The College of Haringey, Enfield and North East London



Learner Review

12 January 2012

Learner: Alice Miguel

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	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	86% (4)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

Comments / Reference / Targets

Smart Targets: Submit draft report by 15 Nov

Comments: You missed your first deadline of 19 Oct.

Anita Sampat.

Subject	Attendance	Punctuality	
GCSE Maths GCSE Maths Day GpM (GC2MMTH1_1DA11M) (E)	100% (10)	100% (10)	
Modules:			
GC2MMTH1-1DA11M/MTH GCSE Maths			

Comments / Reference / Targets

Alice works hard in class and completed all the set homework. She scored **Smart Targets:**

52% in the recent test and should do well in the summer exam.

Comments: Alice needs to score 60% in the next test.

Abbas Abedi.

Subject	Attendance	Punctuality		
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	100% (10)	100% (10)		
Mariana.				

Modules:

NE3MBUS1-1DA21B/TUT Tutorial, NE3MBUS1-1DA21B/DTB Developing Teams in Business, NE3MBUS1-1DA21B/ITM Introduction to Marketing, NE3MBUS1-1DA21B/INM Introduction to Marketing

Comments / Reference / Targets

You need to hand in 2 Distinction units in January to achieve your overall **Smart Targets:**

grade of Distinction.

You were missing today and missed feedback on your work. You need to stop Comments:

missing lessons and ensure you are on target to achieve distinctions in two of

your units to achieve D*D*D*.

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)	75% (3)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

Comments / Reference / Targets

Complete a L2 FS English test by Oct half term. Read the question carefully **Smart Targets:**

and answer all bullet points.

Comments:

Donna Kavanagh.

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

Comments / Reference / Targets

Smart Targets: Complete all BKSB tasks on WP up to Level 2 by 13/12/11

Comments: Anita Sampat.

Personal Targets

Area of Development:	Attendance and Puntuality	Mandy Hayward Date Set: 9 September 2011 Deadline: 21 September 2011
III WIN PI I START I	To achieve at least 95% attendance and puntuality record for the month of September 2011.	Deadine: 21 September 2011

Area of Development:	Complete Distinction Grades	Mandy Hayward Date Set: 9 September 2011 Deadline: 25 November 2011
IIS MIARI I START I	Aim to be on course for a Distinction by the end of November 2011.	Deaumie. 23 November 2011

Area of Development:	Maths GCSE	Mandy Hayward Date Set: 9 September 2011 Deadline: 12 December 2011
IIIS IVI A P I I STAGT	Sign up for Maths and get Grade C. Review progress in December.	Deadine. 12 December 2011

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
GCSE Maths EGpM	100%	100%
BTEC L3 Ext Dip Business Y1 EGpB	94%	100%