# The College of Haringey, Enfield and North East London



# **Learner Review**

15 March 2012

Learner: Kevin Amagyei

**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)	89%	100%	
BTEC Level 3 Extended	(5)	(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, NE3MBUS1-1DA21B/MBE Managing a Business Event

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

Smart Targets: Complete Unit 3, Unit 19 and Unit 18 with at least Passes by the end of March

with all the work in your Folder

Well done for improving your attendance - now 85% but needs to be better

Comments: and well done for doing P1/P2 - need to attend workshops to catch up and

improve Unit 3 by end of March.

Mandy Hayward.

Subject	Attendance	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/HAS Health and Safety			

#### Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - submit by March 30th 2012

You are making progress in this unit, completing the risk assessment activity.

Comments: After the Britvic visit you will have completed the research required for this

unit.

Marie Welsh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	90% (5)	100% (10)	
Modules:			

#### NE3MBUS1-1DA21B/FSI FS ICT

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

Smart Targets: Practice on past exam papers each week until the exam in May.

You are making very good progress however you need to build formatting

Comments: techniques when producing more complex documents. You also need to build

knowlege on using range of formulas in spreasheets.

Anita Sampat.

Subject	Attendance	Punctuality		
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	83% (4)	100% (10)		
Modules:				
NE3MBUS1-1DA21B/BCS BTEC Cus	stomer Service			

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

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	83% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

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

Smart Targets: Complete Unit 2 by 27 April.

Comments: 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)	63% (2)	90% (5)
Modules:		
NE3MBUS1-1DA21B/ESE ES Englis	.h	

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

Smart Targets: Attend all lessons. Review again after Feb half term.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	77% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection			

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

Smart Targets: Submit all outstanding work for Unit2 by 23/03/12.

Comments: Although your attendance has improved, you must put in more effort or seek

help if required.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	70% (3)	79% (3)	
Modules:			
NE3MBUS1-1DA21B/FSE FS E	English		

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

Smart Targets: Attend all lessons this term.

Comments:

Donna Kavanagh.

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# **Personal Targets**

Area of Development:	Planning and Organising	Mandy Hayward  Date Set: 5 October 2011  Deadline: 9 January 2011
	Sort out a folder with your assignment for each unit, timetable and notes for each. See me next week and show me. First week of January.	Deadline: 9 January 2011

Area of Development:	A 44   1 4   1	Mandy Hayward  Date Set: 9 September 2011  Deadline: 16 September 2011
S.M.A.R.T. Target:	See me on Tuesday for one to one ref attendance on Friday morning. You need to let me know if you are not going to attend college and why didn't you come and see me ref the 2 assignments given out at tutorial?	·

Area of Development:	Dress in Class	Mandy Hayward  Date Set: 5 October 2011  Deadline: 12 October 2011
S.M.A.R.T. Target:	Take your coat off in lessons, have a jumper on underneath if you get cold but in the office, you would not be keeping your coat on. SORT ASP	Deadine. 12 October 2011

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	85%	98%