The College of Haringey, Enfield and North East London



Learner Review

22 March 2012

Learner: Shanel Osman

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) Unit 2 Business Resources (E)	100% (10)	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:

All outstanding tasks for Unit2 to be submitted by 16/03/12. Hand in Unit13 P1

to P5 and Customer service Unit1 outcomes 1 and 2 by 23/03/12

Comments: Upal Banerjee.

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

Modules:

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

Comments / Reference / Targets

Smart Targets:

You need to make sure you have three units signed off with Passes in your

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

I should have been putting Merits but your behaviour is getting in the way of you attempting Merits as you acting silly in class which is making me sad that you are making yourself look stupid when you used to achieve Distinctions on

a previous course. So need to up your game, sort out your behaviour and

start doing Merits and Distinctions.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	94% (7)	100% (10)
Modules:		

NE3MBUS1-1DA21C/FSE FS English

Comments / Reference / Targets

Smart Targets: Take part in a formal dicussion by 22nd Feb.

Comments:
Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	95% (8)	100% (10)	
Modules:			
NE3MBUS1-1DA21C/FSE FS English			

Comments / Reference / Targets

Smart Targets: Complete a mock level 1 writing exam and identify areas of weakness,

according to the marking criteria, by the end of March.

Comments: Well done for passing your speaking and listening element and your mock

reading exam.

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	100%	100%	
BTEC Level 3 Extended	(10)	(10)	
Diploma Business GpC Yr1			
(Tutorial & General Unit) (E)			
Modules:			
NE3MBUS1-1DA21C/HAS Health and Safety			

Comments / Reference / Targets

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

Making progress in this unit, you completed the risk assessment and met the

Comments: deadline for Assignment 1. After the Britvic visit you will have completed all

the research required for this unit.

Marie Welsh.

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 corrections by 20th January 2012
Comments: Making progress in this unit, contributing in class.

Marie Welsh.

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Personal Targets

Area of Development:	Unit 19 Developing Teams	Mandy Hayward Date Set: 21 November 2011 Deadline: 6 February 2011
111	You need to complete P1 and P2 for above unit. Use work completed for working as a team last year. You are falling behind and not working on higher grades. Where are you on this target?	Dodding 5 . Soldary 2011

Area of Development:	jatteridarice and purictuality	Shanel Osman Date Set: 19 September 2011
S.M.A.R.T. Target:	be on time and achieve 95% attendance	Deadline: 3 October 2011

Area of Development:	Level 3 Course Book	Shanel Osman Date Set: 19 September 2011 Deadline: 3 October 2011
S.M.A.R.T. Target:	Get a Level 3 Course Work By The End of next Week	Deadine. 3 October 2011

Tutor Review

Comments / Reference / Targets

None.

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