dates Thursday 3rd Nov, Thursday 12 January, Wednesday 25th April at 12.30pm in KRG21. Make sure you consult with the group beforehand, so you can raise issues. Will review after each meeting.	Boddinio. 11 November 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	66%	100%