# The College of Haringey, Enfield and North East London



## **Learner Review**

10 January 2012

Learner: Anita Adjei

**Personal Tutor: Sandra Mirkovic** 

## **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:			
ND1MTRT1-1DA11B/FSI FS ICT			

## **Comments / Reference / Targets**

Smart Targets: Complete WP tasks given by 13 Dec

Comments: You need to use the information pack to complete tasks so that you can work

independently with confidence.

Anita Sampat.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Unit 103 Customer Service (E)	100% (10)	100% (10)	
Modules:			
ND1MTRT1-1DA11B/CUS Customer Service			

## **Comments / Reference / Targets**

**Smart Targets:** 

Comments:

Sandra Mirkovic.

Subject	Attendance	Punctuality
C&G Level 1 Diploma in Travel & Tourism Unit 102 UK Tourism Industry	100% (10)	100% (10)
(E)  Modules:	(10)	(10)
ND1MTRT1-1DA11B/UTI UK Tourism Industry		

## **Comments / Reference / Targets**

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to

ill-health, you should use the study time to get ahead with the work,

assignments and assessments for the units being delivered by your other tutors. You will then be able to focus on this unit again at a later stage in the

year. This means that you should be able to submit work early for other units

and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

**Smart Targets:** 

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Unit 103 Customer Service (E)	100% (10)	100% (10)	
Modules:			
ND1MTRT1-1DA11B/CUS Customer Service			

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

**Smart Targets:** 

Anita you have contributed well in the classroom discussions.

Comments:

An excellent attendance and punctuality. Keep up your good work!

You have completed your customer service unit 103.

Well done!

Sandra Mirkovic.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Unit 104 Locational Geography (E)	100% (10)	86% (4)	
Modules:			
ND1MTRT1-1DA11B/LOG Locational Geography			

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

Smart Targets: completed unit

Comments: Well-done Anita you have successfully passed this unit, keep up the excellent

work and attendance! wide eyes

Georgia Demetriou.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in			
Travel & Tourism	100%	100%	
Unit 102 UK Tourism Industry	(10)	(10)	
(E)	, ,	` ′	
Modules:			
ND1MTRT1-1DA11B/LITLLIK Tourism Industry			

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

**Smart Targets:** 

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to ill-health, you should use the study time to get ahead with the work, assignments and assessments for the units being delivered by your other tutors. You will then be able to focus on this unit again at a later stage in the year. This means that you should be able to submit work early for other units and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

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# **Personal Targets**

Area of Development:	Travel & Tourism	Anita Adjei  Date Set: 11 October 2011  Deadline: 11 October 2011
S.M.A.R.T. Target:	My personal strength and skills to help in a team: By encouraging my team,telling them we can make it. Giving my opinion about what i think and discussions. I try also to make sure that we are well organise and we all take part in the team and try to come understand ourself. My experience is to discuss in a team, try to be patient and understandably.	Deadine. 11 October 2011

Area of Development:	How you contribute to a team	Schnell Smith  Date Set: 11 October 2011  Deadline: 31 October 2011
	Understand how your own strengths, skills and experience may contribute to a team  Complete a skills audit worksheet Identify your strengths and areas of development	Beddinie, 61 Gelobel 2011

# **Tutor Review**

## **Comments / Reference / Targets**

None.

Course	Attendance	Punctuality
C&G L1 Dip Travel & Tourism EGpB	99%	96%