# The College of Haringey, Enfield and North East London



## **Learner Review**

16 March 2012

**Learner: Georgette Darius 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)	100%	95%	
Functional English (BTEC L3	(10)	(7)	
Dip Business Gp B&C Yr1)	` ′	, ,	
(E)			
Modules:			
NE3MBUS1-1DA21B/FSE FS English			

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

Smart Targets: Create a briefing paper by the end of March and proofread; checking for

spelling, grammar and punctuation errors.

Comments: Your attendance and participation in class is excellent. Well done!

Donna Kavanagh.

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

#### Comments / Reference / Targets

Smart Targets: Submit all M and D tasks for Unit2 by 23/03/12

Comments: Excellent performance to date. Keep up the good work.

Upal Banerjee.

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 and Safety		

#### Comments / Reference / Targets

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

You have made progress in this unit, supported by good attendance,

Comments: completing the risk assessment activity. After the Britvic visit you will have

completed the research required for this unit.

Marie Welsh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended			
Diploma in Business Yr1			
(Enfield)	96%	100%	
BTEC Level 3 Extended	(8)	(10)	
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: Complete Unit 3, Unit 19 and Unit 18 with Distinctions by the end of March

with all the work in your Folder

Comments: You are working well and I expect the best from you as you are a delight to

teach and producing good quality work.

Mandy Hayward.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	95% (8)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/FSI FS ICT			

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

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

Comments: You have done very well when completing past exam papers however you

can benefit more by improving on formatting techniques.

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)	100% (10)	94% (7)
Modules:		

### NE3MBUS1-1DA21B/FSE FS English

### **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) BTEC Customer Service (L3 Dip Business Yr1) (E)	100% (10)	100% (10)		
Modules:				
NE3MBUS1-1DA21B/BCS BTEC Customer Service				

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

Smart Targets: Complete Unit 2 by 27 April

Comments: Anita Sampat.

# **Personal Targets**

Area of Development:	Review your progress	Mandy Hayward  Date Set: 11 October 2011  Deadline: 4 November 2011
III NIARI ISTAAT	Review your progress with tutor against target grade 4th Nov in one to one	Deading. 4 November 2011

Area of Development:	Organisation and Planning	Mandy Hayward  Date Set: 11 October 2011  Deadline: 4 November 2011
IIS M A R I I ardet.	Set up a course folder with dividers, assignments and notes then show to tutor at one to one.	Deadinie. 4 November 2011

Area of Development:	Verbal Communication Skills	Mandy Hayward  Date Set: 11 October 2011  Deadline: 30 November 2011
S.M.A.R.T. Target:	participate in class by asking at least 2 questions a week or making two points a week and review with tutor at the end of November.	Deading: 30 November 2011

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	97%	100%