The College of Haringey, Enfield and North East London



Learner Review

17 January 2012

Learner: Izabela Kotara

Personal Tutor: Jennifer Hylton

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
	0%	0%
	(1)	(1)

Comments / Reference / Targets

This unit allows learners to understand how customer service is provided in a business, apply appropriate presentation and interpersonal skills in customer services situations, have knowledge of how consistent and reliable customer service contributes to customer satisfaction; as well as how to monitor and evaluate customer service within an organisation.

Izabela has settled down well on this course with 99% attendance and punctuality. She makes some contributions in class, and puts in an effort to complete set tasks. She has matured in her studies and has built good relationships with her peer group.

So far, she is exceeding her target grade and is in the process of completing all the Pass criteria for her assignment. The quality of work she has produced is encouraging and there is no reason to believe that she would struggle to complete the whole assignment within the agreed deadline for the first submission. If she continues to work at this pace to meet the first submission deadline, she will be on track to achieve a Merit grade, and with some additional support is likely to achieve Distinction for the whole unit.

Marcia Hamilton.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

Over the eight weeks we have been studying business communication, its advantages and disadvantages, types and methods of communication. We also looked at different businesses and the methods of communication used; we are currently working on verbal communication in business context. Learners have been asked to research three different business documents (formal business letter, memo and report). We have completed P1, P2 of their business communication assignment some learners are also currently working on their P3 assignment which involves group discussions. An evaluation form has been completed for both P2 and P3.

Amanuel has responded reasonably well on the course, even though he has some difficulties that may affect his learning. He has successfully completed P1 and P2 and currently working with his group to complete P3.

A suggested improvement target for Amanuel is for him to concentrate and ensure that he takes priority in his learning no matter the circumstance another area that requires considerable improvement is his communication skills (writing, speaking, spelling, grammar and punctuations).

Benjamin Cobblah.

Subject	Attendance	Punctuality

BTEC Level 2 Diploma in Business (Tottenham)	91%	100%
BTEC Level 2 Diploma in Business ESOL GpB (T) (Tutorial & General Unit)	(6)	(10)

Comments / Reference / Targets

Over the eight weeks we have been studying business communication, its advantages and disadvantages, types and methods of communication. We also looked at different businesses and the methods of communication used; we are currently working on verbal communication in business context. Learners have been asked to research three different business documents (formal business letter, memo and report). We have completed P1, P2 of their business communication assignment some learners are also currently working on their P3 assignment which involves group discussions. An evaluation form has been completed for both P2 and P3.

A hard working student who shows great amount of respsect in class and to all learners, you have completed P1,P2,P3 of your assignemnts so far, you have also shown that you understand the activities in and lesson in class.

A suggested improvement target is for you to improve your communication skills especially (written communication skills)

Benjamin Cobblah.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

During the 8 weeks after Christmas holidays in unit 5: People in Organisation/Key skills ICT we have covered importance of terms and conditions of employment along with relevant legislation, identified organisational structures and the importance of individual contribution to team work, importance of teamwork created career development plan, compared and contrasted 2 different organisations structure and job roles. Regarding key skills ICT we have found salaries for 5 different jobs and calculated average salary, salary per annum, salary per year using formulas and we presented the findings in a chart.

Izabela has successfully completed P1, P2, P3, P4, P5, M1 of the assignment. Regarding key skills she completed ICT 2.1, ICT 2.2 and ICT 2.3. She is a well-behaved learner and she ensures to meet deadlines. She is a good team player.

Izabela needs to complete M2,M3, D1, D2 in unit 5 assignment and spreadsheet task for key skills ICT. She has to thoroughly proof read her work before submission and she needs to practice test papers in www.keyskills4u.com for the key skills ICT exam

Sumana Kodali.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

In this unit learners are required to prepare for employment by conducting a personal audit of the skills and attitudes you will need to work in either, administration, retail or finance. Learners will also need to describe what would be the terms and conditions of the employment, as well as the working practices that are used in the chosen area of work. Learners will then need to produce a plan of how you intend to develop your career in your chosen area of work.

So far Izabela has successfully completed personal audit plan and an application form for the chosen job which are part of pass criteria. She has completed p1, and she has shown participation in class, which shows that she is willing to achieve a good grade in this unit.

In order to progress further she needs to work to improve her literacy skills. To guarantee success, she needs to attend all the lessons without fail and he needs to be punctual and the most important she needs to complete all the activities by the given dead line for the first submission.

Sumana Kodali.

Subject	Attendance	Punctuality
	0% (1)	0% (1)

Comments / Reference / Targets

In unit 5: People in Organization/Key skills ICT you have passed key skills ICT exam and have successfully completed PASS and MERIT criteria. You need to submit your corrections for Distinction by 14-06-10

Sumana Kodali.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

The Investigating Financial Control Unit covers, profit and loss, break-even, cash flow forecasting, financial trransactions and recording. Izabela has been studying the Investigating Financial Control Unit from September 2009 and this unit will run until June 2010 as part of the BTEC First Diploma in Business Course.

