The College of Haringey, Enfield and North East London



Learner Review

12 January 2012

Learner: Simon Lane

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) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E) | 100% (10) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21C/FSE FS English | | | |

Comments / Reference / Targets

Smart Targets:

Complete a L2 FS English writing exam by Oct term. Proofread and check

your speelings. Use a dictionary if necessary.

Comments:

Donna Kavanagh.

| Subject | Attendance | Punctuality | |
|-------------------------------|------------|-------------|--|
| BTEC Level 3 Extended | | | |
| Diploma in Business Yr1 | | | |
| (Enfield) | 100% | 100% | |
| BTEC Level 3 Extended | (10) | (10) | |
| Diploma Business GpC Yr1 | ` ' | , , | |
| (Tutorial & General Unit) (E) | | | |

Modules:

NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

Comments / Reference / Targets

Smart Targets: Complete 2 out of 3 units with a Merit to be on course to achieve Merit overall.

You need to be completing 2 of your units with Merits to be on course to achieve this target. You also need to speed up on doing your work, check understanding in class more and hand in work to deadline. You have the ability, so you need to be more focussed and use your course book to gain more knowledge of business. Also you need to work on exercises in moodle

on functional skills ict to be able to use these skills effectively in your

coursework.

Mandy Hayward.

Comments:

| Subject | Attendance | Punctuality | |
|---|--------------|--------------|--|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 1 The Business Environment (E) | 100% (10) | 100% (10) | |
| Modules: | | | |

NE3MBUS1-1DA21C/BUE Business Environment

Comments / Reference / Targets

Smart Targets: Complete corrections by 20th January 2012
Comments: Making progress in this unit, contributing in class.

Marie Welsh.

| Subject | Attendance | Punctuality | |
|---|--------------|--------------|--|
| BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E) | 100% (10) | 100% (10) | |
| Modules: | | | |
| NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/BCS BTEC Customer Service | | | |

Comments / Reference / Targets

Smart Targets: Attempt all merit tasks over the holidays.

Comments: Better effort more recently. Must contribute more in classroom discussions

Upal Banerjee.

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Personal Targets

| Area of Development: | IIDasii iess kriewieage | Simon Lane |
|----------------------|-------------------------|---|
| S.M.A.R.T. Target: | II I | Date Set: 19 September 2011 Deadline: 28 September 2011 |

| Area of Development: | One and a still a second Discourter or | Simon Lane Date Set: 19 September 2011 Deadline: 10 October 2011 |
|----------------------|--|--|
| S.M.A.R.T. Target: | sort out a folder for all course notes, assignments and timetable by the begining of next week and show to tutor. Need to see folder next week in tutorial as concerned about your organisation. | |

| Area of Development: | Communication | Mandy Hayward Date Set: 27 September 2011 Deadline: 18 October 2011 |
|----------------------|---|---|
| 111 | you are to ask for help if you need it, especially for assignment tasks. make sure you check your understanding in class, will monitor. | Deadine. 10 October 2011 |

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: You still have work outstanding for Unit 1. Try to submit by 04/01/12.

Issues Raised:

Marie Welsh.

| Course | Attendance | Punctuality |
|----------------------------------|------------|-------------|
| BTEC L3 Ext Dip Business Y1 EGpC | 100% | 100% |