The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Dwight Forbes

Personal Tutor: Vincent Keys

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			
YPC Accelerate - Step Up YPC Accelerate Yr10 (T) (Tutorial and General Unit)	91% (5)	92% (6)			
Modules:					
K41MACC1-1DA21A/STU Step Up, K41MACC1-1DA21A/SPO Sports, K41MACC1-1DA21A/TUT Tutorial					

Comments / Reference / Targets

1. Attend all classes on time.

2. Attend every lesson.

3. Pay atttention in class and contribute constructively at least once to

class discussions and/or question answer activities.

Recently Dwight's attitude towards work has improved, however he still needs Comments:

to attend all classes on time in order to catch up with his step up units.

Mike Lezama.

Smart Targets:

Subject	Attendance	Punctuality	
YPC Accelerate - Step Up YPC Accelerate Yr10 (T) (Tutorial and General Unit)	81% (4)	77% (3)	

Modules:

K41MACC1-1DA21A/STU Step Up, K41MACC1-1DA21A/THE Construction- Theory, K41MACC1-1DA21A/SPO Sports, K41MACC1-1DA21A/TUT Tutorial

Comments / Reference / Targets

Dwight it's going to work on coming to college every day for a week and to **Smart Targets:**

make all the sessions on time.

if the Dwight fulfils this task you will then be able to complete the units needed Comments:

for a step up

Hesketh Benoit.

Personal Targets

Area of Development:	must work on his attendance and punctuality	Hesketh Benoit Date Set: 4 November 2011 Deadline: 11 November 2011
IIN IVI A R I ISTABT	to turn up on time every day for a full week and concentrate on completing classwork	

Area of Development:	Production of work	Mike Lezama Date Set: 17 January 2012 Deadline: 17 January 2012
S.M.A.R.T. Target:	 Attend all classes on time. Complete outstanding step up units. Pay attention in class and contribute constructively at least once to class discussions and/or question answer activities. 	Deadine: 17 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: Dwight made a great start in the first two weeks of term, then there was some change in Dwight. He stopped working as hard and started playing with his phone in class.

Issues Raised: Dwight must work on his attendance and punctuality. Must stop playing with phone in the classroom and keep the focus on class work

Hesketh Benoit.

Review Term: Autumn/Spring/Summer

Review:

Issues Raised:

The class has been studying ICT Functional Skills at Level 1. So far, the following have been covered: locating and evaluating appropriate information, selecting appropriate software, presenting information in ways that are fit for purpose and audience, entering and editing data.

Dwight has so far produced very little work, particularly in my English class. At times he has had to be asked to engage fully with his studies and not to allow himself to become distracted by the more disruptive element within the class.

However, ifDwight were to fully apply himself I am sure he would be capable of greater things. In order to achieve a qualification, Dwight needs to attend his lessons on time, concentrate fully on his studies and stay in focus.

Vincent Keys.

Course	Attendance	Punctuality
YPC Accelerate Tottenham Yr10 TGpA	76%	77%