The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Raymond Owusu

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 Diploma in		
Business Yr2 (Tottenham)		
Unit 16 Human Resources		
Management (T)		

Comments / Reference / Targets

None.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 20 - Managing Physical Resources (T)	63% (2)	86% (4)
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
	0%	0%
	(1)	(1)

Comments / Reference / Targets

None.

Benson Osejindu.

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

Comments / Reference / Targets

The aim of this unit is for you to know how human resources are managed, know the purpose of managing physical and technological resources, know how to access sources of finance and be able to interpret financial statements.

Raymond, your attendance and punctuality records are both 100% which is excellent. You participate in lessons and show interest in your work. Well done, Raymond. You display an understanding of how to interpret financial statements. Your target is to work on all the pass criteria of the assignment and ensure that you meet the deadline of 13 December 2010.

Karlene Talbot.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) BTEC Level 3 Diploma in Business GpA Yr2 (T) (Tutorial & General Unit)	77% (3)	100% (10)
Modules:		
ND3MBUS1-1DA22A/MAR Marketing Research , ND3MBUS1-1DA22A/TUT Tutorial		

Comments / Reference / Targets

1. To complete P1 and P2 by Thursday 20th October

2011.

2. To complete the UCAS personal statement during

the half term and resubmit by Monday 14th

November 2011.

Smart Targets:

3. To see Renu in Career Services to log on to UCAS

website after half term and feedback on Monday

31st October 2011.

4. To improve your attendance and punctuality in

other units, particularly having just gone through

stage 1 disciplinary.

Comments:

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in		
Business Yr2 (Tottenham)	76%	97%
Unit 5 - Business Accounts	(3)	(8)
(L3 Business Yr2) (T)		

Modules:	
ND3MBUS1-1DA22A/HRM Human Resource Management with FS English	

Smart Targets: Specific, Realistic and Attainable

You have made some progress in this unit to produce a Cashflow Forecast, a Trading, Profit, Loss Account and Balance Sheet; and you have also used the

financial data to calculate ratios you will need to comment on in the

performance of the business. It is essential that you complete all aspects of

the 'pass' criteria to achieve this unit or you are not likely to pass this

qualification.

Marcia Hamilton.

Comments:

Subject	Attendance	Punctuality
	100%	100%
	(10)	(10)
Modules:		
NC3MBUS2-0DA21B/GPT Grp Tutorial		

Comments / Reference / Targets

Tutorial - Raymond, you are a valued member of the tutor group and have made a good start on your team work assignment. Your attendance and punctuality is 100% - keep it up!

Amy Sheridan.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 19 Developing Teams in Business (T)	62% (2)	100% (10)
Modules:		
ND3MBUS1-1DA22A/HRM Human Resource Management + FS English		

Comments / Reference / Targets

Smart Targets: Specific and Measurable

I intend to complete P1-5 to acheive a Pass for this unit.

Comments: I intend to met the deadline of 5th December 2011, showing the

improvements I have made to my work, to at least a Merit for this unit.

Marcia Hamilton.

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

1. To attend all subsequent lessons.

Smart Targets: 2. To complete and submit P7 in unit 4 by Friday 9th March 2012.

3. To complete both units 10 and 39 no later than Friday 30th March 2012.

Please endeavour to accommodate personal issues outside your time table

hours which is really in your best interest in preparation for a degree programme at the university of your choice, if really this is actually your next

programme at the annietory of your one.

progression route.

Benson Osejindu.

Comments:

Subject	Attendance	Punctuality
	77%	94%
	(3)	(7)
Modules:		
NC3MBUS2-0DA21B/MRK Marketing, NC3MBUS2-0DA21B/MSB Marketing		

Comments / Reference / Targets

1. To submit Unit 3 - Introduction to Marketing assignment

by Monday 7th March 2011.

2. To complete P1 and P2 in Unit 4 - Business Communication by

Monday 7th March 2011.

Smart Targets:

3. To complete your P3 in unit 4 - Business Communication by

Monday 14th March 2011.

4. To improve your attendance and punctuality as a matter of

urgency because its below college target.

Comments:

I am unable to comment on your progress on the course because there's no

evidence of completed piece of work.

Benson Osejindu.

Subject	Attendance	Punctuality
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BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 19 Developing Teams in Business (T)	62% (2)	100% (10)
Modules:		
ND3MBUS1-1DA22A/HRM Human Resource Management + FS English		

Smart Targets: Specific and Measurable

I intend to complete P1-5 to acheive a Pass for this unit.

