Learner Review

09 January 2012

Learner: Esma Top
Personal Tutor: Amir Behzadmanesh

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 L2 Diploma for IT (Enfield) Unit 22: Doing Business Online	100% (10)	100% (10)
Modules:		
FD2MICT3-1DA11D/DBL Doing Business Online		

Comments / Reference / Targets

Smart Targets:	Unit 22, 1st assignment
Comments:	Esma, You still haven't submitted your first assignment. I reminded you yesterday and you didn't bring it in today. You have to submit it on Tuesday 10/01/2012. This is your final chance to submit your assignment.

Meena Ossoulian.

Subject	Attendance	Punctuality
BTEC L2 Diploma for IT (Enfield) Unit 29: Presenting Information using IT	95% (8)	100% (10)
Modules:		
FD2MICT3-1DA11D/PFN Presenting Info Using IT, FD2MICT3-1DA11D/FSE FS English, FD2MICT3-1DA11D/ITI Communicating/Working in IT Industry		

Comments / Reference / Targets

Smart Targets:	To achieve a pass in unit 29.
Comments:	Esma needs to focus a lot more on the tasks given in class and not get distracted by others in the class in order to achieve passes in all her units.

Laura Aghassi.

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Personal Targets

Area of Development:	behind with Assigment unit 22 doing business online	Esma Top **Date Set:** 14 October 2011 **Deadline:** 14 October 2011
S.M.A.R.T. Target:	i will spend more time on my assigment this weekend to finish it off and hand it in on time.	

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L2 IT Practitioners EGpD	94%	97%