# The College of Haringey, Enfield and North East London



## **Learner Review**

16 March 2012

**Learner: Harriet Rusoke** 

**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 Customer Service (L3 Dip Business Yr1) (E)	39% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BCS BTEC Customer Service		

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

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)	32% (1)	83% (4)
Modules:		
NE3MBUS1-1DA21B/FSE FS English	<u></u>	

## **Comments / Reference / Targets**

Smart Targets: attend functional skills classes this term.

Comments:
Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	84% (4)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business	Resources . NE3MBUS1-1DA21B/R/	AS Recruitment and Selection

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

Smart Targets: Submit all outstanding work by 23/03/12 for unit2.

Comments: Poor attendance but good potential

Upal Banerjee.

Subject	Attendance	Punctuality

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

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

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

Poor attendance has impacted on progress in this unit. It is disappointing that you were not present for the risk assessment activity, sheduled now for March

2nd. After the Britvic visit you will have completed the research required for

this unit.

Marie Welsh.

Comments:

Subject	Attendance	Punctuality
BTEC Level 3 Extended		
Diploma in Business Yr1		
(Enfield)	71%	94%
BTEC Level 3 Extended	(3)	(7)
Diploma Business GpB Yr1	, ,	, ,
(Tutorial & General Unit) (E)		

#### 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: Attend all lessons, complete Unit 3, Unit 19 and Unit 18 with at least Passes

by the end of March with all the work in your Folder

Comments: Where are you Harriet? Need you to be in college to complete your work?

what about your future? See me on your return.

Mandy Hayward.

Subject	Attendance	Punctuality
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	52% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSI FS ICT		

### Comments / Reference / Targets

Smart Targets: Practice on past exam papers each week until the exam in May.

Comments: You need to attend lessons so that you can prepare for the exam.

Anita Sampat.

Subject	Attendance	Punctuality
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BTEC Level 3 Extended Diploma in Business Yr1 (Enfield)		83%
Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)		(4)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

## Comments / Reference / Targets

Smart Targets: Attend all lessons.

Comments:
Donna Kavanagh.

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## **Personal Targets**

Area of Development:	Mobile Phone	Mandy Hayward  Date Set: 11 October 2011  Deadline: 19 October 2011
S.M.A.R.T. Target:	You need to stop using or looking at your mobile phone in lesson, it is distracting you from getting on with others and achieving higher grades. Will review in a week.	Deading. 10 October 2011

Area of Development:	Attendance and Punctuality	Mandy Hayward  Date Set: 11 October 2011  Deadline: 31 October 2011
IIS IVI A R I I JARDET: I	Need to improve your attendance from 89% to 93% before the end of October.	Deadine: 31 October 2011

Area of Development:	Deadlines	Mandy Hayward  Date Set: 11 October 2011  Deadline: 4 November 2011
S.M.A.R.T. Target:	You need to make sure you time manage your deadlines so you achieve all your deadlines. Missed P1 Intro to Marketing which is first assessment so not a good start. WIII review Nov on progress in a one to one.	Dodding. The vollistic 2011

## **Tutor Review**

## Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: Stage 2 Disciplinary

Issues Raised: Attendance and Coursework Submissions

## Marie Welsh.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	60%	97%