# The College of Haringey, Enfield and North East London



### **Learner Review**

16 March 2012

**Learner: Lucy Smith** 

Personal Tutor: Upal Banerjee

### **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 Diploma in Business Yr2 (Enfield) BTEC Level 3 Extended Diploma in Business GpA Yr2 (E) (Tutorial & General Unit)	85% (4)	100% (10)	

#### Modules:

NE3MBUS1-1DA22A/DPC Development Planning for Career, NE3MBUS1-1DA22A/TUT Tutorial, NE3MBUS1-1DA22A/HRM Development Planning for Career

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

You attendance needs to improve to above 87%. Submit all outstanding tasks **Smart Targets:** 

by 23/03/12

Comments: You are on target to achieve your final grade.

Upal Banerjee.

Subject	Attendance	Punctuality		
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	86% (4)	100% (10)		
Modules:				
NE3MBUS1-1DA22A/ESLES ICT				

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

Smart Targets: Complete past exam papers each week to prepare for exam in May.

Comments: Anita Sampat.

Subject	Attendance	Punctuality		
BTEC Level 3 Diploma in Business Yr2 (Enfield) Unit 27 Understanding Health & Safety in the Business Workplace (E)	74% (3)	100% (10)		
Modules:				
NE3MBUS1-1DA22A/HSW Health and Safety in Business Workplace				

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

Smart Targets: Complete corrections for this unit by 20th February 2012.

Comments: Research tasks completed on and off site. Assignment submitted with

deadline.

Marie Welsh.

Subject	Attendance	Punctuality		
BTEC Level 3 Diploma in Business Yr2 (Enfield) Unit 18 Managing a Business Event (E)	77% (3)	100% (10)		
Modules:				
NE3MBUS1-1DA22A/MBE Managing a Business Event				

#### Comments / Reference / Targets

Smart Targets: Hand in all work for this unit Monday 16th January

You need to put all your work together for this unit and hand it in. You did

Comments: good on the event, so this is about collecting the evidence and tackling the

tasks. I would be disappointed with less than a Merit.

Mandy Hayward.

Subject	Attendance	Punctuality		
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Customer Service (L3 Dip Business Yr2) (E)	80% (4)	100% (10)		
Modules:				
NE3MBUS1-1DA22A/CUS BTEC Customer Service				

#### Comments / Reference / Targets

Smart Targets: Complete Task 2 and 3 by 23 April

Comments: Well done on Task 1

Anita Sampat.

Subject	Attendance	Punctuality		
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Extended Diploma in Business GpA Yr2 (E) (Tutorial & General Unit)	75% (3)	100% (10)		
Modules:				
NE3MBUS1-1DA22A/MBE Managing a Business Event , NE3MBUS1-1DA22A/TRB Training in Business				

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

Smart Targets: Complete Unit 18 and Unit 17 Passes at least by end of March and work filed

in your folder with front cover

You are missing too many lessons and not handing in the work that needs to

be done. Make sure you are complete on old units too as you still have

previous work not completed. Need to make sure P1/P2 of new unit is sorted

asp

Mandy Hayward.

Comments:

BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Extended Diploma in Business GpA Yr2 (E) (Tutorial & General Unit)  83% (4)  100% (10)	Subject	Attendance	Punctuality	
	Business Yr2 (Enfield) BTEC Level 3 Extended Diploma in Business GpA Yr2	(4)	1	

#### Modules:

NE3MBUS1-1DA22A/TUT Tutorial , NE3MBUS1-1DA22A/HRM Human Resource Management, NE3MBUS1-1DA22A/CUS BTEC Customer Service

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

Smart Targets: You are on target to achieve your final target grade. All improved work for the

first terms unit must be submitted by end of Jan

Comments: Health isssues have had a detremental effect on your progress. You now

need to try and focus on getting back on track and achieve your target grades.

Upal Banerjee.

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### **Personal Targets**

Area of Development:	UCAS	Upal Banerjee <b>Date Set:</b> 6 October 2011
S.M.A.R.T. Target:	Log on by 15/10/11	B     0. O - 4 - b - 11 0044

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y2 EGpA	82%	100%