### **Learner Review**

26 May 2011

Learner: Sinan Kulek Personal Tutor:

#### **Key to Attendance and Punctuality percentages**

- 100% to 91% is green status
- 90% to 85% is amber status
- 85% 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	Attendance	Punctuality			
Tottenham Short Courses YPC SLDD TGpA Tuesday (T) (K4EMBSK1_0DA11A)	68% (2)	100% (10)			
Modules:					
K4EMBSK1-0DA11A/MSK Multi Skills					

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

Smart Targets: I will get to my class punctually each Tuesday

Comments: Sinan, I know you have been injured for the last few weeks of term, but do try

to improve your punctuality, as it affects the whole group.

Svar Simpson.

...

## **Targets**

	10am.every Tuesday.	Svar Simpson  Date Set: 15 March 2011  Deadline: 15 March 2011
S.M.A.R.T. Target:		Deadine: 15 March 2011

# **Personal Tutor Summary**

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

None.

Course	Attendance	Punctuality
YPC SLDD TGpA Tuesday	74%	100%