# The College of Haringey, Enfield and North East London



# **Learner Review**

16 March 2012

Learner: Bilal Isofa

Personal Tutor: Benson Osejindu

# **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 Ext Diploma		
Yr1 & Fast Track Business (T)	0%	0%
Functional English (BTEC L3	(1)	(1)
Dip Business) (T)		

#### **Comments / Reference / Targets**

Bilal, your attendance is 100% which is excellent. Since joining this course you have improved your writing skills in terms of grammar, propositions and tautology. You have taken part in an informal presentation as part of team working skills within the "Work Skills" unit. You will also be taking part in an informal and formal debate where you will demonstrate your speaking and listening skills whilst communicating with others. You must ensure that you project your voice more in discussions to get your point across during discussions. Marcia Hamilton.

Subject	Attendance	Punctuality
GCSE Maths GCSE Maths Higher Day TGpD (GC2MMTH1_1DA11D) (T)	92% (6)	100% (10)
Modules:		
GC2MMTH1-1DA11D/ENG GCSE Maths Fnd		

#### **Comments / Reference / Targets**

1- Complete all the Unit 2 apply and assess for each chapter before the Unit 2 Exam on 7th of March 2012.

Exam on 7th of March 2012.

Smart Targets: 2- Attend all the mock exams for Unit 2.

3- Work with Unit 3 alongside Unit 2 (only the chapters that we study in class)

Comments:

Seval Fadil.

Subject	Attendance	Punctuality
GCSE Maths GCSE Maths Higher Day TGpD (GC2MMTH1_1DA11D) (T)	85% (4)	98% (9)
Modules:		
GC2MMTH1-1DA11D/ENG GCSE Maths Fnd		

1- Re visit all the Unit 2 apply, assess and all the mock papers for the Unit 2 Exam by 6th of March 12.

2- Attend all the revision classes and see the teacher for extra support.

**Smart Targets:** 

3- Re- visit the chapters for Unit 3 and complete all the assess for each chapter (only the chapters that we studied in class during December and early January) after the Unit 2 Exam is completed.

Comments: Seval Fadil.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

#### **Comments / Reference / Targets**

Bilal, you have demonstrated a good understanding of the unit and put effort into the tasks set during class. You work well during lessons and have potential to do well on this unit

Target - to ensure that you meet the deadline for the first draft of your assignment which is the 17th November 2010.

Amy Sheridan.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) BTEC Level 3 Diploma in Business GpA Yr2 (T) (Tutorial & General Unit)	80% (4)	100% (10)
Modules:		
ND3MBUS1-1DA22A/MAR Marketing Research , ND3MBUS1-1DA22A/TUT Tutorial		

#### **Comments / Reference / Targets**

1, To complete and submit the Pass criteria in the

Smart Targets: assignment by Friday 20th January 2012 no later

than 5.00 p.m.

Comments:

Subject	Attendance	Punctuality
GCSE English GCSE English Day GpB (GC2MENG1_1DA11B) (T)	86% (4)	100% (10)

Modules:
GC2MENG1-1DA11B/ENG GCSE English

#### **Comments / Reference / Targets**

**Smart Targets:** 

Comments:

Bilal, your attendance is reasonable rather than great and I worry that this maight have and impact on your final grades in the summer. You need to get some more consistency happening! You must attend the 9 teaching weeks left! Other than that, your owk is of a high standard and you contribute well in class. If you continue in your present vein I have no doubt that you'll be successful in the summer.

Other than addressing your attendance I'd like you to the following over the coming weeks:

- 1. Read 'Anita and Me' at least twice
- 2. Practise for the examination by doing past papers, analysing model answers and reading the extra material in the text book. Attend as many of the extra revision sessions as you can after the Easter break.
- 3. Start revising the requisite technical vocabulary and practise using it so that you can write more confidently in the examination.

Remember: "Fail to prepare, prepare to fail."

David Molloy.

Subject	Attendance	Punctuality
	0% (1)	0% (1)

#### Comments / Reference / Targets

None.

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) BTEC Level 3 Diploma in Business GpA Yr2 (T) (Tutorial & General Unit)	80% (4)	100% (10)
Modules:		
ND3MBUS1-1DA22A/MAR Marketin	g Research , ND3MBUS1-1DA22A/TI	UT Tutorial

#### **Comments / Reference / Targets**

Smart Targets:

1. You would need to complete other Pass criteria by Friday 3rd February

2012, P1 now achieved.

