Learner Review

20 June 2011

Learner: Fatma Ali Personal Tutor:

Key to Attendance and Punctuality percentages

- 100% to 91% is green status
- 90% to 85% is amber status
- 85% 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	Attendance	Punctuality
NVQ 1 in Business Administration Work in a Business Environment (Level 1)	80% (4)	100% (10)

Modules:

NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/FST FS ICT, 20928NV1MBUS2-0DA11B/BSA Business Admin

Comments / Reference / Targets

Smart Targets: Complete written questions by 26 April

Comments: Needs to make more use of time in college and avoid going on to internet

Anita Sampat.

Subject	Subject Attendance Pu	
NVQ 1 in Business		
Administration	0%	0%
Communicate in a Business	(1)	(1)
Environment (Level 1)		

Comments / Reference / Targets

Fatma is a quiet member of the class, she is making good progress on this unit. She is a keen learner and show a willingness to take part in group activities. Fatma can send emails, take messages and take part in discussions.

In the next term I would like to see Fatma give her opinions in class rather waiting to be asked, in this way she will be able to build more self confidence.

Anita Sampat.

Subject	Attendance	Punctuality
NVQ 1 in Business		
Administration	0%	0%
Functional Mathematics	(1)	(1)
(NVQ1 Business Admin)		

Comments / Reference / Targets

Fatma has worked hard throughout this term. She has applied herself well to the topics covered so far. Rechecking answers to calculations would enable her to improve her test scores. Amanda Smith.

Subject	Attendance	Punctuality
NVQ 1 in Business		
Administration	0%	0%
Work Skills (NVQ1 Business	(1)	(1)
Admin)		

Comments / Reference / Targets

In this last half term, the class has been working towards gathering all the evidence for Preparing for Work Experience.

Fatma you are completely up to date and I am really pleased with the work produced to date - thank you and keep it up!

Tutorial

You have covered all the topics taught and contributed to them.

Eileen O'Sullivan.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration NVQ 1 In Business Admin GpB (E) (Tutorial and General Unit)	86% (4)	99% (9)
Modulos		

Modules:

NV1MBUS2-0DA11B/BSA Business Admin, 20928NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/FST FS ICT, NV1MBUS2-0DA11B/GTW Grp Tutorial/Work Skills

Comments / Reference / Targets

update your word processing matrix to include all evidence already collected

by 14/03/11. I was shocked to see that nothing had been entered - not even

your CV, Work experience letter as requested.

Comments:

Eileen O'Sullivan.

Smart Targets:

Subject	Attendance	Punctuality
NVQ 1 in Business		
Administration	0%	0%
Word Processing Software	(1)	(1)
(Level 1)		

Comments / Reference / Targets

this half term the group has been - creating their CV, WE covering letter, Internet searching, File maintenance and just started word processing exercises.

Again you are up-todate with all the work - this does you credit. Your last piece of WP work had no errors in it. You are aware that I have asked you to consider if errors in your work are due to you not checking it properly or if there is an underlying difficulty. I am concerned it might be the latter as I know you are trying so hard this year.

Eileen O'Sullivan.

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NVQ 1 in Business Administration NVQ 1 In Business Admin GpB (E) (Tutorial and General Unit)	83% 98% (4) (9)
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Modules:

NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/WKE Work Exprience, 20928NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/GTW Grp Tutorial/Work Skills

Comments / Reference / Targets

Smart Targets: Complete all outstanding work (you have been given a grid and are aware of

what is missing) and pass in the full pack by 11/03/11

Comments:

Eileen O'Sullivan.

Subject	Attendance	Punctuality
NVQ 1 in Business		
Administration	0%	0%
Work in a Business	(1)	(1)
Environment (Level 1)		

Comments / Reference / Targets

Fatma has worked well in a team, she is aware of the procedures with in the NVQ Administration Office in regards to using office equipment and filing. Fatma knows about security and confidentiality and how to deal with different situations with in the office. She is also aware of sustainability and is currently researching information on this topic. A very good start to the year.

Anita Sampat.

Comments / Reference / Targets

Smart Targets:

Comments:

Contribute to a group discussion by making at least two points by 31/03/11.

Oroma Wogboroma.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration	80%	100%
Functional English (NVQ1 Business Admin)	(4)	(10)

Modules:	
NV1MBUS2-0DA11B/FSE FS English	

Comments / Reference / Targets

Smart Targets:

Comments:

Include more information to expand two pieces of writing to three long paragraphs by 05/04/11.

Oroma Wogboroma.

Subject	Attendance	Punctuality	
NVQ 1 in Business			
Administration	0%	0%	
Functional Skills ICT (NVQ1	(1)	(1)	
Business Admin)			

Comments / Reference / Targets

Fatma is making good progress on spreadsheets and charts. She can use basic formula to manipulate data with in a spreadsheet. Fatma needs to concentrate on reading and following instructions for each task. Well done this term.

Anita Sampat.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration Communicate in a Business Environment (Level 1)	81% (4)	98% (9)

Modules:

NV1MBUS2-0DA11B/GTW Grp Tutorial/Work Skills, NV1MBUS2-0DA11B/BSA Business Admin, 20928NV1MBUS2-0DA11B/BSA Business Admin

Comments / Reference / Targets

Smart Targets: Fill in matrix and identify missing evidence by 26 April

Comments: Anita Sampat.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration Use a Filing System (Level 1)	0% (1)	0% (1)

Comments / Reference / Targets

Fatma can file documents in alphabetical and numerical order. She has completed all tasks given correctly. Fatma now needs to demonstrate in the NVQ Admin Office and in her work experience placement that she can file documents.

