# The College of Haringey, Enfield and North East London



# **Learner Review**

16 March 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) Unit 2 Business Resources (E)	93% (7)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business	Resources . NE3MBUS1-1DA21B/R	AS Recruitment and Selection	

#### Comments / Reference / Targets

Smart Targets: Must submit all outstanding work for unit2 by 23/03/12 Comments: You have the potential to achieve much better grades.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	78% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/HAS Hea	alth and Safety		

#### Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - submit by March 30th 2012

It is disappointing that you were not present for the risk assessment activity

Comments: which is being scheduled for March 2nd 2012. After the Britvic visit you will

have completed the assignment research.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	83%	98%	
BTEC Level 3 Extended	(4)	(9)	
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, NE3MBUS1-1DA21B/MBE Managing a Business Event

Complete Unit 3, Unit 19 and Unit 18 with at least Merits by the end of March

with all the work in your Folder and try and manage your attendance and not

missing deadlines

Comments: Come on Caroline - a last push against the odds to get upto date and you

achieving higher grades especially if you are to achieve D\*D\*D\* overall.

Mandy Hayward.

**Smart Targets:** 

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	67% (2)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

#### Comments / Reference / Targets

Smart Targets: Continue to practice on spreadsheets, graphs and past exam papers each

week until the exam in May.

You have made some progress this term but I would like to see you keep

Comments: focus in class and practice more so that you can gain confidence to pass the

exam.

Anita Sampat.

Subject	Attendance Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	67% (2)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BCS BTEC Customer Service		

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

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1 (Enfield)	82%	50%	
Functional English (BTEC L3	(4)	(1)	
Dip Business Gp B&C Yr1)			
(E)			
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

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

Smart Targets: Write a covering letter by 30th March.

Comments:

Donna Kavanagh.

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)	53% (1)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

# **Comments / Reference / Targets**

Smart Targets: Attend all lessons this term.

Comments: Donna Kavanagh.

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# **Personal Targets**

Area of Development:	Developing Teams Task	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.	Dodding. 7 Goldson 2011

Area of Development:	Attendance	Mandy Hayward  Date Set: 5 October 2011  Deadline: 27 March 2012
IN A R I ISTABI	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. march 8th and now 75%, so dropped again and getting stressed because behind in work. Need to review with tutor.	Deaume. 27 Water 2012

Area of Development:		Caroline Sutton  Date Set: 10 January 2012  Deadline: 27 March 2012
S.M.A.R.T. Target:	Sort attendance and punctuality before easter half term!!! Or loose bet! 81% at the moment. As at 8th March it is 77% and you are getting behind in work again. And I expect you to be getting at least Merits in all units need to sort out and discuss at next tutorial.	

# **Tutor Review**

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

Review Term: Autumn/**Spring**/Summer

Review: Stage 3 Disciplinary March 14th 2012

Issues Raised: Non completion of mandatory vocational visit March 13th 2012. You advised that you informed course tutor of non-attendance to second session this has not been confirmed.

#### Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	77%	95%