# The College of Haringey, Enfield and North East London



## **Learner Review**

12 January 2012

Learner: Harriet Rusoke

**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)	75%	100%	
Functional English (BTEC L3	(3)	(10)	
Dip Business Gp B&C Yr1)			
(E)			
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

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

1.) Complete 1 L2 FS English reading exam by Oct half term

Smart Targets: 2.) Complete 1 L2 FS English rwriting exam by Oct half term. Proofread and

check your spellings. Use a dictionary if necessary.

Comments:

Donna Kavanagh.

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: Complete all BKSB tasks on WP up to Level 2 by 13/12/11

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	88%	93%	
BTEC Level 3 Extended	(4)	(7)	
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

Smart Targets: You need to achieve 2 out of 3 units to be on course for overall DDD in Jan

2012 plus improve your attendance to over 85%

Your attendance is affecting your achievement on the course. You are missing deadlines and behind on Unit 3 with only 1 Pass and no passes for Unit 19. So what is going on? You are paying for the course and not working hard on your coursework? You can do better than this. Need to up your game

and complete all Passes in January 2012 for all units.

Mandy Hayward.

Comments:

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## **Personal Targets**

Area of Development:	Mobile Phone	Mandy Hayward  Date Set: 11 October 2011  Deadline: 19 October 2011
IIS IVIA PI I STABT I	You need to stop using or looking at your mobile phone in lesson, it is distracting you from getting on with others and achieving higher grades. Will review in a week.	200001 2011

Area of Development:	Attendance and Punctuality	Mandy Hayward  Date Set: 11 October 2011
IIIS MIN PI I STACT	Need to improve your attendance from 89% to 93% before the end of October.	Deadline: 31 October 2011

Area of Development:		Mandy Hayward  Date Set: 11 October 2011  Deadline: 4 November 2011
S.M.A.R.T. Target:	You need to make sure you time manage your deadlines so you achieve all your deadlines. Missed P1 Intro to Marketing which is first assessment so not a good start. WIII review Nov on progress in a one to one.	

# **Tutor Review**

## **Comments / Reference / Targets**

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	75%	96%