The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Lovern Bacchus

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 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:

Comments:

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

Comments:

I feel you may need extra sessions to help you catch up. You have also 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. I think this would really benefit you.

Eileen O'Sullivan.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration OCR Level 2 Diploma in Administration GpA (E) (Tutorial & General Unit)	86% (4)	100% (10)	
Modules:			
DP2MABP1-1DA11A/WID Working in Administration			

Comments / Reference / Targets

Smart Targets: Complete task 1 by 28 Nov, draft submitted, deadline for final copy is 11 Jan

Comments: Set targets on ezone for task 2 - 6 with deadline dates. As you are in the

Administration Office weekly you can complete the mail handling task quickly.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Money and Finance Skills (E)	88% (4)	100% (10)	
Modules:			
DP2MABP1-1DA11A/CCU Con	nmunicate with Customers		

Comments / Reference / Targets

Smart Targets:

Lovern, you are up to date with Money & Finance unit. Well done.

Comments:

Good attendance/punctuality!

Sandra Mirkovic.

٠.

Personal Targets

Area of Development:	Business and Administration	Lovern Bacchus Date Set: 10 October 2011 Deadline: 17 October 2011
S.M.A.R.T. Target:	 Need to improve my computer skills including powerpoints and spreadsheets. Prepare my CV. Make an appointment to meet with the career's advisor. 	Dedume. 17 Colosel 2011

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

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: Attendance

The college is aware of personal circumstances which is affecting your attendance however, you managed to keep up to date with your work so at present it is not a major issue.

Lovern is on work experience placement at Enfield Centre within the Administration Office. She is involve in a variety of tasks using office equipment, dealing with visitors, filing, making and receiving calls and mail handling.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	90%	98%