Comments: You've completed P1 and P2 criteria which is a step in the right direction.

You've now barely achieved P1 and not P2.

Subject	Attendance	Punctuality
Gasjeet	Atteridance	1 unotaunty

Computing	90%	100%
Functional Mathematics (for all Achala's FS Maths)	(5)	(10)
Modules:		
ND3MBUS1-1DA22A/FSM FS Maths		

# **Comments / Reference / Targets**

Complete Revision Chapters 1,2 and 3( E- zone ) by 17-04-2012. Smart Targets:

Comments:

Achala Bodara Gamage.

Subject	Attendance	Punctuality
	0% (1)	0% (1)

# **Comments / Reference / Targets**

None.

Marcia Hamilton.

Subject	Attendance Punctuality		
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 20 - Managing Physical Resources (T)	58% (1)	100% (10)	
Modules:			
ND3MBUS1-1DA22A/MPR Managing Physical Resources			

# **Comments / Reference / Targets**

Complete all outstanding tasks for Unit 20 (Managing Physical Resources) by Friday  $24^{th}$  February 2012 and hand them to me. Smart Targets:

Comments:

David Wheeler.

Subject	Attendance Punctuality	
	90%	100%
	(5)	(10)
Modules:		
NC3MBUS2-0DA21A/MRK Intro to Marketing		

1. To complete P1 and P2 in Unit 4 - Business

Communication by Monday 7th March 2011.

Smart Targets: 2. To complete your P3 in unit 4 - Business

Communication by Monday 14th March 2011.

3. To improve your attendance as a matter of urgency.

Comments: You made a good start in your attendance which has since deteriorated

without any satisfactory reason.

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) BTEC Level 3 Diploma in Business GpA Yr2 (T) (Tutorial & General Unit)	80% (4)	100% (10)
Modules:		
ND3MBUS1-1DA22A/MAR Marketing Research , ND3MBUS1-1DA22A/TUT Tutorial		

#### **Comments / Reference / Targets**

Smart Targets:

A reminder to submit your Marketing Research in Business assignment on

Friday 3rd February 2012.

Comments: Please note that this is now long overdue.

Benson Osejindu.

Subject	Attendance	Punctuality
	76%	100%
	(3)	(10)
Modules:		
NC3MBUS2-0DA21A/HAS Health & Safety		

#### **Comments / Reference / Targets**

 To ensure that task 1 of the Business Environment assignment (P1 - 4 M1 and D1) is completed and handed in by 22<sup>nd</sup> March 2011

 To ensure that you have made the appropriate corrections to your Health and Safety assignment and have resubmitted it by the 25<sup>th</sup>

March 2011

Bilal, you demonstrate a good understanding of the assignment but you must

increase your attendance to ensure that you do not miss any of the unit

content

Amy Sheridan.

Comments:

**Smart Targets:** 

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	Subject	Attendance	Punctuality

BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 5 - Business Accounts (L3 Business Yr2) (T)	56% (1)	100% (10)
Modules:		
ND3MBUS1-1DA22A/HRM Human Resource Management with FS English		

#### Comments / Reference / Targets

Smart Targets: Specific, Attainable and Realistic

You have not made any progress due to your ad hoc attendance throughout

Comments: the teaching and assessment of this unit. As such, your performance cannot

be commented on at this stage.

Marcia Hamilton.

Subject	Attendance	Punctuality	
	76%	100%	
	(3)	(10)	
Modules:			
NC3MBUS2-0DA21A/BRH BR/HRM			

#### **Comments / Reference / Targets**

You must complete P1-5 in preparation for the panel interview you need to do

for the recruitment and selection assignment scheduled for week beginning

21 March 2011.

Your attendance is a major concern and is likely to impact on your

Comments: performance if you continue to miss your lessons. Continued absence will

result in action of a disciplinary nature.

Marcia Hamilton.

**Smart Targets:** 

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) BTEC Level 3 Diploma in Business GpA Yr2 (T) (Tutorial & General Unit)	79% (4)	100% (10)
Modules:		
ND3MBUS1-1DA22A/MAR Marketin	ng Research . ND3MBUS1-1DA22A/T	UT Tutorial

1. To complete unit 10 (Marketing Research in Business) assignment by Friday 9th March 2012. This is

long overdue considering that you were given feedback in January and so far there's no evidence of

**Smart Targets:** 

your resubmission despite persistent reminders.

2. To complete all the Pass criteria in unit 39 (International Business) assignment no later than 30th

March 2012.

