# The College of Haringey, Enfield and North East London



## **Learner Review**

**02 February 2012** 

Learner: Maria Daniela Lofruscio Silva

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

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

Smart Targets: Complete unit 11 logbook by 19 Oct

Comments: Focus on completing your presentation for activity 1

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 as you are always so willing to learn.

Eileen O'Sullivan.

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 Wor	king in Administration			

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

Smart Targets: Complete Task 1 by 28 Nov

Comments: Set targets for task 2-6 on your eilp

Anita Sampat.

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# **Personal Targets**

Area of Development:	Administration level 2	Maria Daniela Lofruscio Silva  Date Set: 10 October 2011  Deadline: 10 October 2011
S.M.A.R.T. Target:	My expecttation at the end of this course are:  I want to lear as much as I can and pass my course.  I would like to be able to find a job.	Deadine: 10 October 2011

Area of Development:	Anita Sampat <b>Date Set:</b> 3 January 2012
S.M.A.R.T. Target:	Deadline: 3 January 2012  Deadline: 3 January 2012

## **Tutor Review**

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

Review Term: Autumn

Review: 1-1

Issues Raised: None

Daniela is working very well on the course she has manage to finish BTEC Award in Money and Finance Skills. She is now focussing on the main qualification in Administration and Functional Skills English and ICT.

Daniela started her work experience placement at the London Borough of Enfield within the Housing department. Daniela is involve in general administration tasks within the department plus working on the department's database.

Daniela is also working in the Administration Office to gain practical skills by using a variety of office equipment, dealing with mail handling and reception tasks.

#### Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	95%	99%