The College of Haringey, Enfield and North East London



Learner Review

15 March 2012

Learner: Olga Jankovska

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)	69% (2)	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)	75% (3)	92% (6)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

Comments / Reference / Targets

Smart Targets: Take part in a formal dicussion by 22nd Feb.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	90% (5)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection		

Comments / Reference / Targets

Smart Targets: Attend all classes from now to the end of term. Submit all outstanding tasks

for Unit2 by 16/03/12

Comments: Some high quality work to date.

Upal Banerjee.

		Subject	Attendance	Punctuality
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BTEC Level 3 Extended Diploma in Business Yr1 (Enfield)	75%	93%	
Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	(3)	(7)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

attend all functional skills English lessons

 Complete a mock level 1 writing exam and identify areas of weakness, according to the marking criteria, by the end of March.

Well done for passing your speaking and lilstening element and getting 100%

for your mock reading exam. Excellent!!

Donna Kavanagh.

Smart Targets:

Comments:

Subject	Attendance	Punctuality
BTEC Level 3 Extended		
Diploma in Business Yr1		
(Enfield)	86%	98%
BTEC Level 3 Extended	(4)	(9)
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: 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

Just make sure you manage deadlines when you have to miss lessons and

Comments: we can mark you work experience. Are there units you can do using work

evidence? see me to discuss at one to one.

Mandy Hayward.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	89% (4)	100% (10)
Modules:		
NE3MBUS1-1DA21B/HAS Health an	d Safety	

Comments / Reference / Targets

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

Comments: You have made progress and completed the risk assessment activity. After

the visit to Britvis you will have completed the research required for this unit.

Marie Welsh.

Subject	Attendance	Punctuality
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	69% (2)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BCS BTEC Customer Service		

Comments / Reference / Targets

Smart Targets: Complete Unit 1 and 2 by 30 April.

Comments: Aim to complete Unit 2 asap so that you can spend time improving Unit 1.

Anita Sampat.

Subject	Attendance	Punctuality
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	80% (4)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSI FS	CT	

Comments / Reference / Targets

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

Comments: Anita Sampat.

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Personal Targets

Area of Development:	Organisation and Planning	Mandy Hayward Date Set: 11 October 2011 Deadline: 31 October 2011
IIIS M A R I ISTABI	Set up a course folder with dividers, assignments and notes by Oct 31st	Deadine: 31 October 2011

Area of Development:	Business Knowledge	Mandy Hayward Date Set: 11 October 2011 Deadline: 2 November 2011
S.M.A.R.T. Target:	get business book and read business news to develop your knowledge so you can more easily achieve higher grades. Review each week when doing business quiz.	Deadine: 2 November 2011

Area of Development:	Verbal Skills	Mandy Hayward Date Set: 11 October 2011 Deadline: 21 November 2011
IIIS IVI A P I I STABTI I	Answer at least 2 questions in class per week and review progress with tutor at end of November.	Deadinie. 21 November 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	82%	99%