The College of Haringey, Enfield and North East London



Learner Review

11 January 2012

Learner: Nuria Da Cunha

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

Comments / Reference / Targets

Smart Targets: Complete ICT mock by 10 Oct

Comments: Practice for mock by doing exercises on spreadsheets to master creating

formulas.

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)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/ESE ES English			

Comments / Reference / Targets

Smart Targets: Complete 1 FS English, L2 writing test. Proofread and check your spellings.

Use a dictionary if necessary.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality		
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)		
Modules:				
NE3MBUS1-1DA21B/BCS BTEC C	ustomer Service			

Comments / Reference / Targets

Smart Targets: Hand in final report by 2 Dec.

Comments: Anita Sampat.

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

Comments / Reference / Targets

Smart Targets: Read up on Budgets and break even over the holidays

Comments: Good progress to date.

Upal Banerjee.

Subject Attendance Punctuality		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/TUT Tutorial , NE3MBUS1-1DA21B/DTB Developing Teams in Business , NE3MBUS1-1DA21B/ITM Introduction to Marketing , NE3MBUS1-1DA21B/INM Introduction to Marketing

Comments / Reference / Targets

Smart Targets: Complete at least two units at Distinction level to be on course for D*D*D* for

January 2012

You need to improve your knowledge of business plus your analyis and

evaluation skills so you can complete successfully the merits and distinctions.

Comments: Make sure you hand in all passes next week for marketing and check

understanding for merits and distinction tasks. You need to focus on your

studies and do better research to gain knowledge and understanding.

Mandy Hayward.

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Personal Targets

Area of Development:	Deadlines	Mandy Hayward Date Set: 11 October 2011 Deadline: 12 October 2011
IIS MIN PI I STABTO	Catch up with P2 Intro to Marketing by being prepared for tomorrows lesson to do discussion.	Deadine. 12 October 2011

Area of Development:	Career Academy	Mandy Hayward Date Set: 11 October 2011 Deadline: 31 October 2011
IIIS MIN PI I STACT	Get into the career academy by working on interview skills and knowledge of organisation.	Deadine. 31 October 2011

Area of Development:	Leadership Skills	Mandy Hayward Date Set: 11 October 2011 Deadline: 18 November 2011
	Step up in group work to take the lead - will review mid Nov on progress of this.	Deadine. 10 November 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
GCSE English EGpK	100%	100%
BTEC L3 Ext Dip Business Y1 EGpB	99%	100%