The unit is internally assessed through in-class assignment tasks covering pass, merit and distinction criteria.

Izabela has shown a keen interest in this subject and she shares her enthusiasm with the group. She is doing very well and on target with the assignment.

Mienke Van Lingen.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

Comments / Reference / Targets

Izabela, has provided sufficient evidence to acheive a 'distinction' for this unit - Well done! Here she has conducted a presentation which defined customer services in an organisation. She has described how customers are satisfied, managed and monitored as well as the steps organisations will take to maintain repeart customers.

Izabela has shown orally and in writing that she has developed a full understanding of this unit and is able to transfer these skills to given situations in the future.

Marcia Hamilton.

Subject	Attendance	Punctuality
	0% (1)	0% (1)

Comments / Reference / Targets

This unit Exploring Business Purposes begins to develop learners' knowledge and understanding of the importance of businesses and how they operate. It develops learners into knowing the classification of business activities into Primary, Secondary and tertiary. Sectors and what they are associated with was also introduced. Learners were introduced to types of business organisation: sole trader, partnership, limited partnership, private limited company, Public limited company, charities (none profit organisations), franchise among others. Furthermore, the unit taught functional areas of organisations and their contribution to the function of the business function.

The aim is for learners to be able to describe the purpose of business and classify business activities and distinguish between various industrial sectors and goods and services they areassociated with. To enable learners identify various forms of businesses, their scales, ownership and the common characteristics including the role of their functional areas.

Izabela has demonstrated good understanding of this. Additionally, she has been able to classify industrial sectors as well as functional areas of business organisations. She has developed the ability to differentiate the role of functional areas and their relationships within an organisation. She understands primary, secondary, tertiary and quaternary industrial sectors and is able to associate them with industries accordingly. She can also relate business activities with their type of product or services

Izabela is enthusiastic about this course with good regular attendance and punctuality; she makes valid contributions in class especially during group discussion or tasks and puts effort to completing set tasks. She has built good peer relationships and has been developing good subject knowledge but also do struggle with certain terminologies associated with business terms. This is understandable as English is not her first language.

So far, she is exceeding her target grade and is in the process of completing all the Pass criteria of the assignment. The quality of the work she has produced is encouraging and there is no suggestion that she would not complete the whole assignment within the expected deadline. She is working towards achieving a Merit grade and a possible distinction.

English is not the first language for Izabela and this requires further improvement for him to reach his potentials.

Mr. I Akaraonye

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	Subject	Attendance	Punctuality

0%	0%
(1)	(1)

Comments / Reference / Targets

You ahve achieved a Distiction in this Unit, you worked very hard and met all assignment deadlines. You also demonstrate that you fully understand this task/ assignment which is very good.

Keep it up and well done

Benjamin Cobblah.

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Business (Tottenham) BTEC Level 2 Diploma in Business ESOL GpB (T) (Tutorial & General Unit)	93% (6)	100% (10)

Comments / Reference / Targets

Izabela is a very able student, who has shown an extreme dedication to her lessons by following the example of her teachers and attending even when she was sick. Such dedication may not necessarily be wholly beneficial. Perhaps mens sana in corpore sana should be our battle cry.

She works very well both alone and in groups. Her reading techniques have developed in even a limited time. She breaks down meaning for parts of a sentence by scanning to the end of a paragraph and uncovering the context first. Very admirable!

Murat Kerimol.

Subject	Attendance	Punctuality
DipL2 & NVQ L2 Hairdressing ESOL (T) NVQ 2 Hairdressing ESOL (Tutorial and General Unit) (T)	88% (4)	100% (10)
Modules:		
NV2MHRE5-1DA11A/PRA Practical		

Comments / Reference / Targets

Izabela you will develop colour techniques for semi colour, Quasi colour and

Smart Targets: permanent colour, techniques for regrowth and full head aspplication by the

25th January.

You have demonstrated clear knowledge and understanding of the cutting

unit, remember to be aware of how you stand when cutting to ensure correct

angles are being acheieved. Well done keep upi the good work.

Maria Rees.

Comments:

Subject	Attendance	Punctuality
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0%	0%
(1)	(1)

Comments / Reference / Targets

Izabela, you have adopted a mature attitude to your learning by bringing the employability skills you have developed in the workplace to this unit - well done! An example this is the roleplay transcript you produced in your group, which you then acted out and recorded, in preparation for the whole class to evaluate. Here you have demonstrated appropriate communication and interpersonal skills to portray what customers expect when they visit any business or organisation. To ensure that you successfully achieve the 'M1' and all the Distinction criteria for this unit, it is essential that you observe your peers in the delivery of good customer services and the areas that an organistion or business may need to improve for its customers. You will also need to take care with the following:

- Use of grammar when writing text (there/their);
 - Use of correct punctuation when writing simple and complete sentences;
 - Ensure words are spelt correctly;

Leave yourself sufficient time to proof read coursework before presenting for marking.

