The College of Haringey, Enfield and North East London

Learner Review

27 January 2012

Learner: Daniel Dore
Personal Tutor: Lee Dow

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
NVQ Dip L2 Plumbing & Heating Yr1 NVQ Dip L2 Plumbing & Heating TC Yr1 App GpA (Tutorial and General Unit)	88% (4)	100% (10)
Modules:		
DV2MPAHW-1DA21A/PRA Practical		

Comments / Reference / Targets

Smart Targets:	Daniel will commence his first assessment (LCS Steel Frame) on the 31st January 2012 and should be completed by the 21st February 2012.
Comments:	This task requires a materials list, creating of steel frame and the testing of this frame.

Lee Dow.

...

Personal Targets

Area of Development:	Health and Safety	Lee Dow **Date Set:** 25 October 2011 **Deadline:** 25 October 2011
S.M.A.R.T. Target:	Unfortunately, do to complications with your registration with City and Guilds, due to the course being new, I am unable to book your Health and Safety exam for the 3rd November 2011. We will have to move on to another subject in the meantime but I am hopeful of the exam being sat in the following week, on the 10th November 2011.	

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:

You are making good progress at present. You said you are enjoying the course and finding it challenging which is good news.

We are looking to enter you for your Health and Safety exam on the 1st October 2011 - this will not be first thing in the morning, it will be late morning or afternoon, depending when I can arrange it. I will confirm once I have firm arrangement.

Your work is busy and plumbing related at the moment, doing plenty of installation work, but I want you to consider how you are going to achieve your on site assessments. There isn't a rush for this at the moment as the on site assessments can, and are likely to be done in the second year but we need to start to thinking about how we are going to arrange this.

Your timekeeping is fine at present and this needs to be kept at the same level.

If you have any problems that may stop or slow your progress you should let me know as soon as possible.

Issues Raised: I want you to take the opportunity to do general Health and Safety revision during the half term period in readiness for your exam on the 1st October 2011.

Lee Dow.

Review Term: Autumn

Review: Daniel is currently making good progress thoughout all aspects of his course. He has passed all existing exams and is due to start his first practical assessment on the 17th January 2012.

Issues Raised: Daniel is currently working on large installation work at present. He needs to arrange for more work on a smaller size premises which will give him a better opportunity to complete his onsite assessments

Lee Dow.

Course	Attendance	Punctuality
NVQ Dip 2 Plumbing & Heating TC Yr1 App GpA	92%	100%