The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Sara Szczecina

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 Unit 7 - Written Business Communication (E)	92% (6)	91% (6)	
Modules:			
DP2MABP1-1DA11A/WBC Written Business Communication , DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

Smart Targets: complete unit 10, task 1 and 2 by wed 16/11/11. You only have some minor

changes to do.

Comments:

You are a hard working, committed student - it is a pleasure to teach you.

Eileen O'Sullivan.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	89% (4)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WID Working	in Administration		

Comments / Reference / Targets

Smart Targets: Complete Task 1 and submit on 16 Nov.

Comments: 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.

You need to be involved more in our class discussions.

Sandra Mirkovic.

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Personal Targets

Area of Development:	Written Business Communication	Sara Szczecina Date Set: 22 November 2011 Deadline: 1 December 2011
III NIARI ISTABT' I	unit 7 is in process I gave for Eileen Task 1,2 and 3. The last task 4 which is leaflet is in process.	Dodding. 1 Doddinger 2011

Area of Development:	Communicate with Customers	Sara Szczecina Date Set: 22 November 2011
S.M.A.R.T. Target:		Deadline: 8 December 2011

Area of Development:	Attendance	Anita Sampat Date Set: 3 January 2012 Deadline: 3 January 2012
IIIS M A R I I ardet I I	Aim to improve attendance in the second term to 100%.	Deadinie. 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Meeting deadlines

Sara started the course very well. She works on a part-time basis which some times affect her completing tasks on time. She has agreed to communicate through eZone on her eILP by setting targets and adding comments.

Sara has completed the Award in Money and Finance Skills and now working towards the OCR qualification. She is also working on ICT Functional Skills.

Sara started her work experience placement at Haart Estate Agent in Southgate last week. She did a mailshot to customers. Sara is happy with her placement.

Sara is also attending the Administration Office at college to gain practical experience.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	89%	97%