The College of Haringey, Enfield and North East London



Learner Review

13 March 2012

Learner: Joyce Kwabia

Personal Tutor: Georgia Demetriou

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 2 Diploma in Travel & Tourism Unit 216 Tourist Information Services (E)	89% (5)	100% (10)
Modules:		
ND2MTRT1-1DA11A/TIS Tourist Information Services, ND2MTRT1-1DA11A/WTG World Wide Travel Geography		

Comments / Reference / Targets

Ensure you are making notes in all lessons to help with completion of

coursework

Smart Targets:

Comments:

FINAL DEADLINE FOR UNIT 216 - 20 MARCH

Comments: Deborah Abrey.

Subject	Attendance	Punctuality
C&G Level 2 Diploma in Travel & Tourism C&G Level 2 Diploma in Travel and Tourism GpA (E) (Tutorial & General Unit)	91% (5)	100% (10)
NA . I I		

Modules:

ND2MTRT1-1DA11A/TUT Tutorial, ND2MTRT1-1DA11A/TIS Tourist Information Services, ND2MTRT1-1DA11A/CUS BTEC Customer Service

Comments / Reference / Targets

Smart Targets:

Comments: see tutor review

Georgia Demetriou.

Subject	Attendance	Punctuality
C&G Level 2 Diploma in Travel & Tourism Unit 206 Structure of the UK Travel Industry (E)	86% (4)	100% (10)
Modules:		
ND2MTRT1-1DA11A/VIA Visitor A	Attractions	

Comments / Reference / Targets

Smart Targets: Attendance / Deadlines

Your attendance has dropped, you need to ensure you are attending your

lessons.

Comments:

You are up to date with your work, but please ensure that all referred work is

handed in on time.

Gul Assim.

..

Personal Targets

Area of Development:		Joyce Kwabia Date Set: 11 October 2011
S.M.A.R.T. Target:	I need to finish georgia's course work 1.1 -1.5	Deadline: 18 October 2011

Area of Development:		Joyce Kwabia Date Set: 18 October 2011
S.M.A.R.T. Target:	1	Deadline: 18 October 2011

Area of Development:	RESEARCH MATERIAL	Joyce Kwabia Date Set: 11 October 2011
S.M.A.R.T. Target:	Research Debbie's course work by visiting various travel agencys and collecting brochures and leaflets.	Deadline: 31 October 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Term 1 -

Joyceyour attendance / punctuality is excellent make sure you keep this up.

You have a great/positive attitude to your studies and you work very well with your peers during classroom activities, make sure you attend your additional learning support sessions so that extra help and guidance can be given. The support sessions will enable you to pass the qualification and improve your English literacy level to a standard that you feel comfortable in working independently with.

Make sure you use your additional study days to do some revision for you functioal skills IT mock paper and your vocational on-line tests, if your prepare yourself in advance it will enable you to achieve a pass grade in all your vocational units.

keep up the good work

Issues Raised:

Georgia Demetriou.

Review Term: Autumn/Spring/Summer

Review:

Make sureyou arrive to all your lessons and ensure that you arrive on time, the start of the class session is very important so that you do not miss the aims and objectives. **Joyce** your attendance/punctuality is very good make sure you keep this up.

You need to make sure you hand in your deadlines on time so that the appropriate interim feedback can be given by your assessors, this will also give you the opportunity to pass the unit on time as well as improve your grades.

C&G Customer service unit

Task C written exam is on Wednesday 14th March make sure you look through your notes and do some additional revision prior to this.

BTEC Customer Service

You need to make sure that outcome 2 (2.1 - 2.7) has been handed and that outcome 3 (3.1 - 3.6) is completed by Thursday 16th March

Issues Raised:

Georgia Demetriou.

Course	Attendance Punctuality
--------	------------------------

C&G L2 Dip Trvl&Tism E 90% 100%