# The College of Haringey, Enfield and North East London



### **Learner Review**

12 January 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	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

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

Smart Targets: You need to continue to practice on spreadsheets to sit the diagnostic

assessment next week.

Comments: You need to ensure that you practice what has been covered in lessons so

that you can do well in the assessment.

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)	75% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSF FS English			

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

Smart Targets: Complete L2 FS English writing mock by Oct half term. Proofread and

carefully check the layout and your use of commas.

Comments: The 2 areas identified above are based on your last writing mock.

Donna Kavanagh.

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

#### Comments / Reference / Targets

Smart Targets: Complete all BKSB tasks on WP up to Level 2 by 13/12/11

Comments: Anita Sampat.

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

#### Comments / Reference / Targets

Smart Targets: Hand in draft report by 15 Nov

Comments: Your deadline has been extended 3 times, if work is not submitted you will be

given a cause for concern.

Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	81% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/BUR Business Resources			

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

Smart Targets: Improve attendance and submit P1,P2,P3,P5 and P7 on 06/01/12

Comments: Very poor effort with little progress.

Upal Banerjee.

BTEC Level 3 Extended		11
Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	88% (4)	100% (10)

#### 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: Hand in three completed units in January 2012, 1 being a Merit.

You need to work harder on handing in work to deadlines, attendance to lessons and participating in class. You have got poor reports for every class you go to. You will get a second disciplinary January 17th and will only be

cancelled if you have handed in all your work.

Mandy Hayward.

Comments:

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# **Personal Targets**

Area of Development:	Planning and Organising	Mandy Hayward  Date Set: 5 October 2011  Deadline: 9 January 2011
S.M.A.R.T. Target:	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.	Deadine. 9 January 2011

Area of Development:	A 44 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 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?	South 10 Copies in Soi 2011

Area of Development:	Dress in Class	Mandy Hayward  Date Set: 5 October 2011  Deadline: 12 October 2011
	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%	99%