The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Shabina Begum

Personal Tutor: Benson Osejindu

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 Ext Diploma Yr1 & Fast Track Business (T)	1	93%
BTEC Customer Service (L3 Ext Dip Business Yr1) (T)	(10)	(7)
Modules:		
NE3MBUS1-1DA21A/CUS Cus	stomer Service	

Comments / Reference / Targets

Smart Targets: Assignment

You are currently on target with all your assignment Customer Service

assignment Unit 1 deadline for this is on the 02/03/12. You are also required Comments:

to start with Unit 2 assignment and the deadline for the assignment is on the

30/03/12

Benjamin Cobblah.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) BTEC Level 3 Extended Diploma in Business Yr1 GpA (T) (Tutorial & General Unit)	8/%	100% (10)
Modules:		
NE3MBUS1-1DA21A/BRE Bus	iness Resources with FS English	

Comments / Reference / Targets

Smart Targets: Specific and Attainable

You need to complete the tasks in the Business Resources assignment for Comments:

final submission by 5 December 2011 and ensure that you have completed

the first tasks in the Teams in Business unit by 9 January 2012.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 41 - Business Markets and the Economy (L3 Yr1 & Fast Track Business) (T)	100% (10)	100% (10)
Modules:		
NE3MBUS1-1DA21A/BUE Bus	iness Environment	

Comments / Reference / Targets

Smart Targets: Complete P1 and P2 by Friday 16th December for Unit 41

Comments:

This deadline is for the FINAL submission; try to get a draft to me well before this so that I can give you feedback.

Note that the M1 and D1 deadline is also Friday 16th December, if you wish to achieve those criteria David Wheeler.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 41 - Business Markets and the Economy (L3 Yr1 & Fast Track Business) (T)	94% (7)	94% (7)
Modules:		
NE3MBUS1-1DA21A/BUE Bus	iness Environment, ND3MBUS1-1DA11A/B	UE Business Environment

Comments / Reference / Targets

Smart Targets:

Comments:

Courses: Unit 1 Business Environment; Unit 41 Business Markets and the Economy; Unit 14 Aspects of Employment Law

Shabina's attendance is very good, and her time-keeping is excellent. She contributes well to class activities. So far, however, she has completed only P1-P3 of U1, and will need to complete at least P4-P6 immediately to pass the course. Similarly, Shabina needs to make the suggested amendments to the outstanding U41 criteria submissions as soon as possible.

David Wheeler.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) BTEC Customer Service (L3 Ext Dip Business Yr1) (T)	100% (10)	100% (10)
Modules:		
NE3MBUS1-1DA21A/CUS Cus	stomer Service	

Comments / Reference / Targets

Smart Targets: Assignment

Comments: Currently on track with all your assignments , keep it up

Benjamin Cobblah.

Subject	Attendance	Punctuality
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BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) BTEC Level 3 Extended Diploma in Business Yr1 GpA (T) (Tutorial & General Unit)	91% (5)	100% (10)
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Modules:

ND3MBUS1-1DA11A/TUT Tutorial, NE3MBUS1-1DA21A/ITM Introduction to Marketing, NE3MBUS1-1DA21A/INM Introduction to Marketing, NE3MBUS1-1DA21A/TUT Tutorial

Comments / Reference / Targets

1. To complete and submit the Pass criteria in unit 3 (Introduction to Marketing) by 30th March

2012.

2. To complete and submit the Pass criteria in unit 10 (Marketing Research in Business) by 30th March

Smart Targets:

2012.

3. To complete and submit the Pass criteria in unit 39 (International Business) by 30th March

2012.

Comments:

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 13: Recruitment and Selection (L3 Yr1 & Fast Track Business) (T)	89% (5)	100% (10)
Modules:		
NE3MBUS1-1DA21A/BRE Bus	iness Resources with FS English	

Comments / Reference / Targets

Smart Targets: Specific and Attainable

I need to research more information about internal and external sources by 16

December 2011.

I need to collect evidence for the impact of legal and regulatory framework 4

January 2012.

Comments:

I need to research evidence for a factsheet by 4 January 2012.

For the group aspect of this unit, we need to compile the evidence and agree

an interview date before 23 January 2012.

Marcia Hamilton.

Subject	Attendance	Punctuality

Computing	84%	100%
Functional Mathematics (for all Achala's FS Maths)	(4)	(10)
Modules:		
NE3MBUS1-1DA21A/FSM FS Maths		

Comments / Reference / Targets

Complete three past Exam papers (March 2011, May 2011 and June 2011)

by 31-03-2012.

Smart Targets:

Improve your attendance to 100% by the end of this term.

Comments:

Achala Bodara Gamage.

Subject	Attendance	Punctuality
Computing Functional Mathematics (for all Achala's FS Maths)	73% (3)	100% (10)
Modules:		
NE3MBUS1-1DA21A/FSM FS Mat	hs	

Comments / Reference / Targets

Smart Targets: Improve your attendance up to 87% by the end of this term.

Shabina is a very cheerful member of the group who takes part in all class

activities enthusiastically.

She has developed a good understanding of the following topics during this

term.

· Addition, Subtraction, Multiplication and Division (Basic mathematics)

· Fractions, Decimals and Percentages.

