The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Nishanthi Nirmalarajan 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)	89% (4)	100% (10)	
Modules:			
DP2MABP1-1DA11A/CCU Communicate with Customers			

Comments / Reference / Targets

Smart Targets:

A good 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 assignment by 19 Oct

Comments: You are working well on this unit. You need to focus on completing the

logbook.

Anita Sampat.

Subject	Attendance	Punctuality		
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	96% (8)	100% (10)		
Modules:				
DP2MABP1-1DA11A/WBC Written	Business Communication , DP2MABP	1-1DA11A/FSI FS IT		

Comments / Reference / Targets

Smart Targets: complete unit 10 - task 1 and 2 by wed 16/11/11 - you only have a few minor

changes to do

Comments:

From the first piece of work you gave me (hand drawn leaflet for Money and Finance) I have been impressed with your ability and commitment. You are very helpful to Rebecca - thank you, however I think it would really benefit you if you also engaged with the rest of the class more. Eileen O'Sullivan.

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 Work	king in Administration			

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 28 Nov

Comments: Set targets for all other tasks on you eilp.

Anita Sampat.

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Personal Targets

Area of Development:	Attendance	Anita Sampat Date Set: 3 January 2012
S.M.A.R.T. Target:	Aim to improve your attendance to 100% in the second term.	Deadline: 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: None

Nishanthi is working well on all units. She has completed BTEC Award in Money and Finance Skills. She is now focusing on her main OCR qualification and ICT Functional Skills.

Nishanthi started work experience placement at Hazelbury School in Edmonton. She is involve in working on reception, filing, translating and using a variety of office equipment.

Nishanthi also works in the Administration Office on a rota basis. There she has the opportunity to gain practical skills in using office equipment, deal with visitors, filing and mail handling.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	87%	100%