The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Rajindar Landa

Personal Tutor: Calvert Smart

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		
YPC C&G Intro Cert Basic Construction Y10 & Y11 YPC City & Guilds Introductory Cert in Basic Construction Skills Y11 (T) (Tutorial and General Unit)	80% (4)	92% (6)		
Modules:				
K41MCNT1-1DA22A/THE Theory, K41MCNT1-1DA22A/PRA Practical				

Comments / Reference / Targets

Hello Rajinda, Well done on getting units 007, 010, 013 and 020 signed off in

your portfolio. I would now like you to show me a completed practice mortice joint or centre bridle joint by 12 Oct 2011. I would then like you to consider

completing the assessment for Unit 037 mortice joint or Unit 040 centre bridle

joint by 19 Oct 2011.

Smart Targets:

Comments: Calvert Smart.

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Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review:

You took 4 practical unit assessments in decorating last year and completed them successfully. This year you have fallen behind due to lack of attendance. You have shown me some good practice joinery however, and I would like you to have taken two joinery assessments and completed the paperwork no later than 16th November 2011, to get back on track to pass this course successfully.

Issues Raised:

At present your attendance is 61% which is below the college target of 100% and means that you are missing important lessons or assessments. We need to see an immediate improvement in both attendance and punctuality to prevent you from failing the course. You seem to have trouble following instructions on some occasions and you can be hard to motivate at times. These undesirable behaviours need to be addressed a.s.a.p. as they are affecting your learning.

Calvert Smart.

Course	Attendance	Punctuality
YPC C&G IntroCert Basic Construction Y11	74%	85%