# The College of Haringey, Enfield and North East London



### **Learner Review**

10 January 2012

**Learner: Matthew Alejandro Agudelo Toro** 

**Personal Tutor: Sandra Mirkovic** 

### **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	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	80% (4)	75% (3)	
Modules:			
ND1MTRT1-1DA11B/FSI FS ICT			

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

Smart Targets: Complete another past paper by 13 Dec

Comments: You need to practice on your spreadsheet skills.

Anita Sampat.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Unit 102 UK Tourism Industry (E)	80% (4)	100% (10)	
Modules:			
ND1MTRT1-1DA11B/UTI UK Tourism Industry			

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

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to

ill-health, you should use the study time to get ahead with the work,

Smart Targets: assignments and assessments for the units being delivered by your other

tutors. You will then be able to focus on this unit again at a later stage in the year. This means that you should be able to submit work early for other units

and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Unit 102 UK Tourism Industry (E)	80% (4)	100% (10)	
Modules:			
ND1MTRT1-1DA11B/UTI UK Tourism Industry			

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

Whilst Craig Nottingham, your tutor for this unit, is absent from College due to

ill-health, you should use the study time to get ahead with the work,

assignments and assessments for the units being delivered by your other tutors. You will then be able to focus on this unit again at a later stage in the

year. This means that you should be able to submit work early for other units

and there is no excuse for not meeting deadlines.

Comments:

Darren Leftwich.

**Smart Targets:** 

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism Unit 103 Customer Service (E)	82% (4)	100% (10)	
Modules:			
ND1MTRT1-1DA11B/CUS Customer Service			

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

**Smart Targets:** 

Matthew you have contributed well in the classroom discussions.

Comments: A very good attendance and punctuality. Keep up your good work!

You have completed your customer service unit 103.

Well done!

Sandra Mirkovic.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in Travel & Tourism C&G Level 1 Diploma in Travel & Tourism GpB (E) (Tutorial & General Unit)	74% (3)	98% (9)	

#### Modules:

ND1MTRT1-1DA11B/CUS Customer Service, ND1MTRT1-1DA11B/TUT Tutorial, ND1MTRT1-1DA11B/PRE Preparing for Employement

#### Comments / Reference / Targets

**Smart Targets:** 

Comments: Matthew, you need to improve your attendance! Make sure that you email me

if you know that you will not be in, so it does not affects your attendance!

Sandra Mirkovic.

Subject	Attendance	Punctuality	
C&G Level 1 Diploma in			
Travel & Tourism	67%	100%	
Unit 104 Locational	(2)	(10)	
Geography (E)			

Modules:
ND1MTRT1-1DA11B/LOG Locational Geography

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

Smart Targets: Deadline / attendance

Make sure you amend map A by Tuesday 29th November, you also need to

improve your attendance if you are not in lesson you are not learning and

this can have huge implications when you are asked to do a specific

assignment or task.

Georgia Demetriou.

Comments:

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# **Personal Targets**

Area of Development:	A 44	Schnell Smith  Date Set: 11 October 2011  Deadline: 31 October 2011
S.M.A.R.T. Target:	You missed one week of college and this has been explained to me today from you. Achieve at least 95% attendance and punctuality record for the month.	Doddinio. 51 Goldbor 2011

## **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
C&G L1 Dip Travel & Tourism EGpB	77%	98%