# The College of Haringey, Enfield and North East London



### **Learner Review**

12 January 2012

**Learner: Caroline Sutton** 

**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) 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 1 mock L2 writing test.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	80% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS Engli	sh		

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

Smart Targets: Complete all WP tasks up to Level 2 by 13/12/11

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1	0.404	4000/	
(Enfield)	84%	100%	
BTEC Level 3 Extended	(4)	(10)	
Diploma Business GpB Yr1			
(Tutorial & General Unit) (E)			

#### 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 2 out of 3 units with a Distinction by end of January 2012.

You are behind on progress to achieve your target of D\*D\*D\*, so you need to completing Merits and Distinctions in January. Your attendance is creeping up, so next focus is completing work on time. Then working on your analysis and evaluation skills for higher grades. Good work on Christmas Fayre so

make sure Developing Teams is completed.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality		
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	84% (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

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Mandy Hayward.

Comments:

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### **Personal Targets**

Area of Development:	ID	Mandy Hayward  Date Set: 5 October 2011  Deadline: 7 October 2011
S.M.A.R.T. Target:	Due to your attendance you have missed the opportunity to be on the disneyland task - you are now sorting out City Business Library trip. When you are absent from team work, make sure your team knows what progress you have made. See me about City Business Library trip you are doing with Asyia, Jay and Samantha.	Deadinie. 7 Goldson 2011

Area of Development:	A + 4   1	Mandy Hayward  Date Set: 5 October 2011  Deadline: 25 November 2011
S.M.A.R.T. Target:	Improve your attendance to over 95% as it is letting you down and you are getting behind in your deadlines and causing yourself more stress. Review next Wed. Now 2nd Nov and at 87%, so more effort to reach 95% by end of Nov.	Doddino: 20 November 2011

Area of Development:	Student Volunteering	Mandy Hayward  Date Set: 5 October 2011  Deadline: 9 December 2011
	Find out about student volunteering and keeping evidence for a future certificate <a href="http://www.wwv.org.uk/world-wide-volunteering/volunteering-certificates.aspx?sectionid=1">http://www.wwv.org.uk/world-wide-volunteering/volunteering-certificates.aspx?sectionid=1</a>	Dedume: 5 December 2011

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	80%	94%