Marcia Hamilton.

Subject	Attendance	Punctuality
DipL2 & NVQ L2 Hairdressing ESOL (T) NVQ 2 Hairdressing ESOL (Tutorial and General Unit) (T)	88% (4)	100% (10)
Modules:		
NV2MHRE5-1DA11A/PRA Practical		

Comments / Reference / Targets

Smart Targets:

 complete your mood board for unit 212 by 17th january, ready to present to the class.

Comments:

Izabela, you are working well. your attendance has fallen slightly, you need to improve this by attending all sessions.

Sandra Burgher.

Subject	Attendance	Punctuality
BTEC Level 2 Diploma in Business (Tottenham) BTEC Level 2 Diploma in Business ESOL GpB (T) (Tutorial & General Unit)	0% (1)	0% (1)

Comments / Reference / Targets

keep up the good effort you are currently working very hard in achieving a good grade well done Benjamin Cobblah.

Subject	Attendance	Punctuality
DipL2 & NVQ L2 Hairdressing ESOL (T) NVQ 2 Hairdressing ESOL (Tutorial and General Unit) (T)	86% (4)	100% (10)
Modules:		
NV2MHRE5-1DA11A/THE Theory		

Comments / Reference / Targets

Smart Targets: Complete tests on - Unit 202 Health and Safety, and Unit 203 Advice and

Consult with client

Isabella, you work well independently and as a team member contributing

greatly to the lessons. It is important that you work through the unit pack and do all of the exercises to support you to full achievement. Keep up the good

work.

Marilyn Holder.

Comments:

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Personal Targets

Area of Development:	ii iaii ai cooii ia	Izabela Kotara Date Set: 14 December 2011
S.M.A.R.T. Target:		Doodling, 4 January 2011

Area of Development:	Setting	Izabela Kotara Date Set: 28 September 2011 Deadline: 28 September 2011
IIN IVI A R I ISTABT	Practice settings, finish all homework tasks, register with a smart screen.	Deadine. 20 September 2011

Area of Development:	Hairdressing	Izabela Kotara Date Set: 9 November 2011 Deadline: 9 November 2011
S.M.A.R.T. Target:	To finish all assignments on time, to practice at home, revise.	Deading. 5 November 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:

As a tutor for the BTEC FD in Business group B, I have been monitoring all your learning and communicating with all tutors on the course regarding your leaning.

Each learner is expected to complete six (6) units, key skills ICT L2 and literacy at level 2.

After reviewing individuals report I can confirm that you are currently on track with your learning, your attendance punctuality and behaviour is in line with the college policy which is a good start. You have also demonstrated that you are keen and taking responsibility for your learning.

As a student you contribute to lessons and participate in all group activities you have produced all assignment on time which shows how serious you are. Evidence of your assignment indicates that you have understanding of all the units being taught in class.

In your tutorial one to one session you mentioned that you want to achieve a good grade and so far you have proved that you can and it's important that you keep it up.

A suggested area for improvement is to ensure that you take your literacy classes seriously so that you can develop your writing skills independently.

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Benjamin Cobblah.

Review Term: Autumn/Spring/Summer

Review:

Your attendance has been very good.

You scored equally well on the reading and the listening assessment, while both scores were good for this level.

Your speaking is also excellent.

Your contributions to group discussions are very useful for you and others.

You are professional in your approach to learning.

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issues	Raised:

Richard Fogarty.

Review Term: Spring
Review:
working very well and professionally
makes some effective use of teacher and peers as a resource, to clarify language issues
is quiet but works well with other learners
strong language skills at this level, including writing
Issues Raised:
Richard Fogarty.
Review Term: Summer
Review: ESOL
Issues Raised: None.
Izabela worked very well and was helpful throughout the term, she has proved herself a very adept student and motivator of others. Her professionalism has certainly influenced others.
Her top score in the Adult Lit L2 Exam reflects her sterling dedication and commitment.
Murat Kerimol.

Review Term: Autumn

Review:

Your attendance is amber due to personal reasons; please try to book appointments out of college time so that is does not interrupt with your chosen area of study. You have proven that you are a dedicated individual and shown the whole group how easy it is to complete tasks where a dead line has been set

However your hairdressing skills are good and you must continue to practice, perhaps it may be of help to you to come to a level 2 class and gain some more assessments if you have time out of your normal timetable.

How - visit the style zone reception and asks for the days of the 2nd year classes.

Also speak to family and friends about booking in for you as a client as you will need them for assessments in block 3

Issues Raised:

You have applied for level 3 hairdressing and I feel you will excel in your chosen area.

Jennifer Hylton.

Course	Attendance	Punctuality
NVQ 2 Hairdressing with English Y1 T	85%	100%