The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Djene Konate

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 OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	100% (10)	100% (10)		
Modules:				
DP2MABP1-1DA11A/WID Wo	rking in Administration			

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 16 November

Comments: Do ensure that you proof read the work before submitting it.

Anita Sampat.

Subject	Attendance	Punctuality		
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	100% (10)	87% (4)		
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 minor

corrections to do.

Comments:

You need to speak up more in class, this will help with both your English and your confidence.

Eileen O'Sullivan.

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:

Up to date with your work.

You need to ask if you are not sure with your coursework!

Sandra Mirkovic.

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Personal Targets

Area of Development:	ili dilotdality	Anita Sampat Date Set: 3 January 2012	
S.M.A.R.T. Target:		Doadling: 3 January 2012	

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Language Skills

Djene started the course at least 2 weeks late. She managed to catch up with most of the work and is trying to meet given deadlines. Djene is working well in all units but she must take care with the presentation of her work.

She is in the process of completing the Award in Money and Finance Skills. Djene is also working on OCR unit 6 and 7 and should be able to complete unit 6 by the end of term.

Djene needs to develop her language skills by attending additional language skills classes. We are in the process of getting this done so that she can start it as soon as possible.

Djene will be starting her work experience placement at Nampak Plastics in Palmers Green next week. She attended the Administration Office for practical experience. Whilst Djene was in the Office she scanned documents.

Djene needs to continue to develop her skills by practising regularly and do more reading outside of college so that she can get the maximum benefit of the course.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	99%	98%