Comments:

· Mean, Median, Mode and Range.

Ratio and Proportion.

· Area and Perimeter

Shabina now start revising for the FS exam in May focusing more on $% \left\{ 1\right\} =\left\{ 1\right\}$

developing problem solving skills related to those topics.

Achala Bodara Gamage.

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BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 1 The Business Environment with FS English (L3 Yr1 & Fast Track Business)	100% (10)	92% (6)
Modules:		
NE3MBUS1-1DA21A/BUE Business Environment, ND3MBUS1-1DA11A/BUE Business Environment		

Comments / Reference / Targets

You must complete all outstanding assignment tasks for Unit 1 (Business **Smart Targets:** Environment) and hand them in to me by Friday 24th February - the week

after half term.

Comments: David Wheeler.

Subject	Attendance	Punctuality	
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 5 Business Accounting (L3 Yr1 & Fast Track Business) (T)	93% (6)	100% (10)	
Modules:			

NE3MBUS1-1DA21A/BRE Business Resources with FS English, NE3MBUS1-1DA21A/ITA Introduction to Accounting

Comments / Reference / Targets

Specific and Attainable Smart Targets:

You have made good progress in this unit to produce a Cashflow Forecast; a

Trading, Profit, Loss Account and Balance Sheet; and you have also used the financial data to calculate ratios you will need to comment on the performance

of the business. Because of the progress you have made you now able to

attempt the 'merit' and 'distinction' criteria to acheive a high grade.

Marcia Hamilton.

Comments:

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 2 Business Resources (L3 Yr1 & Fast Track Business) (T)	80% (4)	100% (10)
Modules:		
NE3MBUS1-1DA21A/BRE Business Resources with FS English		

Comments / Reference / Targets

Smart Targets: Specific, Attainable and Realistic

I intend to research in more detail to help me to complete the Merit criteria by

5th December 2011.

I also intend to proof read my work to ensure that I spell words correctly, use

punctuation and grammar correctly.

Comments:

I intend to utilise my time effectively to ensure that I complete my coursework

by 30 November 2011.

I intend to develop a better understanding of the key concepts to complete my

coursework by the given deadline.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) Unit 5 Business Accounting (L3 Yr1 & Fast Track Business) (T)	93% (6)	100% (10)
Modules:		
NE3MBUS1-1DA21A/BRE Business Resources with FS English, NE3MBUS1-1DA21A/ITA Introduction to Accounting		

Comments / Reference / Targets

Smart Targets: Specific and Attainable

You have made good progress in this unit to produce a Cashflow Forecast; a Trading, Profit, Loss Account and Balance Sheet; and you have also used the

Comments: financial data to calculate ratios you will need to comment on the performance of the business. Because of the progress you have made you are now able to

attempt the 'merit' and 'distinction' criteria to acheive a high grade.

Marcia Hamilton.

Subject	Attendance	Punctuality	
BTEC Level 3 Ext Diploma Yr1 & Fast Track Business (T) BTEC Level 3 Extended Diploma in Business Yr1 GpA (T) (Tutorial & General Unit)	86%	100% (10)	

Modules:

NE3MBUS1-1DA21A/ITM Introduction to Marketing, ND3MBUS1-1DA11A/TUT Tutorial, NE3MBUS1-1DA21A/INM Introduction to Marketing, NE3MBUS1-1DA21A/TUT Tutorial

Comments / Reference / Targets

1. To complete M1 and D1 in Introduction to

Marketing by Thursday 24th November 2011 no later

Smart Targets:

than 5.00 p.m.

2. To improve your attendance.

Comments:

Benson Osejindu.

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Personal Targets

Area of Development:	Introduction to Marketing Assignment.	Benson Osejindu Date Set: 11 October 2011 Deadline: 11 October 2011
S.M.A.R.T. Target:	To complete the above assignment Pass criteria by Friday 21st October 2011. To complete the Merit and Distinction criteria by 4th November 2011.	Joannier in Goldson Zorn

Area of Development:	Attendance, punctuality and completion of assignments.	Benson Osejindu Date Set: 29 November 2011 Deadline: 29 November 2011
S.M.A.R.T. Target:	Well done for meeting in all your targets and attending all your lessons in both Introduction to Marketing/ Market Research in Business and Tutorial lessons, promptly.	

Area of Development:	/ \ttoriaarioc	Shabina Begum Date Set: 21 February 2012
S.M.A.R.T. Target:	ll l	Deadline: 30 May 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Attendance and completion of outstanding assignments.

Issues Raised:

1. To improve attendance.

2. To complete all the Pass, Merit and Distinction

criteria from unit 3 (Introduction to Marketing) by Friday 20th January 2012.

3. To complete the Pass criteria in Market Research in

Business by 27th January 2012.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Previous targets brought forward.

Issues Raised:

1. To continue to improve on your attendance.

2. To submit the Pass, Merit and Distinction criteria in unit 3 (Introduction to Marketing) by Friday 10th

February 2012.

3. To submit the Pass, Merit and Distinction criteria

in unit 10 (Marketing research in Business) by Friday

17th February 2012.

Benson Osejindu.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 TGpA	92%	98%