The College of Haringey, Enfield and North East London



Learner Review

15 March 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)	33%	100%	
BTEC Level 3 Extended	(1)	(10)	
Diploma Business GpB Yr1			
(Tutorial & General Unit) (E)			
Modules:			
NE3MBUS1-1DA21B/HAS Health and Safety			

Comments / Reference / Targets

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

Comments: Low attendance has impacted on progress you need to action plan for

missing this unit.

Marie Welsh.

Subject	Attendance	Punctuality
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	24% (1)	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: Need to attend lessons in order to practice for the exam.

Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	39% (1)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

Comments / Reference / Targets

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

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)		100% (10)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

Comments / Reference / Targets

Smart Targets: Take part in a formal dicussion by 22nd Feb.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	55% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection		

Comments / Reference / Targets

Smart Targets: Submit all outstanding tasks for Unit2 by 23/03/12

Comments: ATTEND classes

Upal Banerjee.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	62% (2)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

Comments / Reference / Targets

• attend all lessons this term.

Smart Targets: • Complete a mock level 1 writing exam and identify areas of weakness,

according to the marking criteria, by the end of March.

Comments: well done for passing your speaking and listening element.

Donna Kavanagh.

Subject Attendance	Punctuality
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BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	57% (1)	100% (10)
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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 and complete Unit 3, Unit 19 and Unit 18 with at least

Passes by the end of March with all the work in your Folder. Due to poor attendance you are being sent a letter for a Stage 3 disciplinary, so you need

to sort this attendance out or you will no longer be on the course.

Improve your attendance, attend a Stage 3 disciplinary and catch up on

missed work.

Mandy Hayward.

Comments:

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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 PI I STACT	Need to have one to one about your attendance and where you are in terms of handing in work.	Deadinie. 4 November 2011

Area of Development:	Attend all lessons on time	Mandy Hayward Date Set: 2 November 2011 Deadline: 4 November 2011
IIS MIN PI I STABT	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.	

Area of Development:	II 🔾	Mandy Hayward Date Set: 2 November 2011 Deadline: 4 November 2011
	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.	Deading: 4 November 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Stage 2 Disciplinary 25/01/12

Issues Raised: Attendance and Coursework Submission

Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	47%	100%