Comments: I intend to met the deadline of 5th December 2011, showing the

improvements I have made to my work, to at least a Merit for this unit.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 14 Aspects of Employment Law (L3 Yr2 Business) (T)	61% (2)	79% (3)
Modules:		
ND3MBUS1-1DA22A/CUS Custome	r Service, ND3MBUS1-1DA22A/MPR	R 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

Raymond's attendance and punctuality is poor. As a result of his attendance, it sometimes takes him a while to catch up, despite being an able student.

He has not yet submitted any work for U20 or U41 and is in danger of failing his BTEC. To achieve L3 he needs to submit all outstanding Pass criteria immediately for the units that he is required to pass.

David Wheeler.

Subject	Attendance	Punctuality
	80%	100%
	(4)	(10)
Modules:		
NC3MBUS2-0DA21B/HRM BR/HRM, NC3MBUS2-0DA21B/BRH BR/HRM		

Comments / Reference / Targets

• To complete P1 - P5 of the assignment by March 25, 2011.

• To hand in your completed Business Resources assignment by March

18, 2011.

Comments: Karlene Talbot.

Smart Targets:

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 19 Developing Teams in Business (T)	62% (2)	100% (10)
Modules:		
ND3MBUS1-1DA22A/HRM Human Resource Management + FS English		

Comments / Reference / Targets

Specific and Measurable **Smart Targets:**

I intend to complete P1-5 to acheive a Pass for this unit.

I intend to met the deadline of 5th December 2011, showing the

improvements I have made to my work for this unit.

Comments:

I intend to improve my attendance by attending the Twilight Workshops

starting 17 November 2011.

Marcia Hamilton.

Subject	Attendance	Punctuality
	100%	100%
	(10)	(10)
Modules:		
NC3MBUS2-0DA21B/TUT Tutorial		

Comments / Reference / Targets

Smart Targets: See tutor review

Comments: Amy Sheridan.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 41 - Business Markets and the Economy (L3 Business Yr2) (T)	64% (2)	100% (10)
Modules:		
ND3MBUS1-1DA22A/MPR Managing	g Physical Resources	

Comments / Reference / Targets

Smart Targets: Complete P1 and P2 by Friday 16th December for Unit 41

This deadline is for the FINAL submission; try to get a draft to me well before

this so that I can give you feedback.

Comments:

Note that the M1 and D1 deadline is also Friday 16th December, if you wish to

achieve those criteria

David Wheeler.

Subject	Attendance	Punctuality
	90%	94%
	(5)	(7)
Modules:		
NC3MBUS2-0DA21B/HAS Health & Safety, NC3MBUS2-0DA21B/GPT Business		

Comments / Reference / Targets

 To ensure that task 1 of the Business Environment assignment (P1 - 4 M1 and D1) is completed and handed in by 25th March 2011

Smart Targets:

• To ensure that you have made the appropriate corrections to your Health and Safety assignment and have resubmitted it by the 25th March 2011

Comments:

Amy Sheridan.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Tottenham) Unit 16 Human Resources Management (T)	70% (3)	96% (8)
Modules:		
ND3MBUS1-1DA22A/HRM Human F	Resource Management with FS Englis	sh

Comments / Reference / Targets

Smart Targets: Specific and Attainable

> You have been given feedback on this unit and in order to acheive the grade you will need to complete the P1-P5 criteria to the required standard, as you

have only met these partially. Should you choose not to make the

amendments by 3 February 2012, you will not be awarded Pass for this unit.

Marcia Hamilton.

Comments:

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma		
Yr1 & Fast Track Business (T)	0%	0%
Functional English (BTEC L3	(1)	(1)
Dip Business) (T)	·	·

This term in Functional Skills English, the class have been working on:

- Building up reading skills through skimming, scanning and close reading.
- They have analysed persuasive text, by looking at the different features and language used.
- Written questionnaires and carried out a survey on the rest of the class. Turned this data into graph form and then wrote about the findings using appropriate technical language.
- Watched some short videos on various types of charities. Lisred as many events and charities they
 could think of, then mind mapped their views and ideas of charities in preparation for presentation
 information.
- Covered basic punctuation: commas, semi-colons, colons and apostrophes.
- Writing formative assessment.

During the next term the class will be working on their presentation techniques, discussing/debating various issues and will take a reading formative assessment in December.

