The College of Haringey, Enfield and North East London



Learner Review

16 January 2012

Learner: Ishmael Francis

Personal Tutor: Darren Leftwich

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	67%	90%	
Unit 323 Conferences and	(2)	(5)	
Events			
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

Comments / Reference / Targets

Smart Targets: Task A including resubmission - To be submitted by 24 November

Comments: Once you have run your event you need to submit Task Bii - one week later

Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2	93%	79%	
Unit 303 Promotions and Sales in Travel and Tourism	(7)	(3)	
Modules:			
ND3MTAS1-1DA22A/CUS BTE	C 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
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	87% (4)	85% (4)
Modules:		
ND3MTAS1-1DA22A/CUS BTEC Cu	stomer Service ND3MTAS1-1DA22	PA/WTD World Wide Travel Destinations

Comments / Reference / Targets

Smart Targets: Deadline /Assessment

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.

Comments: 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.

Georgia Demetriou.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	57%	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tuto	orial		

Comments / Reference / Targets

Smart Targets: Improve attendance to acceptable level by 31/01/12.

Low attendance can impact on course success. Make sure you attend all

Comments: tutorials from January 5th 2012 to amintain a constant dialogue regarding

course progress.

Marie Welsh.

Subject	Attendance	100% (10)	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	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.

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Personal Targets

Area of Development:	Attendance to Lessons	Darren Leftwich Date Set: 23 November 2011 Deadline: 24 November 2011
S.M.A.R.T. Target:	Ishmael, I've tried calling you but the call is being dropped. I have, this morning, received your letter the delay is possibly due to being in Dubai last week and at Tottenham on Monday and yesterday. The points raised in the latter are largely addressed in your E-ILP - you were issued with a disciplinary (Stage 1) last October and there are "causes for concern" on the record regarding your attendance & punctuality. I agree that you have not been issued with a Stage 2, but that is not always the case. Today's meeting would have allowed you to explain the situation and a Stage 2 may have been issued, not necessarily a Stage 3. I shall be replying to your letter, but in the meantime you need to be in ALL LESSONS and ON TIME. The problem at the moment is that your attendance is very sporadic - in some lessons and not the others - and this is impacting on your progress and quality of assignments. Please come to see me on Thursday 24th November to discuss this through.	Boddinio. 24 November 2011

Area of Development:	Letter dated 3rd December	Darren Leftwich Date Set: 14 December 2011 Deadline: 14 December 2011
S.M.A.R.T. Target:	Ishmael - I have, today, received your letter dated 3rd December posted on the 6th December. This repeats the content of previous letters and was covered in our recent meeting. I was of the understanding that following our meeting on the 8th December that you were clear about the issues and the plan of action from this and that conversation was to be our channel of communication and not letters. Should there still be any issue of concern please come to see me at the start of the new term.	Deadline: 14 December 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Stage 3 hearing:

Issues Raised:

As a result of our discussions today you are required to note the following:

- Attend all lessons based upon your timetable, do not skip classes.
- Attempt to arrive as soon after 9am as possible (after dropping your sister at school) on a Monday and Thursday.
- Arrive to all other lessons on time.
- Aim for higher grades in your assignments.
- Plan for career progression from March onwards, do not leave it until the end of the course.

Darren Leftwich.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	81%	90%