The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Veronica Asare

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)	63% (2)	100% (10)	
Modules:			
DP2MABP1-1DA11A/CCU Communicate with Customers			

Comments / Reference / Targets

Smart Targets:

Comments: Veronica you need to improve your attendance, so you will be able to catch

up with this unit.

Sandra Mirkovic.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Money and Finance Skills (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/TUT Tuto	orial		

Comments / Reference / Targets

Smart Targets: Complete Unit 11 logbook by 19 Oct

Comments: You need to start planning your presentation. Show me draft on 28 Sept.

Logbook completed, Well done.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	86% (4)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WBC Written Business Communication , DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

Smart Targets: unit 10 - task 1 and 2 - both need only corrections - complete by wed 16/11/11

Comments:

You are a committed student who is willing to do extra work to help yourself - this is admirable - thank you.

You have missed the delivery on Unit 10 - Task 3 -I suggest you see me either during your lunch break on Wed or else after 5pm on Thursday for a catch up session.

Eileen O'Sullivan.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	92% (6)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WID Working in Administration			

Comments / Reference / Targets

Smart Targets: Complete Task 1 unit 6 by 23 Nov, extended to 12 Jan for final copy.

Comments: Set targets on your eilp for task 2-6. You have submitted a draft for task 1, the

final must be completed by 12 Jan in order for you to be on track.

Anita Sampat.

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Personal Targets

Area of Development:		Veronica Asare Date Set: 15 November 2011 Deadline: 15 November 2011
S M A D T Target:	my personal target is to work even harder to show my full potenial. i have learned so much in this short space of time. and i am confident that i can excel and progress.	Deadline: 15 November 2011

Area of Development:	Attendance	Anita Sampat Date Set: 3 January 2012 Deadline: 3 January 2012
S.M.A.R.T. Target:	Try to improve your attendance above 88% in the second term.	Deadine: 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: None

Veronica is working well on the course, she has managed to complete the BTEC Award in Money and Finance Skills. She is now focussing on the main OCR qualification in Administration and Functional Skills ICT and English.

Veronica started her work experience placement at Enfield Centre within the Health and Social Care department. She works with the School's Administrator Dipa Popat to complete a variety of tasks such as mail handling, shredding, photocopying, filing and dealing with customers.

Veronica also works in the Administration Office of the college on a rota basis to develop practical administration skills.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	87%	98%