# The College of Haringey, Enfield and North East London



### **Learner Review**

**02 February 2012** 

**Learner: Sharon Healy** 

**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)	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.

Eileen O'Sullivan.

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 Workin	g in Administration	

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

Smart Targets: Complete Task 1 by 16 Nov

Comments: You will need to set targets for all other tasks within this unit on ezone.

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.

Keep up your good work!

Sandra Mirkovic.

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## **Personal Targets**

Area of Development:	unit 11	Sharon Healy  Date Set: 10 October 2011  Deadline: 19 October 2011
S.M.A.R.T. Target:	I have done my presentation I need to complete unit 11 log book.	Deadine: 19 October 2011

Area of Development:	Anita.	Sharon Healy  Date Set: 10 October 2011  Deadline: 20 October 2011
S.M.A.R.T. Target:	I need to re do my cv and hand it in to Anita to be checked.	Deadine: 20 October 2011

Area of Development:	unit 7	Sharon Healy  Date Set: 19 October 2011  Deadline: 1 December 2011
S.M.A.R.T. Target:	Eileen - Unit 7 to be completed by 1 Decmber 2011	

#### **Tutor Review**

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

Review Term: Autumn

Review: 1-1

Issues Raised: None

Sharon feels that she is on track with her work. She has completed the Award in Money and Finance Skills. She is now working towards her main qualification in Administration.

Sharon started her work experience placement at Manpower Services in Enfield. She is involve in meeting and greeting customers, filing, making and receiving telephone calls and putting together information packs.

Sharon is also attending the Administration Office on a rota basis to gain more practical skills.

#### Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	96%	100%