The College of Haringey, Enfield and North East London



Learner Review

22 March 2012

Learner: Lauren Kyriacou

Personal Tutor: Upal Banerjee

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 Diploma in Business Yr2 (Enfield) ICT - Functional Skills (BTEC L3 Dip in Business GpB Yr2) (E)	73% (3)	100% (10)	
Modules:			
ND3MBUS1-1DA22B/FS1 FS I	CT		

Comments / Reference / Targets

Smart Targets: Finalise Unit 3 and Unit 10 Coursework

You need to put together the above units and ensure all present and marked. And that you are happy with grade and all improvements are with me by mid January, so you finalise units. Also can you please be a bit nicer and less aggressive when speaking to me, it doesn't help and it doesn't it help your case when you then ask to do Distinctions. So a better attitude and improve your work to highest level so you get an overall better grade and we are all

happy. You have not been entered into Functional Skills ICT course.

Mandy Hayward.

Comments:

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Diploma in Business GpB Yr2 (E) (Tutorial & General Unit)	83% (4)	100% (10)	

Modules:

ND3MBUS1-1DA22B/BCS BTEC Customer Service, ND3MBUS1-1DA22B/DPC Development Planning for Career, ND3MBUS1-1DA22B/TUT Tutorial

Comments / Reference / Targets

Smart Targets: All outstanding tasks for all units to be submitted by 27/03/12

Comments: You must attend all future tutorials until a final grade has been achieved

Upal Banerjee.

Subject	Attendance	Punctuality
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Diploma in Business GpB Yr2 (E) (Tutorial & General Unit)	84% (4)	100% (10)

Modules:

ND3MBUS1-1DA22B/CUS BTEC Customer Service, ND3MBUS1-1DA22B/HRM Human Resource Management, ND3MBUS1-1DA22B/BCS BTEC Customer Service, ND3MBUS1-1DA22B/TUT Tutorial

Smart Targets: You need to submit all merit tasks for the remaining 3 units by the end of Jan

Your health has prevented you from achieving higher attendance but you

Comments: need to inform me in advance, whereever possible, of any booked

appointments at hospital

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma in Business Yr2 (Enfield) Unit 27 Understanding Health & Safety in the Business Workplace (E)	80% (4)	100% (10)	
Modules:			
ND3MBUS1-1DA22B/HSW Health and Safety in Business Workplace			

Comments / Reference / Targets

Smart Targets: Submit completed assignment by 20th January 2012

Comments: Research tasks on and off site completed, use findings to complete

assignment within deadline.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Diploma in Business Yr2 (Enfield) BTEC Level 3 Diploma in Business GpB Yr2 (E) (Tutorial & General Unit)	81% (4)	100% (10)	
Modules:			
ND3MBUS1-1DA22B/FS1 FS	CT		

Comments / Reference / Targets

Smart Targets: Not Entered into Functional Skills ICT

Comments: Feel uncomfortable with you in the class because your so angry but ensure

your folder has work signed off for Unit 3 and Unit 10 of last year.

Mandy Hayward.

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Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review:

You must submit Unit 1 outcomes 1 and 2 by 23/03/12

Issues Raised:

Upal Banerjee.

Course	Attendance	Punctuality
BTEC L3 Dip Business Y2 EGpB	83%	100%