The College of Haringey, Enfield and North East London



Learner Review

22 March 2012

Learner: Sinem Secgin

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 Diploma in Business GpB Yr2 (E) (Tutorial & General Unit)	96% (8)	100% (10)	

Modules:

ND3MBUS1-1DA22B/BCS BTEC Customer Service, ND3MBUS1-1DA22B/TUT Tutorial, ND3MBUS1-1DA22B/DPC Development Planning for Career

Comments / Reference / Targets

Smart Targets: All outstanding tasks for all units to be submitted by 27/03/12

Comments: You must attend all future tutorials until a final grade has been achieved

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma in Business Yr2 (Enfield) Unit 27 Understanding Health & Safety in the Business Workplace (E)	80% (4)	100% (10)	
Modules:			
ND3MBUS1-1DA22B/HSW Health	and Safety in Business Workplace		

Comments / Reference / Targets

Smart Targets: Submit assignment by 20th January 2012.

Comments: Research tasks completed, use findings to complete within deadline.

Marie Welsh.

Subject	Attendance	Punctuality 93% (6)	
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Diploma in Business GpB Yr2 (E) (Tutorial & General Unit)	78% (3)		
Modules:			
ND3MBUS1-1DA22B/FS1 FS ICT			

Comments / Reference / Targets

Smart Targets: Ensure your folder is completed with 12 units and use FS ICT to catch up on

missing work

Comments: You need to attend lessons and complete your folder with 12 units or you will

fail at the last hurdle.

Mandy Hayward.

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Diploma in Business GpB Yr2 (E) (Tutorial & General Unit)	90% (5)	100% (10)	

Modules:

ND3MBUS1-1DA22B/CUS BTEC Customer Service, ND3MBUS1-1DA22B/HRM Human Resource Management, ND3MBUS1-1DA22B/BCS BTEC Customer Service, ND3MBUS1-1DA22B/TUT Tutorial

Comments / Reference / Targets

Smart Targets: You must submit all merit grade tasks for the remaining 3 units by the end of

Jan

Comments: You have done very well this term but must improve on your overall

attendance

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma in Business Yr2 (Enfield) ICT - Functional Skills (BTEC L3 Dip in Business GpB Yr2) (E)	82% (4)	89% (4)	
Modules:			
ND3MBUS1-1DA22B/FS1 FS	ICT		

Comments / Reference / Targets

Smart Targets: Attend all lessons and Complete Unit 10 Market Research

You need to finalising your work for last term in this lesson and completing Market Research. This lesson is for you to hand in work and finalise your previous units. You are not using this wisely to improve your work. So more focus and put together previous work and then we can look at improving the grades. You have not been entered for Functional Skills ICT due to poor attendance but you need to attend to do your coursework and improve your grades. No attendance to this lesson means no improvement in grades.

Mandy Hayward.

Comments:

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Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: You must submit Unit 1 outcomes 1 and 2 by 23/03/12

Issues Raised:

Upal Banerjee.

Course	Attendance	Punctuality
AS Turkish TGpA	50%	100%
BTEC L3 Dip Business Y2 EGpB	88%	99%