The College of Haringey, Enfield and North East London



Learner Review

13 March 2012

Learner: Maxine Rowe

Personal Tutor: Georgia Demetriou

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:			
ND1MTRT1-1DA11A/FSI FS ICT			

Comments / Reference / Targets

Smart Targets: Practice your spreadsheet skills each week to prepare for exam in May.

Comments: You have good ICT skills but needs to keep focus in class in order to develop

to a higher level.

Anita Sampat.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Functional English (C&G Level 1 Tourism Grp A & B) (E)	100% (10)	91% (5)	
Modules:			
ND1MTRT1-1DA11A/FSE FS English			

Comments / Reference / Targets

Smart Targets: Work on attitude. Identify and read a novel.

Comments:
Amanda Odilibe.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism C&G Level 1 Diploma in Travel & Tourism GpA (E) (Tutorial & General Unit)	85% (4)	97% (8)	
Modules:			
ND1MTRT1-1DA11A/TUT Tutorial , ND1MTRT1-1DA11A/LOG Locational Geography			

Comments / Reference / Targets

Smart Targets:

Comments: see tutor review

Georgia Demetriou.

Subject Attendance	Punctuality
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C&G Level 1 Diploma in Travel & Tourism Unit 113 Accessible Travel and Tourism (E)	84% (4)	100% (10)	
Modules:			
ND1MTRT1-1DA11A/LOG Locational Geography			

Comments / Reference / Targets

Smart Targets: To improve attendance for the unit 112 lesson

Maxine you need to attend all lessons to ensure your understanding of the unit

Comments:

All coursework up to date

Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in			
Travel & Tourism	83%	100%	
Unit 109 UK Travel and	(4)	(10)	
Tourism Destinations (E)			
Modules:			
ND1MTRT1-1DA11A/CUS Customer Service, ND1MTRT1-1DA11A/PRE Preparing for Employement			

Comments / Reference / Targets

Smart Targets:

Maxine, your attendance is very good!!!! Keep up your good attendance!!

Comments: You have completed unit 109! Well done Maxine!!

You need to catch up with unit 105 Preparing for employment!!

Sandra Mirkovic.

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Personal Targets

Area of Development:	Organise study resources	Schnell Smith Date Set: 14 October 2011 Deadline: 17 October 2011
IIIS MIN PI I JARAGE.	Sort out a folder for all course notes, assignments and timetable by beginning of next week	Deadinie. 17 October 2011

Area of Development:	Attendance and Punctuality	Schnell Smith Date Set: 14 October 2011 Deadline: 31 October 2011
IIIS MIN PI I JARAGE I	Achieve at least 95% attendance and punctuality record for the month of October	Deading. 31 Coloser 2011

Area of Development:	ii (eseaicii	Maxine Rowe
S.M.A.R.T. Target:	need to collect pictures and images,	Date Set: 14 December 2011 Deadline: 27 December 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:

Term 1

Maxine your attendance / punctuality is excellent make sure you keep this up.

You have a great/positive attitude to your studies and you work very well with your peers during classroom activities, well-done

You work very well independently and I feel that other people in the group can sometimes badly influence you to react to certain situations. I think it would be more advisable for you to separate yourself so that you are able to concentrate on the teaching that is taken place and focus less on what is going on around you.

Make sure you use your additional study days to do some revision for you functional skills IT mock paper and your vocational on-line tests, if your prepare yourself in advance it will enable you to achieve higher grades than a pass.

Keep up the good work!

Issues Raised: Behaviour

Georgia Demetriou.

Review Term: Autumn/Spring/Summer

Review:

Make sureyou arrive to all your lessons and ensure that you arrive on time, the start of the class session is very important so that you do not miss the aims and objectives. **Maxine** your attendance and punctuality is very good (well-done), however if you are not in college you are not learning and this will affect your overall grade, when you are in college you must engage yourself more with classroom activities and discussions.

You need to make sure you hand in your deadlines on time so that the appropriate interim feedback can be given by your assessors, this will also give you the opportunity to pass the unit on time as well as improve your grades.

Issues Raised: Deadlines / Punctuality / Attendance

Georgia Demetriou.

Course	Attendance	Punctuality
C&G L1 Dip Travel & Tourism EGpA	87%	97%