The College of Haringey, Enfield and North East London



Learner Review

15 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)	78%	100%	
BTEC Level 3 Extended	(3)	(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

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

required for this unit.

Marie Welsh.

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.

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.

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 Business 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 English	า		

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) Unit 2 Business Resources (E)	80% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BUE Business Resources, NE3MBUS1-1DA21B/RAS Recruitment and Selection			

Comments / Reference / Targets

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

now to end of term.

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

student who should be leading by example.

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)	65% (2)	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)	77%	98%	
BTEC Level 3 Extended	(3)	(9)	
Diploma Business GpB Yr1			
(Tutorial & General Unit) (E)			

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

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:

Personal Targets

Area of Development:	Business Knowledge	Mandy Hayward Date Set: 13 September 2011 Deadline: 21 September 2011
II S M A R I I START	Get business book from the library to help with your course assessments.	

Area of Development:	Financial Support	Mandy Hayward Date Set: 13 September 2011 Deadline: 23 September 2011
IIIS MIN PI I STACT	Find out about support for travel costs, student learner fund and oyster card.	Deaume. 23 deptember 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.	Doddino. 5 Goldber 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	74%	97%