Anita Sampat.

NVQ 1 in Business Administration	58%	100%		
Functional Mathematics (NVQ1 Business Admin)	(1)	(10)		
Modules:				
NV1MBUS2-0DA11B/FSM FS Maths				

Comments / Reference / Targets

Smart Targets:

To collect, organise and represent discrete data using appropriate format e.g. tables, charts, diagrams, graphs and labelling appropriately.

Comments:

Amanda Smith.

Subject	Attendance	Punctuality
NVQ 1 in Business		
Administration	0%	0%
Use Office Equipment (Level	(1)	(1)
1)		

Comments / Reference / Targets

Fatma has used the fax machine, answering machine, computer, printer and the photocopier. She can use the basic functions for each equipment, however, she needs to continue to use them in order to master them. Anita Sampat.

Subject	Attendance	Punctuality
NVQ 1 in Business Administration Work in a Business Environment (Level 1)	78% (3)	100% (10)

Modules:

NV1MBUS2-0DA11B/BSA Business Admin, NV1MBUS2-0DA11B/WKE Work Exprience, NV1MBUS2-0DA11B/FST FS ICT, 20928NV1MBUS2-0DA11B/BSA Business Admin

Comments / Reference / Targets

Complete assessment questions for filing by 24 March.

Arrange and complete 2nd workplace review by 22 April.

Practice for ICT mock exam on 5 April

Smart Targets:

Request for filing work in the NVQ Administration Office and workplace. Unit must be completed by 17 May.

Complete assessment questions for work in a business environment by 29 March.

Complete assessment questions for communicate in a business environment by 3 May.

Comments:

Awaiting professional discussion to complete to sign off the office equipment

Anita Sampat.

Subject	Attendance	Punctuality
NVQ 1 in Business		
Administration	0%	0%
Functional English (NVQ1	(1)	(1)
Business Admin)		

Comments / Reference / Targets

Fatma is an enthusiastic learner who has achieved 100% in attendance and punctuality.

She works well with others in the group and meets deadlines.

She understands how to use appropriate format and style in her writing and can construct complete sentences. What she needs to learn is to take time to check and correct her written work for spelling and punctuation errors.

She is also aware that she needs to feel more confident to have her say in a discussion and to know when it is right to smile in a conversation. This is what we need to work on.

Oroma Wogboroma.

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Targets

Area of Development:	college and work placement	Fatma Ali Date Set: 17 January 2011 Deadline: 17 January 2011
S.M.A.R.T. Target:	Talk to all tutors and get all the work i have missed. Read more books to improve my english and do extra work on my maths.	Deadinie. 17 January 2011

Personal Tutor Summary

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: 1:1 Tutorial - term 1

Issues Raised:

Motivation/enthusiasm

This was not Fatma's first choice of course - but given it is the route she is following - she needs to be more motivated and enthusiastic.

- complete all work on time
- speaking up in class
- keep on volunteering
- improve yourself: new vocabulary; book from library -on B & A read 20mins per week

Eileen O'Sullivan.

Review Term: Autumn/Spring/Summer - AUTUMN

Review:

end of first half term review for Parents Evening

Issues Raised:

100% attendance and punctuality - WELL DONE. There is a competition next half term to win an iPOD - I hope you win it.

You have had positive subject reports - again well done to you. You are on-track for your Workskills certificate and for your NVQ.

You are a helpful member of the class and that is appreciated by both myself and your colleagues.

I was disappointed you did not stand for Student Rep - it would have helped with your self confidence.

What is needed now is SMART targets to help with your confidence - I have set 2 up I would like you to consider a third one.

Thanks

Eileen

Eileen O'Sullivan.

Review Term: Autumn/Spring/Summer

Review: 1:1 review

Issues Raised:

Eileen apologised that Fatma felt unable to tell her she would be missing the last day of college due to family holiday. Eileen needs to be more approachable so that you can tell me of these issues.

Was confusion with work placement., Sue and myself over intended return date. You should have contact the college and told us when your holiday was extended due to sickness.

good reports from AO. Fatma is enjoying her work placement, getting on well with other staff, picking up evidence - though they are gaps. Fatma to e-mail Vanessa about her evidence needs 1 week before her turn in the Admin Office

Eileen O'Sullivan.

Review Term: Autumn/Spring/Summer

Review: 1:1 end of course review

Issues Raised:

You are now on track to complete your NVQ and you have finished your Workskills - only ICT and English F/skills to go.

I know this course was not your first choice, however your motivation had been so disappointing this year. You have only ever done the minimum needed. You rarely attended the extra support classes on a Friday and I feel they would have helped a lot.

You are now 19 and you need to consider hard what you want to do with YOUR life. Make choices that you will be committed to.

Look at apprenticeship.org to see what is available and see your old WEX supervisor. Also sign on at the local employment agencies for retail and office work. Also complete an application for L2 as a back-up option. I do not want to see you UNLESS you really commit to the course and you want to do it.

Eileen O'Sullivan.

Course	Attendance	Punctuality
NVQ 1 Business Admin EGpB	81%	99%