The College of Haringey, Enfield and North East London



Learner Review

11 January 2012

Learner: Camila Dias

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)	71%	100%
BTEC Level 3 Extended	(3)	(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: Improve your attendance to all lessons and hand in 2 out of 3 units as

Distinction in January 2012

To achieve D*D*D* you need to ensuring that Unit 19 and Unit 3 are

distinctions so you are on target. Also stop missing odd lessons which is

affecting your attendance.

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)	0% (1)	0% (1)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

1.) Complete L2, BKSB diagnostic assessment by Oct half term.

Smart Targets: 2.) Complete 1 mock L2, reading, FS English test by Oct half term.

3.) Complete 1 writing, L2 FS English exam by Oct half term.

Comments: I know you started the course late, so we need to do this to assess your levels

and areas of weakness.

Donna Kavanagh.

Subject	Attendance	Punctuality

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

Comments / Reference / Targets

Smart Targets: Work through all BKSB WP tasks 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)	86% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

Comments / Reference / Targets

Smart Targets: Submit draft report on 15 Nov

Comments: You did not meet the first deadline which was on 19 Oct.

Anita Sampat.

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Personal Targets

Area of Development:	Planning and Organising	Mandy Hayward Date Set: 5 October 2011 Deadline: 12 October 2011
S.M.A.R.T. Target:	Sort out folder with assignments and notes to help you catch up on missed work. See me next week to check plan.	

Area of Development:	Attendance and Punctuality	Mandy Hayward Date Set: 5 October 2011 Deadline: 14 October 2011
IIIS IVI A R I I JATAAT.	Make sure you do not miss any more lessons, will monitor and review next Friday with you.	Deadine. 14 October 2011

Area of Development:	Catch up on missed work	Mandy Hayward Date Set: 5 October 2011 Deadline: 21 October 2011
S.M.A.R.T. Target:	Look at course calendar under tutorial and do plan to catch up on work, see me or subject teachers to find out what to do as well as using moodle to catch up with missed notes. Need to be upto date in two weeks time.	Deadinie. 21 Goldson 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	72%	98%