# The College of Haringey, Enfield and North East London



# **Learner Review**

16 March 2012

**Learner: Anis Uddin** 

**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) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	95% (7)	100% (10)	

#### 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**

Smart Targets: Complete Unit 3, Unit 19 and Unit 18 with at least Passes by the end of March

with all the work in your Folder

Comments: And I have noticed your are being late for lessons and still not handing in

work on time, so more effort please in all units.

Mandy Hayward.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	95% (8)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

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

Smart Targets: Practice on spreadsheets and past exam papers each week to prepare for

exam in May.

Comments: You are working well on this subject, you just need to improve your knowlege

on using spreadsheet formulas and reading written instructions carefully.

Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	95% (8)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT	Γ		

#### **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)	88% (4)	27% (1)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

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

Smart Targets: Take part in a formal dicussion by 22nd Feb.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	86% (4)	33% (1)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

## **Comments / Reference / Targets**

Smart Targets:

• Attend all lessons.

• Complete a mock reading test by the end of March and pass.

Comments: Well done for passing your level 1 speaking and listening.

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	84% (4)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection		

## **Comments / Reference / Targets**

Smart Targets: All tasks for unit 2 to be submitted by 23/03/12

Comments: Much improvement on attendance. All completed tasks have met the

standards.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	100%	100%	
BTEC Level 3 Extended	(10)	(10)	
Diploma Business GpB Yr1			
(Tutorial & General Unit) (E)			
Modules:			
NE3MBUS1-1DA21B/HAS Health and Safety			

#### Comments / Reference / Targets

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

Comments:

You have made progress in this unit, completing the risk assessment activity.

After the visit to Britvic you will have completed reserach required for this unit.

Marie Welsh.

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# **Personal Targets**

Area of Development:	Business Knowledge	Mandy Hayward  Date Set: 9 September 2011  Deadline: 16 September 2011
IIIS MIARI I START	Get Level 3 Course book to help with your studies from the learning centre.	Deadine. To deptember 2011

Area of Development:	Attendance and Puntuality	Mandy Hayward  Date Set: 9 September 2011  Deadline: 24 September 2011
IIIS MIN PI I STACT	Achieve at least 95% attendance and puntuality record for the month of September.	Deadinie. 24 September 2011

Area of Development:	Maths GCSE	Mandy Hayward  Date Set: 9 September 2011  Deadline: 25 November 2011
III NIARI ISTABT	Enrol on Maths GCSE to get a Grade C. Review progress in November.	Deaumie. 23 November 2011

## **Tutor Review**

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

Review Term: Autumn/Spring/Summer

Review: Stage 2 Disciplinary March 14th 2012

Issues Raised: Non-attendance to mandatory vocational visit March 13th. In your explanation for being late to arrive at college and miss the coach you advised departure from home at 8.45 for a 30 minute walk. You were advised that coach departure would be 9.00am.

#### Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	92%	93%