The College of Haringey, Enfield and North East London



Learner Review

15 March 2012

Learner: Aminur Rahman

Personal Tutor: Laura Aghassi

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 Diploma & Extended Diploma Yr1 (Enfield) Unit 1 - Communications and Employability Skills for IT (E)	100% (10)	57% (1)	
Modules:			
NE3MITN1-1DA21C/CES Com&Employablity Skills for IT			

Comments / Reference / Targets

Smart Targets: Unit 1

Aminur's attendance is good but his punctuality is poor. He is doing well at the moment but he needs to pay more attention during the lesson. He can get

distracted easily by others, he needs to be more focused and gets on with his

work.

Meena Ossoulian.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma & Extended Diploma Yr1 (Enfield) Unit 2: Computer Systems (E)	100% (10)	100% (10)	
Modules:			
NE3MITN1-1DA21C/CST Computer	Systems		

Comments / Reference / Targets

Complete assignment 1 by submission date. Focus on the job in hand and try **Smart Targets:**

not to get distracted

Comments: Has made a reasonable start to the year, but can get distracted by others

Roy Turner.

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma &			
Extended Diploma Yr1	91%	83%	
(Enfield)	(6)	(4)	
Unit 30: Digital Graphics	` '	` `	

Modules:

NE3MITN1-1DA21C/NFS Information Systems/Org System Security, NE3MITN1-1DA21C/SFD Software Design, NE3MITN1-1DA21C/EDP Event Drivent Programming, NE3MITN1-1DA21C/WBP Website Production

Comments / Reference / Targets

Smart Targets: Gregs Units

Although Aminur has an excellent attendance ad punctuality record, his work indicates that his attention and focus\effort needs to be increased. Although he has shown signs of making an effort (in the past 10 days) he needs to take

a more serious approach as the first three months were devoid of diligence. This must not be repeated otherwise he will under-achieve on this course.

Gregory Scott.

Comments:

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Personal Targets

Area of Development:	concentrating in the lesson more	Aminur Rahman Date Set: 28 September 2011 Deadline: 28 October 2011
S.M.A.R.T. Target:	i wish to concentrate more in my lessons, as i get distracted easily and lose my focus in the lesson despite wanting to learn. i want to sit away from the people i get easily distracted by.	Deadinio. 20 Goldson 2011

Area of Development:	unit 1 - personal development (meena)	Aminur Rahman Date Set: 29 November 2011 Deadline: 16 November 2011
IIIS MIA RII I STAGT: I	in touch typing do around 45 words a minute with below 5 mistakes.	Deadline: 16 November 2011

Area of Development:	i diictdanty	Laura Aghassi Date Set: 31 October 2011
S.M.A.R.T. Target:	To raise punctuality to 90%	Deadline: 30 November 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Aminur has excellent attendance (100%) and has made a good start to the course. He must focus on the tasks in hand in the classroom and not get distracted.

Issues Raised: Focus.

Laura Aghassi.

Course	Attendance	Punctuality
BTEC L3 ExtDip IT Y1 EGpC	95%	93%