# The College of Haringey, Enfield and North East London



# **Learner Review**

16 January 2012

Learner: Melanie Field

## **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
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	93% (7)	100% (10)
Modules:		
ND3MTAS1-1DA22A/CUS BTEC Customer Service, ND3MTAS1-1DA22A/WTD World Wide Travel Destinations		

## **Comments / Reference / Targets**

Smart Targets: DEADLINE / Assessment

BTEC Customers: Make sure you complete and submit your customer service

outcome 1 (elements 1.1, 1.2 & 1.4 -1.5) by Monday 21st November.

Comments: World Wide Destinations: You need to do some independent research/
revise after each outcome so that you have a clear understanding of all the
relevant outcomes and requirements needed in order to successfully pass

your on-line exam. Make sure you bring a folder to ever lesson so that you can attach the relevant sources against the outcome that is being delivered.

Melanie your attendance is excellent well-done keep this up!approve

Georgia Demetriou.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies			
Yr2	94%	100%	
Unit 323 Conferences and	(7)	(10)	
Events			
Modules:			
ND3MTAS1-1DA22A/COE Conference and Events			

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

Smart Targets: Task A resubmission and Task Bii to be handed in by 24th November

Comments: Deborah Abrey.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies			
Yr2	93%	100%	
Unit 303 Promotions and	(7)	(10)	
Sales in Travel and Tourism			
Modules:			
ND3MTAS1-1DA22A/CUS BTEC Cus	tomer Service		

### **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	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	80% (4)	
Modules:			
ND3MTAS1-1DA22A/FSI FS ICT			

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

Smart Targets: Prepare for ICT mock on 13 Oct by revising on work covered in lessons

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
C&G Level 3 Tourism Studies Yr2 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	89% (4)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tutorial			

#### Comments / Reference / Targets

Smart Targets: Improve attendance by 15/01/12

Low attendance can impact on course success. Mke sure you attend all

Comments: tutorials from January 5th 2012 to maintain a dialogue regarding course

progress.

Marie Welsh.

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## **Personal Targets**

Area of Development:	Attendance and coursework	Melanie Field  Date Set: 5 January 2012  Deadline: 5 January 2012
S.M.A.R.T. Target:	Keep on top of coursework and maintain meeting deadlines.  Attend collage as much as possible.	Deadinie. 3 January 2012

# **Tutor Review**

## Comments / Reference / Targets

None.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	82%	100%