The College of Haringey, Enfield and North East London



Learner Review

15 March 2012

Learner: Victoria Arroyo

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)	79%	100%	
BTEC Level 3 Extended	(3)	(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: Improve your attendance from 81%, complete Unit 3, Unit 19 and Unit 18 with

at least Passes by the end of March with all the work in your Folder

Comments: Well done for passing P1/P2 for Managing an event, you need to keep up

your attendance and focus on completing your work as quickly as possible.

Mandy Hayward.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	89% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/HAS Health and Safety			

Comments / Reference / Targets

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

Some progress made but it is disappointing that you were not present for the

Comments: risk assessment activity, now scheduled for March 2nd. After the Britvic visit

you will have completed the research for the unit.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	78% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

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)	76% (3)	92% (6)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

Smart Targets: Write a covering letter by 30th March.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	90% (5)	96% (8)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection			

Comments / Reference / Targets

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

Comments: You need to make more positive contributions in class

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)	71% (3)	87% (4)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

Smart Targets: Write a briefing paper by the end of March.

Comments:
Donna Kavanagh.

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Personal Targets

Area of Development:	Business Knowledge	Mandy Hayward Date Set: 9 September 2011 Deadline: 16 September 2011
S.M.A.R.T. Target:	Get a level 3 course book from the learning centre.	Deadine: 10 September 2011

Area of Development:	Attendance and Punctuality	Mandy Hayward Date Set: 9 September 2011 Deadline: 25 September 2011
IIS MIN PI I STACT	Achieve at last 95% attendance and punctuality record for the month of September. Review at end.	Deadine. 25 September 2011

Area of Development:	Career Academy	Mandy Hayward Date Set: 9 September 2011 Deadline: 26 September 2011
IIIS IVI A P I I STAGT	Research on the career academy and make sure you complete your application and get picked.	Deaumie. 20 September 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/**Spring**/Summer

Review: Stage 2 Disciplinary 25/01/12

Issues Raised: Attendance and Coursework Submission

Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	82%	97%