I am increasing concerned that all my efforts, there's no evidence to suggest that you've made any progress so far. You're certainly capable of completing all assignments to the required standard but you seem to embrace a cavalier attitude which has the tendency to affect your completing the course successfully.

Comments:

Your attendance in my lesson is slightly above college target at 87.5% whilst your attendance in the tutorial lesson is 62.5% which is quite disturbing.

Please reflect on your behaviour and implement modest strategies in overcoming the current situation of events which you know is detrimental to your progress in future.

Benson Osejindu.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

#### **Comments / Reference / Targets**

Bilal, you have completed the trading, profit, loss account and balance sheet to briefly interpreting the key elements and also calculated accounting ratios for P5/P7. You have also started to construct a break even chart where you will be able to identify the problems and suggesting the remedies. In order to be successful in this unit you must now describe the recruitment documentation, the attributes and skills you possess; both physical and technical resources of a business for the P1-4.

Marcia Hamilton.

Subject	Attendance	Punctuality	
GCSE Maths GCSE Maths Higher Day TGpD (GC2MMTH1_1DA11D) (T)	100% (10)	100% (10)	
Modules:			
GC2MMTH1-1DA11D/ENG GCSE Maths Fnd			

Smart Targets: Complete all assess and mocks before Unit 1 Exam

Comments: Seval Fadil.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 14 Aspects of Employment Law (L3 Yr2 Business) (T)	63% (2)	94% (7)
Modules:		
ND3MBUS1-1DA22A/CUS Customer Service, ND3MBUS1-1DA22A/MPR Managing Physical Resources		

#### **Comments / Reference / Targets**

**Smart Targets:** 

Comments:

U20 Managing Physical Resources, U41 Business Markets and the Economy, U14 Aspects of Employment Law, L2 Customer Service

Historically, Bilal's attendance has been virtually non-existant. More recently, he has started to attend on a more regular basis, and his punctuality has been acceptable.

Bilal has not handed in any work; unless he does so, he will fail.

To achieve his BTEC he must hand in at least all Pass criteria for his units as soon as possible.

David Wheeler.

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# **Personal Targets**

Area of Development:	Attendance and outstanding attendance.	Benson Osejindu  Date Set: 23 January 2012  Deadline: 23 January 2012
	To improve your attendance, to be monitored weekly by Benson Second.	
S.M.A.R.T. Target:	To completing and submit all the Pass criteria in unit 10 (Market Research	
	in Business) by Friday 3rd February 2012.	

# **Tutor Review**

#### **Comments / Reference / Targets**

Review Term: Autumn

Review:

You are making good progress on this course. Ensure that you read up on your notes related to each unit to meet the given deadlines and acheive the required grade.

Issues Raised: Take care with your attendance

Marcia Hamilton.

Review Term: Spring

Review: You appear to be missing classes without no real explanation. You have three units where you need to present the pass criteria by 31 March 2011.

Issues Raised: Attendance to Recruitment & Selection and also Health and Safety is below college requirements. Failure to make the necessary improvements will result in disciplinary action.

Marcia Hamilton.

Review Term: Autumn/Spring/Summer

Review:

To attend subsequent lessons regularly and

promptly.

2.To produce and submit an action plan on all

outstanding assignments by Friday 13th January

2012.

Issues Raised: 1. Attendance and Punctuality

2. Outstanding assignments.

Review Term: Autumn/Spring/Summer

Review: You've missed 24 lessons since the beginning of January 2012 which worrying, particularly Mondays, Wednesdays and Fridays, all at 9.00 a.m. and 11.00 a.m. start. Overall, your attendance is a mere 78.45% which is dangerously low and unacceptable considering that the college target is 85%.

#### Issues Raised:

- To attend all subsequent lessons to ensure that your attendance does not drop any further.
- 2. To devise an action plan primarily to enable identify and assist you in determining the sequence in completing outstanding assignments considering that you've not really made any progress so far.
- To seek support from the appropriate personnel in ensuring that you're on track in completing all outstanding assignments to the required standard.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Attendance and outstanding assignments.

#### Issues Raised:

- 1. To attend all subsequent lessons and on time.
- 2. To complete all outstanding assignments no later than 30th March 2012.
- To devise an action plan by Tuesday 13th March 2012.

Course	Attendance	Punctuality
GCSE Maths Higher Day TGpD	86%	98%
BTEC L3 Dip Business Y2 TGpA	71%	97%
GCSE English TGpB	86%	100%