# The College of Haringey, Enfield and North East London



# **Learner Review**

18 January 2012

Learner: Abubakar Mohamed

Personal Tutor: Benson Osejindu

## **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 1 Diploma in Business & Administration (Tottenham) Unit 6 - Professional Behaviour (T)	100% (10)	100% (10)	
Modules:			
ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites, ID1MBUS2-1DA11B/PRB Professional Behaviour			

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

Complete Unit 6 assignment tasks 1a, 1b, 2 and 3 as soon as possible: hand

in to me so that I can review your work. The final deadline for corrected submissions is Friday 20<sup>th</sup> January 2012.

Comments:

David Wheeler.

**Smart Targets:** 

Subject	Attendance	Punctuality		
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 23 - Ideas for a Small Business (T)	100% (10)	100% (10)		
Modules:				
ID1MBUS2-1DA11B/ISB Ideas for S	mall Business , ID1MBUS2-1DA11B/7	FUT Tutorial		

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

- 1. To complete task 2.2 by 10th November 2011.
- 2. To complete task 3 by 17th November 2011.

Benson Osejindu.

# **Personal Targets**

Area of Development:	and completion of assignments to the required	Abubakar Mohamed <b>Date Set:</b> 9 November 2011 <b>Deadline:</b> 9 November 2011
S.M.A.R.T. Target:	actually, i need improvement in my punctuality, and i need some more time for completing my assignments, because I feel on mypressure to complete my assignments.	

# **Tutor Review**

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

Review Term: Autumn.

Review: Quality of assignments

#### Issues Raised:

Struggled to complete assignments because the assignment deadlines were pretty close. Abubakar assured me (Personal Tutor) that he would need to plan much better in managing his time which has been a big problem this year.

Abubakar has immensely benefited from the mentoring service and Additional Learning Support which has been most helpful in completing his assignments.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Attendance, punctuality and completion of unit assignments.

### Issues Raised:

 To maintain the excellent attendance, punctuality and impressive attitude to completing your unit assignments.

To improve your writing skills with particular reference to spelling, punctuation, use of words, etc.

### Benson Osejindu.

Course	Attendance	Punctuality
BTEC L1 Business Admin TGpB	99%	100%