# The College of Haringey, Enfield and North East London



# **Learner Review**

16 January 2012

**Learner: Lisa Williams** 

### **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	
C&G Level 3 Tourism Studies Yr2 Unit 323 Conferences and Events	69% (2)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

#### Comments / Reference / Targets

**Smart Targets:** 

Task Bii to be submitted by 24th November

Comments: Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 Unit 303 Promotions and Sales in Travel and Tourism	67% (2)	100% (10)	
Modules: ND3MTAS1-1DA22A/CUS BTEC	Customer Service		

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

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to

ill-health, you should use the study time to get ahead with the work,

Smart Targets: assignments and assessments for the units being delivered by your other tutors. You will then be able to focus on this unit again at a later stage in the

year. This means that you should be able to submit work early for other units

and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

Subject	Attendance	Punctuality
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	77% (3)	100% (10)
Modules:		
ND3MTAS1-1DA22A/WTD World Wide Travel Destinations , ND3MTAS1-1DA22A/CUS BTEC Customer Service		

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

Smart Targets: DEADLINE /ASSESSMENT

**BTEC Customers:** Make sure you complete and submit your customer service outcome 1 (elements 1.1, 1.2 & 1.4 -1.5) by Monday 21st November.

**World Wide Destinations:** You need to do some independent research/ revise after each outcome so that you have a clear understanding of all the relevant outcomes and requirements needed in order to successfully pass your on-line exam. Make sure you bring a folder to ever lesson so that you can attach the relevant sources against the outcome that is being delivered.

Lisa your attendance needs to improve!sad

#### Georgia Demetriou.

Comments:

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	44% (1)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tuto	rial		

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

Smart Targets: Improve attendance by 15/01/12.

Comments: Low attedance will impact on course success. Make sure you are in tutorial

January 5th 2012 to discuss.

Marie Welsh.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	80% (4)	
Modules:			
ND3MTAS1-1DA22A/FSI FS IC	T T		

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

Smart Targets: Prepare for ICT mock on 13 Oct by revising on work covered in lessons

Comments: Anita Sampat.

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## **Personal Targets**

Area of Development:	Improving my attendance	Lisa Williams  Date Set: 9 January 2012  Deadline: 9 January 2012
S.M.A.R.T. Target:	I will make sure I am on time for all lesson. I will make I am in college every day if possible. If for any reason I will be late or absence I will make sure I provide certified documentations. Due to priorities(schoool runs, childcare) I will make sure I provide my notice in advance, so my Turors are aware of what is happening with my schedule. I will begin to do my improvment attendance on the 09/01/2012	Deadine. 9 January 2012

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	77%	98%