# The College of Haringey, Enfield and North East London



# **Learner Review**

22 March 2012

Learner: Lilian Sumbi Timos Personal Tutor: Lucy Yeboah

### **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)	100%	100%	
BTEC Level 3 Extended	(10)	(10)	
Diploma Business GpC Yr1	` ,	` ′	
(Tutorial & General Unit) (E)			

#### Modules:

NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/MBE Managing a Business Event, NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

#### Comments / Reference / Targets

Smart Targets:

You need to make sure you have four units signed off with Distinctions in your

folder by end of March from term 1 - Unit 2, Unit 3 and Unit 19 and Unit 17.

Comments: Excellent student, working hard and submitting quality work - keep it up. Then

we need to sort out work experience in law firm for summer. Well done

Mandy Hayward.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

#### Comments / Reference / Targets

Smart Targets: Take part in a formal dicussion by 22nd Feb.

Comments: Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

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

Smart Targets: Complete a mock level 1 writing exam and identify areas of weakness,

according to the marking criteria, by the end of March.

Excellent attendance and punctuality. Also, well done for passing your

Comments: speaking and listening and also the mock reading exam. Your hard work has

paid off and I am extremely pleased with your progress.

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	100%	100%	
BTEC Level 3 Extended	(10)	(10)	
Diploma Business GpC Yr1			
(Tutorial & General Unit) (E)			
Modules:			
NE3MBUS1-1DA21C/HAS Health and Safety			

#### Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - submit by March 28th 2012

You are making good progress in this unit supported by excellent attendance.

Comments: You completed the risk assessment activity and met the deadline for

Assignment 1. After the visit to Britvic you will have completed all of the

research required for this unit.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	100% (10)	100% (10)	

#### Modules:

NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/RAS Recruitment and Selection, NE3MBUS1-1DA21C/BCS BTEC Customer Service

#### Comments / Reference / Targets

Smart Targets: Submit Unit13 P1 to P5 by 16/03/12 and Customer service Unit 1 outcome 1

and 2 by 23/03/12

Comments: Excellent work to date.

Upal Banerjee.

# **Personal Targets**

Area of Development:	IIVIGUIS II	Mandy Hayward <b>Date Set:</b> 26 September 2011
S.M.A.R.T. Target:		Doodling: 27 September 2011

Area of Development:	Organisation and Folder	Mandy Hayward <b>Date Set:</b> 26 September 2011 <b>Deadline:</b> 3 October 2011
IIIS MIA R I ISTABI	sort out folder for all course notes, assignments and timetable by next week.	Deadine: 3 October 2011

Area of Development:	Maths	Lilian Sumbi Timos  Date Set: 3 October 2011  Deadline: 3 October 2011
S.M.A.R.I. Target:	I have already started maths functional skills classes since 27 September 2011. I have to work hard to improve areas which I am weak, in order to gain the criteria to go to University.	Deading: 3 October 2011

## **Tutor Review**

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

Review Term: Autumn/Spring/Summer

Review:

Well done on your attendance and punctuality 100%

Issues Raised: Attentance

### Lucy Yeboah.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpC	100%	100%