The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Shu Yi Wu

Personal Tutor: Benson Osejindu

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
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 7 Using office equipment in business (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment		

Comments / Reference / Targets

Smart Targets: Specific and MEasurable

Comments: I intend to practices using office equipment to improve my skills as an

Administrator.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/TUT Tutorial		

Comments / Reference / Targets

Smart Targets: Specific and measurable

Comments: I intend to complete Tasks One-Three of my assignment by the end of 25

November 2011.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 6 - Professional Behaviour (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites, ID1MBUS2-1DA11B/PRB Professional Behaviour		

Comments / Reference / Targets

Complete Unit 6 assignment tasks 1a, 1b, 2 and 3 as soon as possible: hand

in to me so that I can review your work. The final deadline for corrected submissions is Friday 20^{th} January 2012.

Comments:

David Wheeler.

Smart Targets:

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 18 - Handling Mail (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites		

Comments / Reference / Targets

Complete task 1 of the assignment for Unit 18 (Handling Mail) and hand it in by Friday 24^{th} February 2012 **Smart Targets:**

Comments:

David Wheeler.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in		
Business & Administration		
(Tottenham)	100%	100%
Unit 20 - Recording Business	(10)	(10)
Transactions with FS Maths		
(T)		
Modules:		
ID1MBUS2-1DA11B/CBD Creating Business Documents , ID1MBUS2-1DA11B/FSE FS English		

Comments / Reference / Targets

Smart Targets: Assignment

This unit has just started and you are currently on track with assignments and Comments:

class activities. Well done

Benjamin Cobblah.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 10 - Investigating Rights and Responsibilities at Work (T)	100% (10)	100% (10)

Modules:

ID1MBUS2-1DA11B/CBD Creating Business Documents, ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites, ID1MBUS2-1DA11B/PRB Professional Behaviour

Comments / Reference / Targets

Smart Targets:

Comments:

U10 (Investigating Rights and Responsibilities); U6 (Professional Behaviour in an Office Environment); U18 (Mail Handling)

Shu Yi is a quiet and concientious member of the class whose attendance and punctuality is excellent. During the last term she has started to come out of her shell a little and contribute a little more to class activities.

Wu Shi has completed all of the tasks for both units 6 and 10.

David Wheeler.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) BTEC Level 1 Diploma in Business & Administration with English GpB (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business		

Comments / Reference / Targets

1. To make the necessary corrections in and submit unit 22 on Job Opportunities in Business

Smart Targets: Administration no later than Friday 16th March 2012.

2. To complete and submit Managing Own Learning assignment by 30th March 2012.

Comments:

I would expect you to address the above targets in order to ensure that you're

on track in completing the course successfully

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 8 - Using a Computer in Business Administration (T)	100% (10)	100% (10)
Modules:		

ID1MBUS2-1DA11B/UOE Using Office Equipment

Comments / Reference / Targets

Smart Targets: specific and measurable

Comments: Ensure that you practise doing computer tasks to improve your ICT Skills to

sit and pass the Functional Skills ICT exam.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Usin	ng Office Equipment with FS IT	

Comments / Reference / Targets

Smart Targets: Attainable and Realistic

You have completed most of the tasks for Working in Business and Administration, Using Office Equipment and Information Technology. You must now begin to collate marked evidence for each unit in a portfolio of evidence by 31 March 2012, so that you can concentrate on your Functional Skills ICT at Entry Three. You will start the first round of your mock tests in

your next lesson and must ensure that you read the questions carefully to

understand what is required for each task.

Marcia Hamilton.

Comments:

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 23 - Ideas for a Small Business (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for S	mall Business , ID1MBUS2-1DA11B/T	UT Tutorial

Comments / Reference / Targets

1. To complete the following tasks 1.1, 1.2, 2.1 and 2.2 by 10th November 2011.

Smart Targets:

2. To complete task 3 by 17th November 2011.

Comments:

Benson Osejindu.

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Personal Targets

Area of Development:	my assignments, work on improving my deadline	Shu Yi Wu Date Set: 9 November 2011 Deadline: 9 November 2011
S.M.A.R.T. Target:	I think I have to improve my time management in all my assignment. I also have to plan my assignment before I start because I am always struggling when I am doing my assignment, which may waste a little bit of time. I also think I need to meet the deadline in all my assignments as well.	

Area of Development:	UDTEGI IAB :	Shu Yi Wu Date Set: 8 February 2012 Deadline: 8 February 2012
S.M.A.R.T. Target:	My target is to complete Until 18-handling mail and until 9-managing own learning on time. The area I need to improve in this term are meet dealine, writting and oral skills.	

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:

Issues Raised:

- To maintain your excellent attendance and punctuality on the course.
- To improve your time management skills designed to ensure that you complete all assignments as per when due.
 To complete the task 3 of unit 24 (Job

Opportunities in Business Administration).

- To improve your communication and presentation skills which has the tendency to reflect on your self-confidence, motivation and performance on
- 4. To undertake an oral presentation in relation to unit 24 on Thursday 25th January 2012 at 1.30 p.m. in room T3.004

Benson Osejindu.

the course.

Review Term: Autumn/Spring/Summer

Review: There's good intention in establishing your last personal targets but it lacks clarity and meaning.

Issues Raised:

- You would need to proof read your action plan with particular reference to spelling, use of words, grammar, etc. For example, you used the <u>until</u> instead of unit and <u>writting</u> instead of writing. This could have been avoided with careful proof reading.
- 2. Your task 3.1 in unit 22 assignment is still outstanding and now overdue. Please complete and submit this no later than 7th March 2012.
- To start working on task 1 and 2 in unit 9 ManagingOwn Learning assignment.

Benson Osejindu.

Course	Attendance	Punctuality
BTEC L1 Business Admin TGpB	100%	100%