# The College of Haringey, Enfield and North East London



# **Learner Review**

22 March 2012

Learner: Sarah Wilson Bagala Personal Tutor: Schnell Smith

### **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 2 Diploma in Business (Enfield) BTEC Level 2 Diploma in Business GpB (E) (Tutorial & General Unit)	92% (6)	100% (10)	

#### Modules:

FD2MBUS2-1DA11B/BUO Business Organisations, FD2MBUS2-1DA11B/TUT Tutorial, FD2MBUS2-1DA11B/PEO People in Organisations, FD2MBUS2-1DA11B/MFS Money and Finance Skills

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

Sarah needs to clarify her understanding of topic

Use the mind-map strategies to plan assignments

Smart Targets: The goals you set for yourself need to be attainable and realistic

Attend all literacy support sessions for next term

Meet all assignment deadlines

Sarah has worked well in class this term. She has grown in confidence and

works well in a team.

Her attendance has dropped slighlty and this will need to improve next term

Schnell Smith.

Comments:

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Business (Enfield) Functional Mathematics (BTEC L2 Dip in Business) (E)	94% (7)	100% (10)
Modules:		
FD2MBUS2-1DA11B/FSM FS	Maths	

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

Smart Targets: Review Shape, Space, and Data Handling in preparation for the mock exams.

Comments: Sarah tries hard throughout lessons and generally succeeds in all tasks set.

Well done! Keep it up!

Amanda Smith.

Subject	Attendance	Punctuality

BTEC Level 2 Diploma in Business (Enfield) BTEC Level 2 Diploma in Business GpB (E) (Tutorial & General Unit)		100% (10)
Modules:		
FD2MBUS2-1DA11B/MFS Money and Finance Skills, FD2MBUS2-1DA11B/FSI FS ICT		

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

Smart Targets: Complete a Functional Skills ICT level 1 Mock exam on your return and Pass

Manay and Finance by and of March 2012

Money and Finance by end of March 2012

Comments: Make sure you revise your spreadsheet knowledge for your exam on your

return. Hope you are getting a lot out of work experience for your course.

Mandy Hayward.

Subject	Attendance	Punctuality	
BTEC Level 2 Diploma in			
Business (Enfield)	88%	100%	
Unit 3 Financial Forecasting	(4)	(10)	
for Business (E)			
Modules:			
FD2MBUS2-1DA11B/FFB Financial I	Forecasting for Business		

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

Resubmit task 1 by end of January

Smart Targets:

Complete tasks 5 and 6 by end of January

Comments: Good progress made but check work very thoroughly before submission.

Generall accurate figurework.

Peter Eskesen.

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Business (Enfield) Unit 7 Verbal and Non-verbal Communication in a Business Context (E)	98% (9)	98% (9)
Modules:		
EDOMDUCO 4DA44DAA/C Verbal and Non Verbal Chilla, EDOMDUCO 4DA44D/TUT Tutorial, EDOMDUCO		

FD2MBUS2-1DA11B/VVS Verbal and Non Verbal Skills, FD2MBUS2-1DA11B/TUT Tutorial, FD2MBUS2-1DA11B/ENW Enterprise in the Workplace

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

· Meet all assessment deadlines

Smart Targets:

• Plan a draft of your assessment and discuss this with your mentor/ALS

tutor

Comments: 
• Your ideas are great, working hard!

Schnell Smith.

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Business (Enfield) Unit 1 Business Purposes (E)	83% (4)	100% (10)
Modules:		
FD2MBUS2-1DA11B/BUP Business Purposes		

#### Comments / Reference / Targets

Smart Targets: Must submit full assignment, including amended work, by end of Jan

Comments: You must contribute more to classroom discussions. Your attendance is

below expectations.

Upal Banerjee.

Subject	Attendance	Punctuality	
BTEC Level 2 Diploma in Business (Enfield) Unit 1 Business Purposes (E)	89% (4)	100% (10)	
Modules:			
FD2MBUS2-1DA11B/FFB Financial Forecasting for Business . FD2MBUS2-1DA11B/BUP Business Purposes			

#### Comments / Reference / Targets

Smart Targets: Present your initial business idea to class by 23/03/12 for unit 17

Comments: Some good work for unit 1 but you must organise your work better before

presenting

Upal Banerjee.

## **Personal Targets**

Area of Development:	Improve Presentation Skills	Schnell Smith  Date Set: 20 September 2011  Deadline: 19 March 2011
S.M.A.R.T. Target:	In your tutorial/lecturer sessions, use this opportunity to present findings and recieve feedback. Also plan in advance the aims and objectives of the task.	Beaume. To Maion 2011

Area of Development:	D	Schnell Smith  Date Set: 27 October 2011  Deadline: 20 November 2011
S.M.A.R.T. Target:	Identify your current knowledge and skills to possible job opportunities using appropriate sources of information and advice. Do a SWOT analyses to identify what strengths you have and what gaps you have in the weaknesses. Make sure you also have evidence from the Careers Interview and Analysis.	Deadine: 20 November 2011

Area of Development:	Complete Unit 25 Workbook Assignment	Schnell Smith  Date Set: 21 February 2012  Deadline: 6 March 2012
S.M.A.R.T. Target:	P1: Describe the type, structure and functions of the workplace organisation.  P2: Identify the competitors or the host organisations. List them and provide leaflets or website screen prints P3: Have a one to one with tutor and prepare a plan showing agreed objectives and targets for your work experience.	Deadinie: 6 ivialCH 2012

# **Tutor Review**

## Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L2 Business EGpB	93%	99%