The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Judian Lindsay-Smith 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/WID Working in Administration				

Comments / Reference / Targets

Smart Targets: Complete task 1 by 21 Nov

Comments: Set targets on your eilp for 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	Subject Attendance Punctuality		
OCR Level 2 Diploma in Administration Money and Finance Skills (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WID Working in Administration			

Comments / Reference / Targets

Smart Targets: Complete Unit 7 by 17 Oct

Comments: Anita Sampat.

Subject	Attendance	Punctuality
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OCR Level 2 Diploma in Administration	100%	100%
Unit 6 - Working in Administration (E)	(10)	(10)
Modules:		
DP2MABP1-1DA11A/WID Working in Administration		

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 21 Nov.

Comments: The draft of task 1 is very good but you need to finish it and submit the final

version.

Anita Sampat.

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. Thank you very much for the help you are extending to the other students - much appreciated.

Eileen O'Sullivan.

Personal Targets

Area of Development:	Mentoring Skills	Anita Sampat Date Set: 2 November 2011 Deadline: 9 November 2011
S.M.A.R.T. Target:	Work with another learner to develop independence by getting them to organise themself and to help them meet their deadlines.	Deading. 5 November 2011

Area of Development:	Personal	Judian Lindsay-Smith Date Set: 7 December 2011 Deadline: 7 December 2011
-	I need to become more familiar with office equipment such as the photocopier, fax, scanner and laminator machines.	Deadine. 7 December 2011

Area of Development:	ipoi soriai	Judian Lindsay-Smith Date Set: 7 December 2011
IIIS IVI A R I I STAGE:		Deadline: 7 December 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: None

Judian is working very well on the course. She has managed to complete the BTEC Award in Money and Finance Skills this term. Judian is now focussing on her main qualification in Administration and Functional Skills ICT and English.

Judian started her work experience placement at Oasis Academy in Enfield. She works in the School's office to support the administration team and teachers. Her duties involves sending letters out to parents, making and receiving telephone calls, mail handling and reception duties.

Judian is also working in the Administration Office to gain additional practical experience.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	97%	99%