# The College of Haringey, Enfield and North East London



### **Learner Review**

16 March 2012

**Learner: Jayne Smith** 

**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) Unit 1 The Business Environment (E)	75% (3)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Bus	siness Resources	

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

Smart Targets: Review assignment submissions 10th January 2012.

Comments: Low attendance and submissions have impacted on progress.

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)	71% (3)	75% (3)
Modules:		
NE3MBUS1-1DA21B/FSE FS Englis	h	

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

Smart Targets: Write a covering letter by 30th March.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	50% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BCS BTE	C Customer Service	

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

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

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	Subject	Attendance	Punctuality
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BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)		77% (3)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

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

Smart Targets: Attend all lessons this term.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	80% (4)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection		

#### Comments / Reference / Targets

Smart Targets: Submit all outstanding work for UNit2 by 23/03/12. Attend all classes from

now to end of term.

Comments: More action rather than conversation is required. You are a Career Academy

student who should be leading by example.

Upal Banerjee.

Subject	Attendance	Punctuality
BTEC Level 3 Extended		
Diploma in Business Yr1		
(Enfield)	78%	100%
BTEC Level 3 Extended	(3)	(10)
Diploma Business GpB Yr1		
(Tutorial & General Unit) (E)		
Modules:		
NE3MBUS1-1DA21B/HAS Health and	d Safety	

#### Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - submit by March 30th 2012

Low attendance has impacted on the progress of this unit. It is disappointing that you were not present for the risk assessment activity, now scheduled for

Comments:

march 2nd 2012. After the Britvic visit you will have completed the reserach

required for this unit.

Marie Welsh.

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Subject	Attendance	Punctuality

BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	77% (3)	98% (9)
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#### Modules:

NE3MBUS1-1DA21B/TUT Tutorial, NE3MBUS1-1DA21B/DTB Developing Teams in Business, NE3MBUS1-1DA21B/ITM Introduction to Marketing, NE3MBUS1-1DA21B/INM Introduction to Marketing, NE3MBUS1-1DA21B/MBE Managing a Business Event

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

Attend all lessons, complete Unit 3, Unit 19 and Unit 18 with at least Passes Smart Targets:

by the end of March with all the work in your Folder. Also attend a Stage 3

disciplinary.

You need to change your behaviour if you are to achieve on this course. You are operating at a lower level than your skills and you think this is alright. You are missing lots of lessons with 73% attendance and you are providing too many excuses like you are an expect in doing this. If you do not change you will not Pass the first year to go into the second year and that would be a

shame. Sort it out.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	71% (3)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSI FS ICT		

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

Smart Targets: Practice on past exam papers each week until the exam in May.

Comments: You have very good ICT skills, you just need to concentrate on written

instructions so that you complete the tasks as needed.

Anita Sampat.

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### **Personal Targets**

Area of Development:	Business Knowledge	Mandy Hayward <b>Date Set:</b> 13 September 2011 <b>Deadline:</b> 21 September 2011
IIS MARI TARGET	Get business book from the library to help with your course assessments.	Deadine: 21 September 2011

Area of Development:	Financial Support	Mandy Hayward <b>Date Set:</b> 13 September 2011 <b>Deadline:</b> 23 September 2011
IIS MIARI I STACT: I	Find out about support for travel costs, student learner fund and oyster card.	Deaume. 23 September 2011

Area of Development:	Speed Reading	Mandy Hayward  Date Set: 13 September 2011  Deadline: 3 October 2011
	Find out what resources are in the library to help you improve your speed of reading. Also keep me posted on what support Paul Jordan will come up with.	Doddinio. 5 Solober 2011

## **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	73%	97%