The College of Haringey, Enfield and North East London



Learner Review

16 March 2012

Learner: Camila Dias

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) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	77% (3)	98% (9)		

Modules:

NE3MBUS1-1DA21B/TUT Tutorial , NE3MBUS1-1DA21B/DTB Developing Teams in Business , NE3MBUS1-1DA21B/ITM Introduction to Marketing , NE3MBUS1-1DA21B/INM Introduction to Marketing , NE3MBUS1-1DA21B/MBE Managing a Business Event

Comments / Reference / Targets

Smart Targets: Improve your attendance for all lessons, complete Unit 3, Unit 19 and Unit 18

with at least Merits by the end of March with all the work in your Folder

Stop letting yourself down by not attending lessons and missing deadlines.

Comments: You are losing your focus and motivation to achieve higher grades and it is

almost the end of the year, so sort it out.

Mandy Hayward.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	74% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

Comments / Reference / Targets

Smart Targets: Continue to practice on past exam papers each week until the exam in May.

Comments: You have shown confidence in your ICT skills, however you need to read

written instructions carefully so that you can achieve maximum marks.

Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	78% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Cu	stomer Service		

Smart Targets: Complete Unit 2 by 27 April.

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	85% (4)	91% (5)	
Modules:			
NE3MBUS1-1DA21B/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) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	81% (4)	92% (6)	
Modules:			
NE3MBUS1-1DA21B/FSE FS I	English		

Comments / Reference / Targets

Smart Targets: Attend all lessons for this term.

Comments: Although you contribute when you arrive, your attendance is slipping.

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	64% (2)	94% (7)
Modules:		
NE3MBUS1-1DA21B/BUE Busines	s Resources , NE3MBUS1-1DA21B/RA	AS Recruitment and Selection

Comments / Reference / Targets

Smart Targets: You must attend all lessons in order to meet your potential. Submit all

outstanding work for Unit2 by 23/03/12

Comments: You are capable of achieving much more than what you have done.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	100%	100%	
BTEC Level 3 Extended	(10)	(10)	
Diploma Business GpB Yr1	· ·	, ,	
(Tutorial & General Unit) (E)			
Modules:			
NE3MBUS1-1DA21B/HAS Health	and Safety		

Comments / Reference / Targets

Smart Targets: Unit 27 H&S Assignment - Submit by March 30th 2012

Comments: You have made progress in this unit, completing the risk assessment activity.

After the Britvic visit you will have completed assignment research.

Marie Welsh.

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Personal Targets

Area of Development:	A	Mandy Hayward Date Set: 5 October 2011 Deadline: 27 March 2011
S.M.A.R.T. Target:	Make sure you do not miss any more lessons, will monitor and review next Friday with you. It is March 8th and your attendance has fallen again to 75%, needs to improve to 85% by end of March or you will be asked to leave the Career Academy.	

Area of Development:	Planning and Organising	Mandy Hayward Date Set: 5 October 2011 Deadline: 12 October 2011
S.M.A.R.T. Target:	Sort out folder with assignments and notes to help you catch up on missed work. See me next week to check plan.	Deadinie. 12 October 2011

Area of Development:	Catch up on missed work	Mandy Hayward Date Set: 5 October 2011 Deadline: 21 October 2011
S.M.A.R.T. Target:	Look at course calendar under tutorial and do plan to catch up on work, see me or subject teachers to find out what to do as well as using moodle to catch up with missed notes. Need to be upto date in two weeks time.	Deadinie. 21 Goldson 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Stage 3 Disciplinary March 16th 2012

Issues Raised: Non- completion of mandatory vocational visit March 13th despite full explanation of timetable. No definitive reason for non-attendance was supplied.

Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	74%	98%