The College of Haringey, Enfield and North East London



Learner Review

16 January 2012

Learner: Shqipe Ceka

Personal Tutor: Deborah Abrey

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	
C&G Level 3 Tourism Studies Yr2 Unit 303 Promotions and Sales in Travel and Tourism	100% (10)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/CUS BTEC Customer Service			

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 3 Tourism Studies Yr2 City & Guilds Level 3 Tourism Studies Yr2 (E) (Tutorial & general Unit)	89% (4)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/TUT Tuto	rial		

Comments / Reference / Targets

Smart Targets:

Make sure that you meet all deadlines in TErm 2 to support your target grade

of Merit.

Comments: Good attendance in Term 1. In tutorials from January 5th 2012 course

progress will be monitored.

Marie Welsh.

Subject	Attendance	Punctuality		
C&G Level 3 Tourism Studies Yr2 Unit 323 Conferences and Events	94% (7)	100% (10)		
Modules:				
ND3MTAS1-1DA22A/COE Conference and Events				

Comments / Reference / Targets

Smart Targets:

Task Bii - To be submitted by 24th November

Comments: Deborah Abrey.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/FSI FS IC	Т		

Comments / Reference / Targets

Smart Targets:

Prepare for ICT mock on 13 Oct by revising on work covered in lessons

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
Travel & Tourism BTEC Customer Service (All Tourism Courses) (E)	97% (8)	100% (10)	
Modules:			
ND3MTAS1-1DA22A/CUS BTEC Customer Service , ND3MTAS1-1DA22A/WTD World Wide Travel Destinations			

Comments / Reference / Targets

Smart Targets: DEADLINE / Assessment

BTEC Customers: Make sure you complete and submit your customer service

outcome 1 (elements 1.1, 1.2 & 1.4 -1.5) by Monday 21st November.

Comments:

World Wide Destinations: You need to do some independent research/ revise after each outcome so that you have a clear understanding of all the relevant outcomes and requirements needed in order to successfully pass your on-line exam. Make sure you bring a folder to ever lesson so that you can attach the relevant sources against the outcome that is being delivered.

Well-done your attendance is excellent keep this up!!!big grin

Georgia Demetriou.

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Personal Targets

Area of Development:	INCW YCAIS TAIGCE	Shqipe Ceka Date Set: 5 January 2012
S.M.A.R.T. Target:		Doadling: 5 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: <u>Autumn/</u>Spring/Summer

Review: Shqipe you have excellent attendance and meet all of your deadlines- Continue with the great work

Issues Raised:

Deborah Abrey.

Course	Attendance	Punctuality
C&G L3 Tourism Studies Y2 E	94%	99%