The College of Haringey, Enfield and North East London



Learner Review

22 March 2012

Learner: Atish Shah

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)	100%	100%	
Functional English (BTEC L3	(10)	(10)	
Dip Business Gp B&C Yr1)			
(E)			
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

Comments / Reference / Targets

Smart Targets: Write a briefing paper by the end of March and proofread, checking for

spelling, grammar and punctuation.

Comments: You are attentive in class and contribute to discussions.

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpC Yr1 (Tutorial & General Unit) (E)	100% (10)	100% (10)	
Modules:			
NE3MBLIS1-1DA21C/HAS Health and Safety			

Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - submit by March 28th 2012

You have made good progress in the unit, supported by excellent attendance,

Comments: completing the risk assessment activity and meeting Assignment 1 deadline.

After the Britvic visit you will have completed the research for this unit.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	99% (9)	100% (10)	

Modules:

NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/RAS Recruitment and Selection, NE3MBUS1-1DA21C/BCS BTEC Customer Service

Comments / Reference / Targets

Smart Targets: Start investigating the tasks for the HRM unit.

Comments: Fantastic work ethic. Keep up the good work.

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)	100% (10)	100% (10)
Modules:		
NE3MBUS1-1DA21C/FSE FS English		

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 1 The Business Environment (E)	100% (10)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/BUE Business Environment			

Comments / Reference / Targets

Smart Targets: Complete outstanding corrections by January 20th 2012

Comments: Excellent class contribution in class.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpC Yr1 (Tutorial & General Unit) (E)	100% (10)	100% (10)	

Modules:

NE3MBUS1-1DA21C/MBE Managing a Business Event, NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

Comments / Reference / Targets

You need to make sure you have four units signed off with Distinctions in your **Smart Targets:**

folder by end of March from term 1 - Unit 2, Unit 3 and Unit 19 and Unit 17.

Need to keep up the good work and challenge yourself to read around the

subject of Business to deepen your knowledge to complete higher criteria and

achieve first time.

Mandy Hayward.

Comments:

Personal Targets

Area of Development:	Mentoring knowledge	Atish Shah Date Set: 20 September 2011 Deadline: 30 September 2011
	To become a Learning mentor at the college by completing applicationn and handing in to Anthony Robinson.	Deadine. 30 September 2011

Area of Development:	Business Knowledge	Mandy Hayward Date Set: 26 September 2011 Deadline: 3 October 2011
S M A P T Target	Organise team of four 14-19 years for share club and come up with name of team, so can register. Marie, Solveiga and Heida. Team Name : Sunbeams	Deadine: 3 October 2011

Area of Development:	Career Academy	Mandy Hayward Date Set: 3 October 2011 Deadline: 17 October 2011
S.M.A.R.T. Target:	Complete application and get into the Career Academy.	Deadine. 17 October 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpC	100%	100%