# The College of Haringey, Enfield and North East London



## **Learner Review**

22 March 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) Unit 2 Business Resources (E)	100% (10)	100% (10)	

Modules:

NE3MBUS1-1DA21C/BUR Business Resources, NE3MBUS1-1DA21C/RAS Recruitment and Selection, NE3MBUS1-1DA21C/BCS BTEC Customer Service

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

Smart Targets:

All outstanding tasks for Unit2 to be submitted by 16/03/12. Hand in Unit13 P1

to P5 and Customer service Unit1 outcomes 1 and 2 by 23/03/12

Comments: Build on your confidence

Upal Banerjee.

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/MBE Managing a Business Event, NE3MBUS1-1DA21C/TUT Tutorial, NE3MBUS1-1DA21C/FSI FS ICT, NE3MBUS1-1DA21C/INM Introduction to Marketing

#### Comments / Reference / Targets

Smart Targets: You need to make sure you have three units signed off with Passes in your

folder by end of March from term 1 - Unit 2, Unit 3 and Unit 19.

Not happy with the quality of work you are submitted and the fact you never ask questions or check understanding in class. You need to check the work

Comments: with me in class and not hide away. Also I want to see you at catchup

sessions at lunchtime on a Tuesday and on Thursdays from 5-7pm. Other than that, you are a lovely student but you need to pass the course with

higher than a Pass.

Mandy Hayward.

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:	$\Box$
NE3MBUS1-1DA21C/FSE FS English	$\bar{\Box}$

#### Comments / Reference / Targets

**Smart Targets:** Write a covering letter by 30th March.

Comments: Donna Kavanagh.

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:** Write a briefing paper by the end of March.

Comments: Excellent attendance and punctuality.

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/HAS Health and Safety			

#### Comments / Reference / Targets

Unit 27 H&S Assignment - submit by March 28th 2012: Unit 27 Assignment **Smart Targets:** 

1 - submit April 16th 2012.

You have made progress in the unit completing the risk assessment activity. It Comments:

is disappointing that you did not meet the deadline for Assignment 1. After the

visit to Britvic you will have completed all the research for this unit.

Marie Welsh.

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.

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# **Personal Targets**

Area of Development:	IDUSTICOS KITOWICUGO	Simon Lane <b>Date Set:</b> 19 September 2011
S.M.A.R.T. Target:		Doadling: 28 Sentember 2011

Area of Development:		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.	Deading. 10 October 2011

Area of Development:	Communication	Mandy Hayward  Date Set: 27 September 2011  Deadline: 18 October 2011
11	you are to ask for help if you need it, especially for assignment tasks. make sure you check your understanding in class, will monitor.	2000001 2011

## **Tutor Review**

### Comments / Reference / Targets

None.

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