The College of Haringey, Enfield and North East London



Learner Review

22 March 2012

Learner: Kayleigh Clarke

Personal Tutor: Anita Sampat

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 2 Diploma in Business (Enfield) Unit 1 Business Purposes (E)	89% (4)	100% (10)
Modules:		
FD2MBUS2-1DA11B/FFB Financial Forecasting for Business , FD2MBUS2-1DA11B/BUP Business Purposes		

Comments / Reference / Targets

Smart Targets: Present your initial business idea to class by 23/03/12 for unit 17

Comments: Some good work done for unit 1

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 2 Diploma in Business (Enfield) Unit 3 Financial Forecasting for Business (E)	96% (8)	100% (10)	
Modules:			
FD2MBUS2-1DA11B/FFB Financial Forecasting for Business			

Comments / Reference / Targets

Smart Targets: Complete tasks 4,5,6 by end of January.

Comments: Keen, capable student producing good work but make sure you meet all

submission dates.

Peter Eskesen.

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Business (Enfield) Functional Mathematics (BTEC L2 Dip in Business) (E)	94% (7)	100% (10)
Modules:		
FD2MBUS2-1DA11B/FSM FS Maths		

Comments / Reference / Targets

Smart Targets: Review Shape, Space, and Data Handling in preparation for the mock exams.

Comments: Kayleigh tries hard throughout lessons and generally succeeds in all tasks

set.

Well done! Keep it up!

Amanda Smith.

Subject	Attendance	Punctuality

BTEC Level 2 Diploma in Business (Enfield) BTEC Level 2 Diploma in Business GpB (E) (Tutorial & General Unit)	77% (3)	96% (8)
Modules:		
FD2MBUS2-1DA11B/FSI FS ICT , FD2MBUS2-1DA11B/MFS Money and Finance Skills		

Comments / Reference / Targets

Smart Targets: Complete a Functional Skills ICT level 1 Mock exam on your return and Pass

Manay and Finance by and of March 2012

Money and Finance by end of March 2012

Your attendance is affecting your focus on completing your work for the above units, so please make extra effort and hope you are getting a lot our of work

experience for your course.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 2 Diploma in Business (Enfield) BTEC Level 2 Diploma in Business GpB (E) (Tutorial & General Unit)	94% (7)	98% (9)	

Modules:

FD2MBUS2-1DA11B/BUO Business Organisations, FD2MBUS2-1DA11B/TUT Tutorial, FD2MBUS2-1DA11B/PEO People in Organisations, FD2MBUS2-1DA11B/MFS Money and Finance Skills

Comments / Reference / Targets

Continue to meet assignment deadlines, for all subjects

Smart Targets: Continue to apply knowledge from educational trips to your assignments

Improve assessment planning and discuss plans at one to one's

Kayleigh has grown in confidence and uses business terms when giving a

presentation

Works well in groups

Schnell Smith.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 2 Diploma in Business (Enfield) Unit 1 Business Purposes (E)	83% (4)	100% (10)	
Modules:			
FD2MBUS2-1DA11B/BUP Business Purposes			

Comments / Reference / Targets

Smart Targets: Must submit full assignment, including amended work, by end of Jan

Comments: Some good work, must improve attendance

Upal Banerjee.

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Personal Targets

Area of Development:	D	Schnell Smith Date Set: 27 October 2011 Deadline: 28 February 2011
S.M.A.R.T. Target:	Identify your current knowledge and skills to possible job opportunities using appropriate sources of information and advice. Do a SWOT analyses to identify what strengths you have and what gaps you have in the weaknesses. Make sure you also have evidence from the Careers Interview and Analysis.	Deaume. 201 epidary 2011

Area of Development:		Schnell Smith Date Set: 5 October 2011 Deadline: 7 October 2011
S.M.A.R.T. Target:	1) Read through exemplar cv formats 2) Identify your strengths and achievements and reflect this on your cv 3) Complete draft cv	Deadine. 7 Goldson 2011

Area of Development:	Update CV	Schnell Smith Date Set: 5 October 2011 Deadline: 7 October 2011
S.M.A.R.T. Target:	1) Read through exemplar cv formats 2) Identify your strengths and achievements and reflect this on your cv 3) Complete draft cv	Deadine. 7 October 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L2 Business EGpB	89%	99%