# The College of Haringey, Enfield and North East London



# **Learner Review**

16 March 2012

Learner: Nuria Da Cunha 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)	97% (8)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection			

### Comments / Reference / Targets

Smart Targets: Carry out research on the recruitment process of two large organisations by

16/03/12

Comments: Excellent performance to date.

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)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/HAS Health and	d Safetv		

#### Comments / Reference / Targets

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

You are making progress in this unit supported by excellent attendance. It was unfortunate that the risk assessment clashed with your examination, but

Comments: was unfortunate that the fisk assessment classified with your examination, but has now been scheduled for March 2nd. After the visit to Britvic you will have

completed the reserach for this unit.

Marie Welsh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	95% (8)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

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

Smart Targets: Practice on past exam papers each week until the exam in May.

You are making good progress however I would like to see you put more in

Comments: completing a past paper within one session. You also need to build

confidence in preparing spreadsheet formulas.

Anita Sampat.

Subject	Subject Attendance Punctuality	
BTEC Level 3 Extended		
Diploma in Business Yr1		
(Enfield)	100%	100%
BTEC Level 3 Extended	(10)	(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, NE3MBUS1-1DA21B/MBE Managing a Business Event

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

Smart Targets: Complete Unit 3, Unit 19 and Unit 18 with Distinctions by the end of March

with all the work in your Folder

Then start new unit 17 and complete passes... you can do it.. Excellent

Comments: student working hard and also being an excellent student rep and support to

tutor. Thank You, a delight to teach.

Mandy Hayward.

Subject	Attendance	Punctuality		
BTEC Level 3 Extended				
Diploma in Business Yr1				
(Enfield)	100%	100%		
Functional English (BTEC L3	(10)	(10)		
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) BTEC Customer Service (L3 Dip Business Yr1) (E)	100% (10)		

# 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) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS Eng	glish		

### Comments / Reference / Targets

Smart Targets: Write a briefing paper by the end of MArch.

Comments: Donna Kavanagh.

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# **Personal Targets**

Area of Development:	Deadlines	Mandy Hayward  Date Set: 11 October 2011  Deadline: 12 October 2011
IIIS NA A D I ISPACE	Catch up with P2 Intro to Marketing by being prepared for tomorrows lesson to do discussion.	Deadine. 12 October 2011

Area of Development:	Career Academy	Mandy Hayward  Date Set: 11 October 2011  Deadline: 31 October 2011
IIS MIN DI ISPACIO	Get into the career academy by working on interview skills and knowledge of organisation.	Deadine: 31 October 2011

Area of Development:	Leadership Skills	Mandy Hayward  Date Set: 11 October 2011  Deadline: 18 November 2011
IIIS IVI A R I TARNET.	Step up in group work to take the lead - will review mid Nov on progress of this.	Deadinie. 10 November 2011

# **Tutor Review**

# **Comments / Reference / Targets**

None.

Course	Attendance	Punctuality
GCSE English EGpK	100%	100%
BTEC L3 Ext Dip Business Y1 EGpB	99%	100%