The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Iqra Ishtiaq

Personal Tutor: Benson Osejindu

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
BTEC Level 1 Diploma in Business & Administration (Tottenham) BTEC Level 1 Diploma in Business & Administration with English GpB (T) (Tutorial and General Unit)	98% (9)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business, ID1MBUS2-1DA11B/TUT Tutorial		

Comments / Reference / Targets

Smart Targets: 1. To focus on completing task 1 and 2 unit 9 on Managing Own Learning.

You've contributed in sustaining the commitment of some learners on the course which is fine and worthy to be emulated. Please continue to act in your

capacity as a worthy class-rep in influencing your peers positively in

Comments: improving attendance, punctuality and completion of their assignments. This

clearly reflects on your ability to relate effectively with people regardless of ability, interest, performance, gender, age, social class, etc. Again, well done

and please keep it up.

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 8 - Using a Computer in Business Administration (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment		

Comments / Reference / Targets

Smart Targets: Specific and Measurable

Comments: Ensure that you practise doing computer tasks to improve your ICT Skills to

sit and pass the Functional Skills ICT exam.

Marcia Hamilton.

Subject	Attendance	Punctuality
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BTEC Level 1 Diploma in Business & Administration (Tottenham)		100%
Unit 20 - Recording Business Transactions with FS Maths (T)		(10)
Modules:		
ID1MBUS2-1DA11B/CBD Creating Business Documents		

Comments / Reference / Targets

Smart Targets: Assignment

This unit has just started and you are currently on track with assignments and Comments:

class activities. Well done

Benjamin Cobblah.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 23 - Ideas for a Small Business (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business , ID1MBUS2-1DA11B/TUT Tutorial		

Comments / Reference / Targets

1. To complete task 2.2 by 10th November 2011.

Smart Targets: 2. To complete task 3 by 17th November 2011.

Comments:

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 10 - Investigating Rights and Responsibilities at Work (T)	98% (9)	100% (10)
Modules:		

ID1MBUS2-1DA11B/CBD Creating Business Documents , ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites, ID1MBUS2-1DA11B/PRB Professional Behaviour

Comments / Reference / Targets

Smart Targets:

Comments:

U10 (Investigating Rights and Responsibilities); U6 (Professional Behaviour in an Office Environment); U18 (Mail Handling)

Igra is a lively and engaging member of the group. Her attendance and punctuality are excellent. She contributes well to group discussion and works well in pair exercises.

Igra has completed all of the tasks for U6 and for U10 to a very high standard.

David Wheeler.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 7 Using office equipment in business (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment		

Comments / Reference / Targets

Smart Targets: Specific and measurable

I intend to practices using office equipment to improve my skills as an Comments:

Administrator.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) BTEC Level 1 Diploma in Business & Administration with English GpB (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business		

Comments / Reference / Targets

1. To complete and submit Managing Own Learning assignment by 30th **Smart Targets:**

March 2012.

There's evidence to suggest that you're on track in completing this course Comments:

successfully.

Benson Osejindu.

Subject	Attendance	Punctuality

BTEC Level 1 Diploma in Business & Administration (Tottenham)		100%
E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)		(10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment with FS IT		

Comments / Reference / Targets

Smart Targets: Specific and Measurable

Comments: I intend to complete Tasks One-Three of my assingment by the end 25

November 2011.

Marcia Hamilton.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)	95% (8)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment with FS IT		

Comments / Reference / Targets

Smart Targets: Attainable and Realistic

You have completed most of the tasks for Working in Business and Administration, Using Office Equipment and Information Technology. You must now begin to collate marked evidence for each unit in a portfolio of evidence by 31 March 2012, so that you can concentrate on your Functional Skills ICT at Entry Three. You will start the first round of your mock tests in

Skills ICT at Entry Three. You will start the first round of your mock tests in your next lesson and must ensure that you read the questions carefully to

understand what is required for each task.

Marcia Hamilton.

Comments:

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 6 - Professional Behaviour (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/IRR Inves	stigating Rights and Responsibilites, ID1MBL	JS2-1DA11B/PRB Professional Behaviour

Comments / Reference / Targets

Complete Unit 6 assignment tasks 1a, 1b, 2 and 3 as soon as possible: hand

in to me so that I can review your work. The final deadline for corrected submissions is Friday 20th January 2012.

Comments: David Wheeler.

Smart Targets:

Subject **Attendance Punctuality** BTEC Level 1 Diploma in Business & Administration (Tottenham) 100% 100% Unit 19 - Creating Business (10)(10)Documents with FS English

Modules:

ID1MBUS2-1DA11B/CBD Creating Business Documents

Comments / Reference / Targets

Smart Targets: Assignment

A well behaved and committed student and evidence of all your task reflects

that.

You have met all assignment deadline, all work related to this unit has been Comments:

completed and handed in for assessment.

You have also demonstrated a good understanding of this unit which is a

reflection of all the evidence provided for this assignment, keep it up

Benjamin Cobblah.

Subject	Attendance	Punctuality			
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 18 - Handling Mail (T)	96% (8)	100% (10)			
Modules:					
ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilities					

Comments / Reference / Targets

Complete task 1 of the assignment for Unit 18 (Handling Mail) and hand it in **Smart Targets:**

by Friday 24th February 2012

Comments:

David Wheeler.

Personal Targets

	poctor planning of my obdisework and the need to p	Iqra Ishtiaq Date Set: 9 November 2011 Deadline: 9 November 2011
IIIS NA A D I ISPAST	I personally think I need to improve my writing skills, as when the teacher is teaching, it is easy for me to understand, but when I need to type my work or assignment, I tend to struggle.	

Area of Development: Managing Own Learning		Iqra Ishtiaq Date Set: 22 February 2012 Deadline: 22 February 2012	
	I expect to complete my assignment for Unit 9: Managing Own Learning before the deadline. I also wish to be punctual and have good attendance.	Deadine. 22 1 oblidary 2012	

Area of Development:		lqra Ishtiaq Date Set: 8 February 2012 Deadline: 29 March 2012
S.M.A.R.T. Target:	My Target is to complete Unit 9 And Unit 18 Before The Deadlines Set. I also wish to pass this year in Level 1 BTEC Business Diploma and my exams in May, 2012.	Dodding. 25 March 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: Attendance and completion of assignments.

Issues Raised:

1. Class representative. Iqra say she has enjoyed being a class rep, well done and keep it up.

2. Well done on completing all your assignments.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Attendance, Punctuality and completion of assignments.

Issues Raised:

 To maintain the excellent attendance, punctuality and attitude to completing all unit assignments, well done.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review:

You've set yourself some realistic targets in the last week which is commendable, well done. However, you would need to be more specific with your targets by stating the actual deadline in each case. This is crucial in enabling you to monitor progress and clearly identify and assess your progress and any pending outstanding target/s.

Otherwise, you've been a pleasure to teach and a worthy class-rep believing that your peers would continue to appreciate your influence and support as an aid in completing their course of study successfully. But, don't be carried away with your peers personal problems and remain optimistic in realising your dream, both in education and employment.

Issues Raised: None.

Benson Osejindu.

Course	Attendance	Punctuality
BTEC L1 Business Admin TGpB	97%	100%