The College of Haringey, Enfield and North East London



Learner Review

09 February 2012

Learner: Jessica Rodgers

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/TUT Tut	orial		

Comments / Reference / Targets

Smart Targets: Complete Unit 11 Logbook by 19 Oct.

Comments: Concentrate on preparing your presentation

Anita Sampat.

Subject	Attendance	Punctuality
OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	77% (3)	100% (10)
Modules:		
DP2MABP1-1DA11A/WID Working	in Administration	

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 21 Nov

Comments: Research the task thoroughly and proof read it be submitting it for marking.

Anita Sampat.

Subject	Attendance	Punctuality
OCR Level 2 Diploma in		
Administration	89%	88%
Unit 7 - Written Business	(4)	(4)
Communication (E)		
Modules:		
DP2MABP1-1DA11A/WBC Written	Business Communication DP2MABP	1-1DA11A/FSLFS IT

Comments / Reference / Targets

Smart Targets: complete unit 10 - task 1 and 2 by 18/11/11

Comments:

you are trying hard to catch up which is admirable. Please ask if you need any extra support Eileen O'Sullivan.

Subject Attendance	Punctuality
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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!

You need to catch up with your work.

Sandra Mirkovic.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	82% (4)	100% (10)	
Modules:			
DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

Smart Targets: Prepare for IT mock on 9 Feb

Comments: You really need to focus on your work. Last mock was disappointing

considering we had gone through the paper the day before.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Unit 12 - Organise Business Travel and Accommodation (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/OBT Organise Business Travel and Accommodation			

Comments / Reference / Targets

To meet future assessment deadlines

Smart Targets:

To follow through on your ideas

Comments: Jessica you worked well in a team, although at times you easily distracted.

Try your best next term to work independently

Schnell Smith.

Subject	Attendance	Punctuality
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OCR Level 2 Diploma in Administration Money and Finance Skills (E)	90% (5)	89% (5)
Modules:		
DP2MABP1-1DA11A/WBC Written Business Communication		

Comments / Reference / Targets

Smart Targets:

Good attendance and punctuality!

Comments: Unit 4 - Welcome customers - Good start - well done!

Keep up your good work.

Sandra Mirkovic.

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Personal Targets

Area of Development:	Achievement	Anita Sampat Date Set: 5 October 2011 Deadline: 5 October 2011
S.M.A.R.T. Target:	You have submitted incomplete assignment. Your deadline was extended and you still have not managed to complete the work. Submit Unit 7 completed by 10 Oct.	Deadine: 5 October 2011

Area of Development:	Meet all deadlines set		
S.M.A.R.T. Target:	Date	Job	Deadline
	9.11.11		17.11.11
Area of Development:	કુલુવવાંણes, Attendance and Punct	Anita Sampat GHIV7 task 2 holding Datte Set: 3 J Deadline: 3 J	an7uaty121012
S.M.A.R.T. Target:	Need to plan more effectively so the given deadlines. Attendance and plan in Term 2.	nat you can meet sunctuality needs Email writing exercise	17.11.11
	9 11 11	<u>Functional skills ta</u> sk 5- 6	17 11 11
	9.11.11	All four practice writing letter	17.11.11
	9.11.11	6.14 and 17.1 work books	17.11.11
	9.11.11	Task 3 writing report	17.11.11

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Focus in lesson and meeting deadlines, ALS support

Jessica started the course very well but had some personal issues which prevented her from meeting her deadlines.

She is now focussed and has an action plan so that she knows what has to be done and by when. The college is in the process of arranging ALS support for Jessica as identified from her work. Jessica has also been assigned with a mentor to support her on the course.

It has also been agreed that Jessica will work towards her main programme which is the OCR Diploma in Administration. She should be able to complete Unit 7 by end of term.

Jessica will be starting her work experience next week with Barnes solicitors in Silver Street, Enfield. She also attend the Administration Office for practical experience. Jessica was involve in binding, photocopying, make and receive calls also send emails.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	91%	97%