# The College of Haringey, Enfield and North East London



# **Learner Review**

08 March 2012

Learner: Maria Vu

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)  E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)  100%  100%  (10)  (10)		10070
Modules:		
ID1MBUS2-1DA11B/UOE Using 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

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) E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment with FS IT		

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

Smart Targets: Specific and measurable

Comments: I intend to complete Tasks One-Three of my assingment by the end 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**

**Smart 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<sup>th</sup> January 2012.

Comments:

David Wheeler.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 19 - Creating Business Documents with FS English (T)		1
Modules:		
ID1MBUS2-1DA11B/CBD Creating Business Documents		

#### Comments / Reference / Targets

**Smart Targets:** Assignment

A very good students with a lot of potential

You have met all assignment deadline, all work related to this unit has been

completed and handed in for assessment.

You have also demonstrated a good understanding of this unit which is a reflection of all the evidence provided for this assignment, keep it up

#### Benjamin Cobblah.

Comments:

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

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

Smart Targets:

Complete task 1 of the assignment for Unit 18 (Handling Mail) and hand it in by Friday  $24^{\mbox{th}}$  February 2012

Comments: 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)	98% (9)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business		

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

1. To continue to work on improving your writing skills considering that you have clearly

demonstrated good subject knowledge.

**Smart Targets:** 

2. To be more specific with your personal targets with particular reference to intended dates for

completion.

Comments:

Maria, you've been a please to teach having shown impressive attitude to learning with excellent attendance, punctuality and commitment to completing all assignments as per when due, well done.

Benson Osejindu.

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

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

Smart Targets: Assignment

Comments:

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

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)

Maria's attendance and punctuality are excellent. She is a fast worker who contributes well to class activities, asking good questions when she does not understand.

She completes her work early, to a good standard. Maria, has completed all of the tasks for U6 and for U10

David Wheeler.

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.

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BTEC Level 1 Diploma in Business & Administration (Tottenham) BTEC Level 1 Diploma in Business & Administration with English GpB (T) (Tutorial and General Unit)		98% (9)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business		

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

1. To complete and submit Managing Own Learning

Smart Targets: assignment by 30th March 2012.

Comments: Kindly ensure that you meet the assignment deadline.

Benson Osejindu.

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.

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# **Personal Targets**

Area of Development:	Communication skills	Maria Vu  Date Set: 22 February 2012  Deadline: 29 March 2012
S.M.A.R.T. Target:	1. I will try to avoid using my mother's language, so that I will be more comfortable to express myself in English.  2. To improve my IT skills, I must practice more. If it is needed, I will do different exercises using a computer.  3. Finish all my assignments and be prepared for the exams in English and IT.  I believe I can achieve my targets before the end of March 2012.	Deadline: 29 March 2012

Area of Development:	BTEC Level 1 Diploma in Business Administration	Maria Vu  Date Set: 8 February 2012  Deadline: 9 May 2012
S.M.A.R.T. Target:	My target is to Pass this course. I will apply for an Accounting course as soon as possible. I believe I can achieve my set targets.	Deadinie. 3 May 2012

Area of Development:	IDTEO Laval 4 Dialama in Duainaaa Administration II	Maria Vu  Date Set: 8 February 2012  Deadline: 16 May 2012
S.M.A.R.T. Target:	My target is to complete all the assignments left - Unit 9, Unit 18, and unit 20 . I want to complete them before the end of March, so that I will have more time to prepare myself for the exams in English and IT. I want to Pass the exams, so that I can finish college earlier and have a great summer holiday.	

# **Tutor Review**

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

Review Term: Autumn

Review:

Commended for her excellent performance on the course so far.

Issues Raised: None.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Punctuality.

Issues Raised:

To improve on your punctuality in subsequent assignments.

To continue to improve in completing every unit assignment on time, well done

#### Benson Osejindu.

Course	Attendance	Punctuality
BTEC L1 Business Admin TGpB	100%	99%