The College of Haringey, Enfield and North East London



Learner Review

16 March 2012

Learner: Samantha Clark Personal Tutor: Marie Welsh

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 Extended		
Diploma in Business Yr1		
(Enfield)	19%	100%
Functional English (BTEC L3	(1)	(10)
Dip Business Gp B&C Yr1)		
(E)		
Modules:		
NE3MBUS1-1DA21B/FSE FS	English	

Comments / Reference / Targets

Smart Targets: Attend all lessons.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	50% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BCS BTEO	C Customer Service	

Comments / Reference / Targets

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	16% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSE FS	English	

Comments / Reference / Targets

Smart Targets: Attend all lessons this term.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality

BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	58% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection		

Comments / Reference / Targets

Smart Targets: Submit all outstanding tasks for Unit2 by 23/3/12

Comments: Upal Banerjee.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	0% (1)	0% (1)
Modules:		
NE3MBUS1-1DA21B/HAS Health ar	nd Safety	

Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - submit by March 30th 2012

No attendance means that no progress has been made in this unit. You need

Comments: to discuss the matter with your course tutor and provide an action plan for this

missed unit.

Marie Welsh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	50% (1)	95% (7)

Modules:

NE3MBUS1-1DA21B/TUT Tutorial, NE3MBUS1-1DA21B/DTB Developing Teams in Business, NE3MBUS1-1DA21B/ITM Introduction to Marketing, NE3MBUS1-1DA21B/INM Introduction to Marketing, NE3MBUS1-1DA21B/MBE Managing a Business Event

Comments / Reference / Targets

Improve your attendance to all lessons, complete Unit 3, Unit 19 and Unit 18 **Smart Targets:**

with at least Merits by the end of March with all the work in your Folder. Also

Unit 17 with passes by end of March

Well done for coming back and getting stuck into doing the work. You need to Comments:

try and do as much work as you can before you are unable. We need to have

one to one to do a Peeps plan to ensure your health and safety at the college.

Mandy Hayward.

Subject	Attendance	Punctuality

Business Administration (Enfield)	29%	100%
Functional ICT (For all Business & T&T courses Anita Sampat) (1) (10)		(10)
Modules:		
NE3MBUS1-1DA21B/FSI FS ICT		

Comments / Reference / Targets

Smart Targets: Practice on past exam papers each week until the exam in May.

Comments: You need to attend lessons so that you prepare for the exam.

Anita Sampat.

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Personal Targets

Area of Development:	Business Knowledge	Mandy Hayward Date Set: 9 September 2011 Deadline: 16 September 2011
IIIS IVI A R I I LARGET' I	Get a Level 3 Course book for business by the end of next week.	·

Area of Development:	Deadlines	Mandy Hayward Date Set: 5 October 2011 Deadline: 12 October 2011
S.M.A.R.T. Target:	Make sure you catch up on any missed work - by asking friends or coming to me for support. Will review wed.	Deadine. 12 October 2011

Area of Development:		Mandy Hayward Date Set: 9 September 2011 Deadline: 25 November 2011
S.M.A.R.T. Target:	Let me know progress on above and you bringing in letter. Have written to Paul Jordan who is progressing the request Agreed support, so let me know how it is helping you in your studies.	Joanne Le Mevelliger Le M

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/**Spring**/Summer

Review: Stage 3 Disciplinary March 14th 2012

Issues Raised: Non-attendance to second session of mandatory vocational visit. You advised there had been a pre-warning of non-attendance and produced documentation. Your attendance of 43% to date, impacts on communications. The vocational visit was scheduled for Unit 27, and is timetabled weekly on Tuesday, March 13th was your first attendance on the register in the Spring Term for this unit.

Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	43%	98%