The College of Haringey, Enfield and North East London



Learner Review

12 January 2012

Learner: Trevor Black

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) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

Comments / Reference / Targets

Complete a L2 FS English writing exam by Oct term. Proofread and check

Smart Targets: you have wrote enough to fulfil the criteria, answer all bullet points in the

question in order to do this

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	83% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/BCS BTEC Customer Service			

Comments / Reference / Targets

Smart Targets: Must attempt all merit and distinction tasks over the holidays

Comments: Some good quality work to date

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpC Yr1 (Tutorial & General Unit) (E)	85% (4)	100% (10)	

Modules

NE3MBUS1-1DA21C/TUT Tutorial , NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

Comments / Reference / Targets

You need to complete 2 out of 3 units with a Distinction to achieve Distinction **Smart Targets:**

overall

You need to be handing in Merits and Distinctions for each of your units. You Comments:

also need to be improving your attendance to all lessons and doing more

research to add depth to the analysis.

Mandy Hayward.

Subject	Attendance	Punctuality		
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	86% (4)	100% (10)		
Modules:				
NE3MBUS1-1DA21C/BUR Business Resources				

Comments / Reference / Targets

Must improve your attendance to a minimun 90%. Submit all merit task by **Smart Targets:**

04/01/12

Comments: You understand the unit but I must see the same quality on paper.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 1 The Business Environment (E)	76% (3)	89% (5)	
Modules:			
NE3MBUS1-1DA21C/BUE Business Environment			

Comments / Reference / Targets

Smart Targets: Complete corrections by Janaury 20th 2012. Comments: Some low attendance has impacted on progress.

Marie Welsh.

Personal Targets

Area of Development:	Punctuality	Trevor Black Date Set: 27 September 2011 Deadline: 1 October 2011
IIN IVI A R I I START	Achieve at least 95% attendance and punctuality record for the month of September.	Deadine: 1 October 2011

Area of Development:	One to One with Tutor	Mandy Hayward Date Set: 13 December 2011 Deadline: 14 December 2011
	You need to have one to one with tutor to talk about why you are missing classes and how you are going to catch up on missed work to achieve Distinction overall.	Deadine: 14 December 2011

Area of Development:	Complete outstanding work for Unit 3	Mandy Hayward Date Set: 13 December 2011 Deadline: 4 January 2012
	Complete outstanding passes for Unit 3 - P1, P3 and P5. You need to sort out time management so you adhere to deadlines.	Deading: 4 dangary 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: You have made some progress this term, submit P5 and P6 by 04/01/12

Issues Raised:

Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpC	84%	97%