The College of Haringey, Enfield and North East London



Learner Review

12 January 2012

Learner: Samantha Clark 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)	75% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

Comments / Reference / Targets

Smart Targets: You need to prepare for the ICT mock by week commencing 10 Oct

Comments:

You need to stay focus in lessons so that you can get the maximum benefit from it.

Anita Sampat.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	60% (1)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/ESLES ICT			

Comments / Reference / Targets

Smart Targets:

Do the BKSB ICT initial assessment and print off a copy for me and bring it to

your next lesson on 7 Oct

Comments: BKSB initial assessment completed

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)	25% (1)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

Smart Targets:

Attend all FS English lessons in order to achieve the minimum target of 85%.

Review after half term.

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)	25% (1)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

Smart Targets: Complete 1 reading and 1 writing FS English mock tests by Oct half term.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	67% (2)	94% (7)	

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: Improve Attendance to over 85% in January and hand in All 3 units Passes.

Very concerned about your attendance to lessons. You need to make sure you catch up on missed work and you hand in all three units in January. I have scheduled a second disciplinary in January and will go ahead if no

improvements in attendance and the completion of passess for three units.

Mandy Hayward.

Comments:

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Personal Targets

Area of Development:	Business Knowledge	Mandy Hayward Date Set: 9 September 2011 Deadline: 16 September 2011
IISMARI Jardet I	Get a Level 3 Course book for business by the end of next week.	Deadine: 10 September 2011

Area of Development:	Deadlines	Mandy Hayward Date Set: 5 October 2011 Deadline: 12 October 2011
S.M.A.R.T. Target:	Make sure you catch up on any missed work - by asking friends or coming to me for support. Will review wed.	Deadine. 12 October 2011

Area of Development:	Dyslexic Support	Mandy Hayward Date Set: 9 September 2011 Deadline: 25 November 2011
S.M.A.R.T. Target:	Let me know progress on above and you bringing in letter. Have written to Paul Jordan who is progressing the request Agreed support, so let me know how it is helping you in your studies.	Dedume. 20 November 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	59%	98%