The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Juliet Dacosta

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 Unit 7 - Written Business Communication (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WBC Written Business Communication , DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

Smart Targets: Comments:

Smart Targets: complete unit 10 - task 3 - by wed 23/11/11

Comments:

You are an able, motivated student -it is a pleasure to teach you.

Eileen O'Sullivan.

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/WID Workin	g in Administration	

Comments / Reference / Targets

Smart Targets: Complete task 1 by 28 Nov, final copy to be submitted by 11 Jan.

Comments: Plan and add targets from task 2 onwards and let me know when each task is

completed.

Anita Sampat.

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.

Keep up your good work!

Sandra Mirkovic.

...

Personal Targets

Area of Development:	money and finance	Juliet Dacosta Date Set: 10 October 2011 Deadline: 10 October 2011
S.M.A.R.T. Target:	I need to finish my travel presentation for the 13/10/11. Need to finish my assignment ICT for 12/10/11	Deading. 10 Goldsel 2011

Area of Development:	ICT	Juliet Dacosta Date Set: 10 October 2011 Deadline: 10 October 2011
S.M.A.R.T. Target:	I have never done excel,database, before so I need to focus of on learning these unit and how to put it in practise.	Deadine. 10 October 2011

Area of Development:	Language Skills	Anita Sampat Date Set: 3 January 2012 Deadline: 3 January 2012
IIIS IVI A R I TARMET. I	Must attend ALS support weekly as arranged to build your literacy skills.	Deadinie. 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Language Support

Juliet has settled in very well on the course. She tries very hard to keep up to date with her work.

Juliet has started her work experience placement at Hibiscus in Angel. Juliet is involve in dealing with incoming and outgoing calls, filing, using the computer and mail handling.

Juliet works in the Administration Office on a rota basis where she is gaining practical skills is using a variety of equipment.

Anita Sampat.

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