The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Rebecca Razzak

Personal Tutor: Anita Sampat

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	
OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/TUT Tutorial			

Comments / Reference / Targets

Smart Targets: Complete unit 11 by 19 Oct

You are working well. I would like to see you take a more active role in class Comments:

discussions.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	96% (8)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WBC Written Business Communication, DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

complete unit 10, task 1 and 2 by wed 16/11/11. You only have a few minor Smart Targets:

alterations to do.

Comments:

I would encourage you to work more independently as this would help with your self confidence Eileen O'Sullivan.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Money and Finance Skills (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/CCU Communicate with Customers			

Comments / Reference / Targets

Smart Targets:

An excellent attendance and punctuality!

Comments:

Well done, up to date with your work.

Try to contribute more in our class discussions

Sandra Mirkovic.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

Smart Targets:

Prepare for IT mock on 9 Feb

Comments: Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Unit 12 - Organise Business Travel and Accommodation (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/OBT Organise	Rusiness Travel and Accommodation	า	

Comments / Reference / Targets

Smart Targets: Participate more in group work

Raise any concerns to course-work

Comments: Well done to achieve 100% attendance and punctuality

I look forward to teaching you 'Making and receiving calls'

Schnell Smith.

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Personal Targets

Area of Development:	OCR Units and Money and Finance Units	Rebecca Razzak Date Set: 10 October 2011 Deadline: 10 October 2011
S.M.A.R.T. Target:	I would like to complete all the Money and Finance Booklets, with out having to Re do them again. I would also wish to start successfully on the OCR Units. If I need Any questions I would ask the Teacher for help	Deadine. To October 2011

Area of Development:	Attainment	Anita Sampat Date Set: 3 January 2012 Deadline: 3 January 2012
S.M.A.R.T. Target:	Aim to produce higher quality of work in the second term.	Deadline: 5 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: None

Working well on the course to meet all deadlines. So far managed to complete Award in Money Finance Skills and Unit 7 - Written Business Communication.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	99%	100%