# The College of Haringey, Enfield and North East London



## **Learner Review**

**02 February 2012** 

Learner: Otilia Costan

**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)	94% (7)	100% (10)		
Modules:				
DP2MABP1-1DA11A/WID Working in Administration				

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

Smart Targets: Complete Task 1 by 28 Nov, deadline for final copy is 11 Jan

Comments: Set targets on your eilp to complete task 2- 6

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.

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

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

Smart Targets: Complete Unit 11 logbook by 19 Oct

Comments: Plan and submit a draft for your presentation by 3 Oct

Anita Sampat.

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

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

Smart Targets: You will need to complete Unit 11 Logbook by 19 Oct

You need to focus on task in hand by recording all task to be completed on

your action plan. Remember the dates can be changed if needed so that you

do not feel overwhelmed with all tasks and deadlines.

Anita Sampat.

Comments:

Subject Attendance Punctuality					
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	100% (10)	76% (3)			
Modules:					
DP2MABP1-1DA11A/WBC Written Business Communication . DP2MABP1-1DA11A/FSI FS IT					

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

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

Comments:

You are an able, motivated student - my only concern is your punctuality - otherwise it is a pleasure to teach

Eileen O'Sullivan.

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## **Personal Targets**

Area of Development:	Career Advice	Otilia Costan  Date Set: 10 October 2011  Deadline: 21 October 2011
	Get in touch with career advice for helping with the C.V and job guidance	Deadine: 21 October 2011

Area of Development:	complete unit 6 by	Otilia Costan  Date Set: 14 November 2011  Deadline: 9 December 2011
IIS MIARI I STOPT I	I need to read more and to complete tasks 2 to 6 on Unit 6 Working in Administration by	Deadine: 9 December 2011

Area of Development:	indice and infance	Otilia Costan
S.M.A.R.T. Target:		Date Set: 10 October 2011  Deadline: 20 December 2011

## **Tutor Review**

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

Review Term: Autumn

Review: 1-1

Issues Raised: None

Gabriela is working very well on the course. She is very hard working and tries her very best to meet given deadlines. Gabriela has completed the BTEC Award in Money and Finance Skills this term.

Gabriela is on work experience placement for 6 months at Enfield Centre within the School of Business, Travel and Tourism. She works with the School's Administrator to perform a variety of tasks such as updating spreadsheets, filing, photocopying and mail handling.

Gabriela is also works in the Administration Office on a rota basis to gain more practical administration skills.

#### Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	98%	93%