# The College of Haringey, Enfield and North East London



## **Learner Review**

12 January 2012

Learner: Samuel Asemah 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) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	69% (3)	100% (10)	

#### 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: Attend all lessons in January and hand in three units in January 2012

A second disciplinary has been organised for second week of college. This relates to your attendance and not handing in work. Your attendance is 62% which is unacceptable and you have not completed work for majority of your units. You need to hand in work on your return or reflect on whether college is

right for you.

Mandy Hayward.

Comments:

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

#### Comments / Reference / Targets

Smart Targets:

No eating, drinking or using of mobile phones during lesson time. You need to

prepare for the diagnostic assessment due next week.

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)	50% (1)	100% (10)	

#### Modules:

NE3MBUS1-1DA21B/FSE FS English

1.) Attend all lessons, in order to achieve the minimum of 85%. Review after half term.

Smart Targets: 2.) Complete mock L2, reading test by Oct half term

3.) Complete mock L2, writing test by Oct half term. Proofread and check your

use of questions marks and homophones.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	69% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/BUR Business Resources			

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

Smart Targets: You must attend all future classes. Submit P1 to P5 by 06/01/12

Comments: You have not shown any work to me, to date.

Upal Banerjee.

# **Personal Targets**

Area of Development:	One to One with Tutor Fri 4th	Mandy Hayward  Date Set: 2 November 2011  Deadline: 4 November 2011
IIIS MIN DI LARGOTI	Need to have one to one about your attendance and where you are in terms of handing in work.	Deadline: 4 November 2011

Area of Development:	Attend all lessons on time	Mandy Hayward  Date Set: 2 November 2011  Deadline: 4 November 2011
III NIARI ISTABT' I	You need to attend all lessons on time from 70% to 85%. You are risking being asked to leave the course if your attendance does not improve. Will review weekly.	Dodding. 4 November 2011

Area of Development:		Mandy Hayward <b>Date Set:</b> 2 November 2011 <b>Deadline:</b> 4 November 2011
111	Make sure you are upto date on handing in work for all your units - Unit 1 Business Environment, Unit 2 Business Resources, Unit 3 Intro to Marketing and Unit 19 Developing teams in business. Will review on Friday.	

# **Tutor Review**

## **Comments / Reference / Targets**

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	57%	100%