The College of Haringey, Enfield and North East London



Learner Review

16 January 2012

Learner: Shauna-Kae Spencer Personal Tutor: Deborah Abrey

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	
C&G Level 3 Tourism Studies Yr2	60%	100%	
Unit 303 Promotions and	(1)	(10)	
Sales in Travel and Tourism			
Modules:			
ND3MTAS1-1DA22A/CUS BTEC Customer Service			

Comments / Reference / Targets

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to

ill-health, you should use the study time to get ahead with the work,

Smart Targets: assignments and assessments for the units being delivered by your other

tutors. You will then be able to focus on this unit again at a later stage in the year. This means that you should be able to submit work early for other units

and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 Unit 323 Conferences and Events	56% (1)	89% (4)	
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

Comments / Reference / Targets

Smart Targets: Task A resubmission - to Be handed in by 24 November

Comments: Once you have run your event . Task Bii to be handed in one week later

Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	33% (1)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tuto	orial		

Comments / Reference / Targets

Smart Targets: Improve attendance by 15/01/12

Comments: Make sure you attend all tutorials from January 5th 2012 to action plan and

monitor progress.

Marie Welsh.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 Unit 323 Conferences and Events	56% (1)	89% (4)	
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

Comments / Reference / Targets

Smart Targets: Task A resubmission - to Be handed in by 24 November

Comments: Once you have run your event . Task Bii to be handed in one week later

Deborah Abrey.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/FSI FS ICT			

Comments / Reference / Targets

Smart Targets: Prepare for ICT mock on 13 Oct by revising on work covered in lessons

Comments: Anita Sampat.

Subject	Attendance	Punctuality
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	73% (3)	100% (10)
Modules:		
ND3MTAS1-1DA22A/WTD World Wide Travel Destinations , ND3MTAS1-1DA22A/CUS BTEC Customer Service		

Comments / Reference / Targets

Smart Targets: Deadline /Assesment

BTEC Customers: Make sure you complete and submit your customer service outcome 1 (elements 1.1, 1.2 & 1.4 -1.5) by Monday 21st November.

World Wide Destinations: You need to do some independent research/ revise after each outcome so that you have a clear understanding of all the relevant outcomes and requirements needed in order to successfully pass your on-line exam. Make sure you bring a folder to ever lesson so that you can attach the relevant sources against the outcome that is being delivered.

Shauna your attendance needs to improvesad

Georgia Demetriou.

Comments:

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Personal Targets

Area of Development:	course work	Shauna-Kae Spencer Date Set: 10 October 2011 Deadline: 20 October 2011
IIS M A R I larget	Need to hand in work by nextweek also i need to start my new tasks .	Deadline: 20 October 2011

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S.M.A.R.T. Target:	Need to hand in work by nextweek also i need to start my new tasks .	Deadinie. 20 October 2011

Tutor Review

Comments / Reference / Targets

Review Term: <u>Autumn/Spring/Summer</u>

Review:

Shauna you can work well but you are missing too many lessons.

Issues Raised:

Poor attendance. This needs to be improved. This may have an effect on your success on the course.

Attendance to be reviewed 5th Janaury 2012

Deborah Abrey.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	67%	94%