# The College of Haringey, Enfield and North East London



## **Learner Review**

11 January 2012

Learner: Paulo Alexandre Personal Tutor: Gul Assim

#### **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		
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)		
Modules:				
ND2MAVE1-1DA11A/FSI FS I	СТ			

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

Smart Targets: Continue to practice on spreadsheets and graphs by 14 Oct

Comments: Your currently level is not set at you have not yet completed the ICT initial

assessment.

Anita Sampat.

Subject	Attendance	Punctuality	
C&G Level 2 Diploma in Aviation Environment Unit 204 - Airport Check in Services (E)	53% (1)	88% (4)	
Modules:			
ND2MAVE1-1DA11A/ACI Airport Ch	eck In		

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

**Smart Targets:** 

Task A , Airport check in, is due to finish within the next couple of weeks,

please keep up to date with all your training notes, to ensure you meet the

deadline at the beginning of December.

The work you have been handing in is very good Paulo, keep going, but please pay particular attention to your attendance as it has dropped to 53%

Gul Assim.

Comments:

Subject	Attendance	Punctuality		
C&G Level 2 Diploma in				
Aviation Environment	80%	100%		
Unit 203 - Aviation	(4)	(10)		
Communications (E)	` ,	` ′		
Modules:				
ND2MAVE1-1DA11A/AVC Aviation	Communications with FS English			

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

**Smart Targets:** 

You need to improve your attendance Paulo.

Comments:

Up to date with your work.

You work well in the classroom discussions.

Sandra Mirkovic.

Subject	Attendance	Punctuality	
C&G Level 2 Diploma in Aviation Environment Unit 208 - Airport Baggage Facilities (E)	50% (1)	75% (3)	
Modules:			
ND2MAVE1-1DA11A/ABF Airport Baggage Facilities			

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

Attendance to be improved by 01 dec

**Smart Targets:** 

Task A to be completed by 24 November

Comments: Deborah Abrey.

Subject	Attendance	Punctuality
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	86% (4)	100% (10)
Modules:		
ND2MAVE1-1DA11A/PSN Passengers with Special Needs, ND2MAVE1-1DA11A/CUS BTEC Customer Service		

#### Comments / Reference / Targets

Smart Targets: Deadline/ assessment

**BTEC Customer Service** 

You need to ensure that you make the relevant adjustments to the referred tasks/elements ready for final submission on **Thursday 24th November** 

(attendance for this subject is excellent 100%) approve

Comments:

**Aviation Special Requirements** 

Well-done you have met your 2nd and final deadline for Task A, you have also completed your task B and achieved a Distinction in this outcome well-done. (Attendance for this subject needs to be improved 75%) sad

Georgia Demetriou.

## **Personal Targets**

Area of Development:	Aviation	Paulo Alexandre  Date Set: 7 October 2011
S.M.A.R.T. Target:	I am just the beginning of the course right now I do not have anything to say time will tell what I really want, were I have to improve to get a good grade and move on with my work.  I am just doing my best to finish most of the work that I have to do time is running out I have to keep myself on the track.  My target it's to finish all the work that I have to do.  Thanks  Peace and love (God bless)	Deadline: 7 October 2011

Area of Development:	lliave iuli į	eZone Admin
S.M.A.R.T. Target:	have a nice week end	Date Set: 23 September 2011 Deadline: 23 October 2011

Area of Development:	Customer service Outcome - 2	Paulo Alexandre  Date Set: 10 January 2012  Deadline: 10 January 2012
S.M.A.R.T. Target:	My target it is to complete the outcome - 2 before the dead line which we don't have the dead line so far, so far not bad I see how things going too!	Deadine: 10 January 2012

## **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
C&G L2 Dip Aviation Envrnmnt E	74%	97%