# The College of Haringey, Enfield and North East London



### **Learner Review**

15 March 2012

Learner: Samantha Clark 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)	29% (1)	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 need to attend lessons so that you prepare for the exam.

Anita Sampat.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Customer Service (L3 Dip Business Yr1) (E)	50% (1)	100% (10)	
Modules:			
NE3MBUS1-1DA21B/BCS BTEC Customer Service			

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

Smart Targets: Complete Unit 2 by 27 April.

Comments: 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)	19% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSE FS I	English	

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

Smart Targets: Attend all lessons.

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality

BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Unit 2 Business Resources (E)	58% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/BUE Business Resources , NE3MBUS1-1DA21B/RAS Recruitment and Selection		

#### Comments / Reference / Targets

**Smart Targets:** Submit all outstanding tasks for Unit2 by 23/3/12

Comments: Upal Banerjee.

Subject	Attendance	Punctuality
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) Functional English (BTEC L3 Dip Business Gp B&C Yr1) (E)	16% (1)	100% (10)
Modules:		
NE3MBUS1-1DA21B/FSE FS English		

#### Comments / Reference / Targets

Attend all lessons this term. **Smart Targets:** 

Comments:

Donna Kavanagh.

Subject	Attendance	Punctuality	
BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)	50% (1)	95% (7)	

#### 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**

Improve your attendance to all lessons, complete Unit 3, Unit 19 and Unit 18 **Smart Targets:** 

with at least Merits by the end of March with all the work in your Folder. Also

Unit 17 with passes by end of March

Well done for coming back and getting stuck into doing the work. You need to Comments:

try and do as much work as you can before you are unable. We need to have one to one to do a Peeps plan to ensure your health and safety at the college.

Mandy Hayward.

Subject Attendance Punctuality
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BTEC Level 3 Extended Diploma in Business Yr1 (Enfield) BTEC Level 3 Extended Diploma Business GpB Yr1 (Tutorial & General Unit) (E)		0% (1)
Modules:		
NE3MBUS1-1DA21B/HAS Health and Safety		

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

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

No attendance means that no progress has been made in this unit. You need

Comments: to discuss the matter with your course tutor and provide an action plan for this

missed unit.

Marie Welsh.

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# **Personal Targets**

Area of Development:	Business Knowledge	Mandy Hayward  Date Set: 9 September 2011  Deadline: 16 September 2011
S.M.A.R.T. Target:	Get a Level 3 Course book for business by the end of next week.	Deadine. To deplember 2011

Area of Development:	lles	Mandy Hayward  Date Set: 5 October 2011  Deadline: 12 October 2011
S.M.A.R.T. Target:	Make sure you catch up on any missed work - by asking friends or coming to me for support. Will review wed.	Deadine. 12 October 2011

Area of Development:	Dyslexic Support	Mandy Hayward  Date Set: 9 September 2011  Deadline: 25 November 2011
S.M.A.R.T. Target:	Let me know progress on above and you bringing in letter. Have written to Paul Jordan who is progressing the request Agreed support, so let me know how it is helping you in your studies.	Doddinio. 25 November 25 11

## **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
BTEC L3 Ext Dip Business Y1 EGpB	43%	98%