Learner Review

20 June 2011

Learner: Joanna Zwolinska

Personal Tutor:

Key to Attendance and Punctuality percentages

- 100% to 91% is green status
- 90% to 85% is amber status
- 85% 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	Attendance	Punctuality	
NVQ 1 in Business			
Administration	0%	0%	
Functional Mathematics	(1)	(1)	
(NVQ1 Business Admin)			

Comments / Reference / Targets

Joanna is a pleasure to teach as she is highly motivated and focused in class. She can recognise the different aspects of whole numbers and perform various calculations using all four mathematical operations.

Amanda Smith.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration Word Processing Software (Level 1)	86% (4)	99% (9)

Modules:

NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/GTW Grp Tutorial/Work Skills, NV1MBUS2-0DA11B/WKE Work Exprience, 20928NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/FST FS ICT

Comments / Reference / Targets

Smart Targets:

We will be learning about labels and columns in the next few weeks. Your new target is to be create labels to a specified size and set 2 and 3 columns within a document along with line drawing techniques to create an article by 28/03/11

Comments:

Eileen O'Sullivan.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration Functional English (NVQ1 Business Admin)	81% (4)	100% (10)
Modules:		
NV1MBUS2-0DA11B/FSE FS	English	

Comments / Reference / Targets

Smart Targets:

Comments: REVIEW BY 31/03/11

Use appropriate closing in one formal letter.

Oroma Wogboroma.

NVQ 1 in Business Administration Functional English (NVQ1 Business Admin)		100% (10)
Modules:		
NV1MBUS2-0DA11B/FSE FS English		

Comments / Reference / Targets

Smart Targets:

Comments: REVIEW BY 31/03/11 (Achieved)

Construct five sentences each using the anda

Oroma Wogboroma.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration Communicate in a Business Environment (Level 1)	82% (4)	98% (9)

Modules:

NV1MBUS2-0DA11B/BSA Business Admin, 20928NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/WKE Work Exprience, NV1MBUS2-0DA11B/GTW Grp Tutorial/Work Skills

Comments / Reference / Targets

Smart Targets:

Complete unit matrix and identify and gaps. Unit must be completed by 26

April.

Comments:

Anita Sampat.

Comments / Reference / Targets

To recognize common t

To recognise common 2-D and 3-D shapes and to solve problems involving 2-

D shapes and parallel lines.

Comments:

Amanda Smith.

Smart Targets:

Attendance Punctuality

NVQ 1 in Business Administration Work in a Business Environment (Level 1)	78% (3)	100% (10)	
Modules:			
NV1MBUS2-0DA11B/BSA Business Admin, 20928NV1MBUS	2-0DA11B/BSA	A Business Admin	

Comments / Reference / Targets

Gather evidence for filing by 22 March, where possible do a witness statement for filing work completed.

Arrange and complete 2nd workplace review by 22 April.

Practice for ICT mock exam on 5 April

Smart Targets: Request for filing work in the NVQ Administration Office and workplace. Unit

must be completed by 17 May.

Complete assessment questions for work in a business environment by 29

March.

Complete assessment questions for communicate in a business environment

by 3 May.

Comments: Office equipment unit completed.

Anita Sampat.

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Targets

Area of Development:	Maths	Joanna Zwolinska Date Set: 10 January 2011 Deadline: 18 February 2011
S.M.A.R.T. Target:	I really need to improve my maths, especially fractions. I found it hard and I feel like I am really behind with this. I will try to do some exercises at home at least 1 hour a week to feel more confident and be able to do exercises without someone's help. I would like to achieve this until 18th of February.	

Area of Development:	I⊏ a all a la laca a accesa a cat	Joanna Zwolinska Date Set: 10 January 2011 Deadline: 23 May 2011
S.M.A.R.T. Target:	I would like to improve my English by reading 10 pages a week. I would like to improve my vocabulary. Words which I don't understand I will check in a dictionary and then write it down to remember them.	Doddinio. 20 May 2011

Personal Tutor Summary

Comments / Reference / Targets

Review Term: <u>Autumn</u> /Spring/Summer
Review: 1:1
Issues Raised:
gernerally Joanna happy with the course. I know all tutors are very happy with your work.
Missed 1 day from college for valid reasons on a tuesday. Concern over the register system and how many absences it is showing. Joanna to see Amanda and check as she knows she only missed one session.
Very grateful Joanna took on the role of Student rep.
Eileen O'Sullivan.
Review Term: Autumn/ <u>Spring</u> /Summer
Review: 1:1 review
Issues Raised:
Great reports from AO rota work. Also doing her work experience in the AO and that is going very well also All tutors are impressed with you ability.
Only problem is attendance - you have no problem in catching up and your attendance is improving (1/2/11 just over 80% - keep it up).
Stated extra Maths support lesons - last week = 1st time. All seems fine.
Eileen O'Sullivan.
Review Term: Spring
Review: 30/03/11
Issues Raised:
Joanna is a very hard working student . She is enthusiastic and endeavours to complete her work on time.
In the period under review she achieved all set targets.
Oroma Wogboroma.

Review Term: Autumn/Spring/Summer

Review: 1:1

Issues Raised: Joanna has now completed all her work for the NVQ Level 1 and her workskills. You have taken your ICT Functional skills and passed - only your English to go (all the best with that). Since you started you have proved yourself to be one of the most able students - we have been so pleased to have you. I know you are concerned whether to keep your job and do a part time course or whether to return to college for a full time L2 course. In this climate - that is a very difficult decision and I appreciate you need to keep all avenues open. Please look at Birbeck college and any others in the vicinity of your home/work place to see if they offer suitable part-time courses. BUT of course we would love to see you back

Eileen O'Sullivan.

Course	Attendance	Punctuality
NVQ 1 Business Admin EGpB	86%	100%