## **Learner Review**

**16 November 2011** 

**Learner: Dante Daley** 

**Personal Tutor:** 

### **Key to Attendance and Punctuality percentages**

- 100% to 91% is green status
- 90% to 85% is amber status
- 85% 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	Attendance	Punctuality		
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	50% (1)	100% (10)		
Modules:				
NE3MBUS1-1DA21B/FSI FS I	OT			

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

Smart Targets: Complete all spreadsheets tasks and prepare for mock by 10 Oct

Comments: Anita Sampat.

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# **Personal Tutor Summary**

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

Review Term: Autumn/Spring/Summer

Review: Had meeting today to review how much caught up on and attendance and punctuality.

Issues Raised: Late for lesson and produced one piece of work for customer service. Produced plan for handing in some work next week. Will review again next Friday.

#### Mandy Hayward.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	43%	94%