The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Elena Talia

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 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.

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 Tutorial		

Comments / Reference / Targets

Smart Targets: Complete Unit 11 by 19 Oct
Comments: Start planning your presentation

Anita Sampat.

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 Working	in Administration		

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 14 November

Comments: Type up draft information, use text books to research information on the role

of an administrator.

Anita Sampat.

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. Thank you for the support you give the other learners - it is much appreciated.

Eileen O'Sullivan.

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Personal Targets

Area of Development:	II A 44 I	Chrystalla Kyriacou Date Set: 14 October 2011 Deadline: 14 November 2011
S.M.A.R.T. Target:	Well done for attending the lessons. You need to prepare NOW - by making notes- the two tasks for the November, 11 exam on Unit 1	beautific. 14 November 2011

Area of Development:	lbaz 1:	Date Set: 10 October 2011 Deadline: 16 November 2011
	I need to make an appointment to see the careers adviser.	Deadine. To November 2011
S.M.A.R.T. Target:	Work harder and complete all work on the deadlines.	
	I need to stop writing in bullet point form and write in detail.	

Area of Development:	III Gaill Work	Anita Sampat Date Set: 3 January 2012
S.M.A.R.T. Target:	II II	Doadling: 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Scribe needed for controlled assessment

Elena started the course in Sept and worked really well on the Money & Finance Skills units. She is now focusing on the OCR unit 6 and 7. She should be able to successfully complete unit 7 and all 6 units of the Money & Finance Skills qualification by the end of this term. She is also attending GCSE English classes on Friday mornings.

Elena worked in the Administration Office and had the opportunity to carry out reception duties, make and receive telephone calls, use the photocopier, scanner and computer.

Elena also started her work experience placement at the London Borough of Enfield - Civic Centre within the Concessionary Travel department.

Elena is a very enthusiastic learner who is keen to develop her skills. She manages to work to deadlines and take part in team activities.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	96%	100%
GCSE English EGpJ	93%	100%