Raymond achieved 70% in this assessment. He made some good points and used paragraphs well in the second question. Raymond must proof read his work. He would also benefit from careful planning before he starts to write, so that his work is not too hastily written.

Juliet Chau.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Functional English (BTEC L3 Dip Business) (T)	79% (3)	67% (2)
Modules:		
NC3MBUS2-0DA21B/FSE FS English		

Comments / Reference / Targets

Smart Targets: Comlete one spped writing task a week for me to mark.

This term the group have been working on improving their writing skills. They have had to identify different types of text, analyse the main features of each

individual text, then describe and recreate their own versions.

The group have also taken mock reading and writing exam papers.

Raymond always gives interesting and valid contributions to the class discussions. He is not as enthusiastic towards his writing and this is an area that he must address. I am confident that this is something that Raymond will

be able to manage easily. When he is in class, Raymond is a positive

member of the group and is popular amongst them all.

Raymond did really well in the reading paper gaining 94% well done! with the writing paper he recieved 56%. Raymond didn't complete the second part of the writing paper, which lost him many marks. Raymond; you must check your timing and distribute the allocated time evenly between the number of tasks

given in the exam

Juliet Chau.

Comments:

Subject	Attendance	Punctuality

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

1. To complete and submit P3, P4, M2, M3 and D2 by Monday 6th February

2012 no later than 5.00

p.m.

Comments: Further to our conversation, please action the above set targets accordingly

and promptly.

Benson Osejindu.

Smart Targets:

Subject	Attendance	Punctuality	
	100%	100%	
	(10)	(10)	
Modules:			
NC3MBUS2-0DA21B/HAS Health & Safety			

Comments / Reference / Targets

Health and Safety - The aim of this unit is to enable learners to develop knowledge of the legislation and regulations relating to health and safety in a business workplace in order to conduct an audit and carry out a risk assessment. Raymond, have demonstrated a very good understanding of this unit and alway participate well during lessons. You have 100% attendance and punctuality which is excellent.

Amy Sheridan.

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Personal Targets

Area of Development:	Attednace, punctuality and outstanding assignments.	Benson Osejindu Date Set: 16 January 2012 Deadline: 16 January 2012
S.M.A.R.T. Target:	1. To improve my attendance and punctuality, to be monitored weekly by Benson Osejindu; Personal Tutor. 2. To complete and submit outstanding assignments (Marketing Research in Business and Human Resource Management). 3. To work on improving my time management skills in future.	Deadine. To Sandary 2012

Area of Development:	Attendance and outstanding work	Raymond Owusu
S.M.A.R.T. Target:	To improve my attendace To complete all outstanding assignments To improve my punctuality	Date Set: 28 February 2012 Deadline: 28 February 2012

Tutor Review

Review Term: Autumn

Comments / Reference / Targets

Review: Raymond.	vou have made an	d excellent start	to the course, v	ou have rece	eived some r	ositive repo	ort

Review: Raymond, you have made and excellent start to the course, you have received some positive reports from your teachers and demonstrate potential to do well in this course. Please keep up the good work!

Issues Raised:

Amy Sheridan.

Review Term: Spring

Review:

Raymond, you demonstrate a good understanding of your units through class discussion but you need to ensure that you hand in all your assignments to enable your tutors to assess your work.

You are capable so please make sure you catch up with all your work.

Issues Raised: Meeting deadlines

Amy Sheridan.

Review Term: Summer

Review:

Stage 2 disciplinary hearing

- Outcome Written warning and setting of new

targets.

Issues Raised:

1. To turn your mobile phone before the lesson in

future.

2. To attend all subsequent lessons unfailly and on

time.

3. To ensure that all assignments are submitted as per

when due.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Attendance and completing of outstanding assignments.

Issues Raised: The lack of progress in your attendance following our meeting on the 16th January 2012. Since the date of our meeting, you've missed a number of lessons which really does not demonstrate evidence of commitment. Please comply with the targets we've negotiated which is in your best interest.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review:

Attendance and outstanding assignments.

Asked Raymond Owusu to devise and submit an electronic copy of an action plan before the end of today, 28th February 2012. Again, you've missed this deadline.

Your attendance so far stands at a disappointing 74.44% having missed eleven (11) lessons with particular concern on Mondays 9.00 a.m. start and Tuesdays and Fridays 11.00a.m. start as well.

Issues Raised: Attendance and outstanding assignments.

Benson Osejindu.

Course Attendance Punctuality

BTEC L3 Dip Business Y2 TGpA 75% 93%