The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Zeenat Choudhury 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)	67% (2)	100% (10)	
Modules:			
DP2MABP1-1DA11A/CCU Communicate with Customers			

Comments / Reference / Targets

Smart Targets:

Zeenat you work well in the classroom discussions.

Comments:

You need to be very careful with your attendance, in order to achieve this unit.

Sandra Mirkovic.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	70% (3)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WID Working in Administration			

Comments / Reference / Targets

Smart Targets: Task 1 - Unit 6 by Mon 5 Dec. Final copy to be submitted by 11 Jan

Comments: You have given me this date as you feel you will be able to complete this task

by then. Only seen part of task completed. Previous deadline not met.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Money and Finance Skills (E)	50% (1)	100% (10)	
Modules:			
DP2MABP1-1DA11A/TUT Tutorial			

Comments / Reference / Targets

Smart Targets: Complete Unit 11 logbook by 19 Oct

Comments: You need to plan your presentation for Activity 1 in the logbook and submit

draft by next Monday 3 Oct.

Anita Sampat.

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	Subject	Attendance	Punctuality

OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	76% (3)	100% (10)
Modules:		
DP2MABP1-1DA11A/WID Working in Administration		

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 14 Nov

Comments: Prepare information sheets from research carried out. Proof read sheets

before submitting it.

Anita Sampat.

Subject	Attendance	Punctuality		
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	76% (3)	84% (4)		
Modules:				
DP2MABP1-1DA11A/WBC Written Business Communication , DP2MABP1-1DA11A/FSI FS IT				

Comments / Reference / Targets

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

so you should have no difficulties doing this.

Comments:

Your ability is not questionable but your attendance is a real issue for concern. You missed an important deadline for me tonight re a catch up plan - see Cause for Concern.

Eileen O'Sullivan.

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Personal Targets

Area of Development:		Zeenat Choudhury Date Set: 10 October 2011 Deadline: 10 October 2011
S M A D T Target	improve punctuality and make an appointment with the careers adviser. practice and improve grammar. practice correct spellings.	Doddinie: 10 Ootobor 2011

Area of Development:	Attendance, Punctuality	Anita Sampat Date Set: 3 January 2012 Deadline: 3 January 2012
IIIS MIN PI I STACT	Improve attendance to at least 85% in the second term. Punctuality must be 100%.	Deadine. 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Attendance and meeting deadlines

Zena started the course a week late. She worked well in some lessons. She has since however, not able to meet all her deadlines. Zena should be concentrating on completing the Award in Money and Finance Skills (6 Units) and Unit 7 of the OCR Level 2 Diploma in Administration by end of term.

Zena has decided that she will stay in college after lessons so that she can get up to date will all outstanding tasks. She needs to see individual lecturers to check the work that has been missed and plan how to get them done.

Zena has started her work experience placement at Barwins Properties in Edmonton. She is involve in answering the telephone, storing and retrieving documents manually and electronically. She has also attended the Administration Office to develop her practical skills.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	75%	93%