# The College of Haringey, Enfield and North East London



## **Learner Review**

11 January 2012

**Learner: Jayne Smith** 

**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) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	50% (1)	100% (10)	
Modules:  NE3MBUS1-1DA21B/FSE FS English			

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

**Smart Targets:** 

1.) Attend all FS English lessons. Review after Oct half term.

2.) Complete 1 writing and 1 reading L2 mock test by Oct half term.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	86% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

#### Comments / Reference / Targets

Needs to improve level by completing all WP tasks on BKSB up to Level 2 by **Smart Targets:** 

13/12/11

Comments: Anita Sampat.

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/BUR Business Resources			

#### Comments / Reference / Targets

Smart Targets: Submit P3, P6 and P7 on 06/01/12

Comments: Good contribution in class.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	74%	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

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

Smart Targets: You need to improve your attendance as it is linked to achievement - 85% in

January 2012

You are missing too many lessons which makes it difficult when your return to

know what is going on. You have excellent verbal and influencing skills,

however you don't like to hand in written work. So this needs to change if you are going to be successful on the course, especially Unit 3 and Unit 19. All

passes need to be achieved in January 2012. You are only on course for

Passes unless you put in more effort with your studies.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 1 The Business Environment (E)	75% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources			

#### Comments / Reference / Targets

Smart Targets: Review assignment submissions 10th January 2012.

Comments: Low attendance and submissions have impacted on progress.

Mandy Hayward.

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## **Personal Targets**

Area of Development:	Business Knowledge	Mandy Hayward  Date Set: 13 September 2011  Deadline: 21 September 2011
IIIS M A R I ISTABI	Get business book from the library to help with your course assessments.	

Area of Development:	Financial Support	Mandy Hayward  Date Set: 13 September 2011  Deadline: 23 September 2011
IIIS MIN PI I STABT	Find out about support for travel costs, student learner fund and oyster card.	Deaume. 23 deptember 2011

Area of Development:	Speed Reading	Mandy Hayward  Date Set: 13 September 2011  Deadline: 3 October 2011
	Find out what resources are in the library to help you improve your speed of reading. Also keep me posted on what support Paul Jordan will come up with.	Doddino. 5 Goldber 2011

# **Tutor Review**

## Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	72%	98%