# The College of Haringey, Enfield and North East London



# **Learner Review**

**02 February 2012** 

Learner: Ina Kramenskaya 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<br>Administration<br>Money and Finance Skills (E) | 100%<br>(10) | 100%<br>(10) |  |
| Modules:   |              |              |  |
| DP2MABP1-1DA11A/CCU Communicate with Customers                           |              |              |  |

## **Comments / Reference / Targets**

**Smart Targets:** 

An excellent 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%<br>(10) | 100%<br>(10) |  |
| Modules:  |              |              |  |
| DP2MABP1-1DA11A/TUT Tutorial  |              |              |  |

## **Comments / Reference / Targets**

Smart Targets: Complete Unit 11 Logbook by 19 Oct

Comments: You are working well on this unit, you need to focus on preparing the

presentation.

Anita Sampat.

| lity     | Punctuality        | Attendance                      | Subject                   |  |
|----------|--------------------|---------------------------------|---------------------------|--|
|          |                    |                                 | OCR Level 2 Diploma in    |  |
|          | 100%               | 100%                            | Administration .          |  |
|          | (10)               | (10)                            | Unit 7 - Written Business |  |
|          | ` '                | , ,                             | Communication (E)         |  |
| Modules: |                    |                                 |                           |  |
| =<br>=   | P1-1D4114/FSLFS IT | Business Communication , DP2MAB | Modules:                  |  |

#### **Comments / Reference / Targets**

Smart Targets:

Comments: Smart Targets:

complete unit 10 - task 3 - by wed 23/11/11

Comments:

You are an able, motivated student -it is a pleasure to teach you.

Eileen O'Sullivan.

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

#### **Comments / Reference / Targets**

Smart Targets: Complete Task 1 final by 28 Nov

Comments: Set targets to complete task 2 - 6 on your eilp.

Anita Sampat.

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# **Personal Targets**

| Area of Development: | Business and Administration  | Ina Kramenskaya  Date Set: 10 October 2011  Deadline: 10 October 2011 |
|----------------------|--|---|
| S.M.A.R.T. Target:   | I would like to study this Business and Administration course because I want to improve myself as much as I can. I am eager to make myself better in English, ICT, office work, to get more confidence in seeking a jod. I hope that doing everything that I can during my study helps me to fnd proper job. |   |

| Area of Development: | Literacy Skills  | Anita Sampat <b>Date Set:</b> 3 January 2012 <b>Deadline:</b> 3 January 2012 |
|----------------------|--|--|
| IIIS MIN PI I STACT  | Attend ALS support, continue to read daily to improve your literacy skills by end of term 2. | beautifie: 5 dandary 2012  |

| Area of Development: | English, ICT skills  | Ina Kramenskaya  Date Set: 4 January 2012  Deadline: 4 January 2012 |
|----------------------|--|---|
| S.M.A.R.T. Target:   | After nearly 6 months of my study in Enfield college I really feel more confident myself in a lot of Business and Administration skills. I feel that my English is a little bit better now and it gives me more confidence to speak with my classmates and teachers, my ICT skills are getting better. To study here I am developing my communication skills. I have got very useful knowledge during that term, it helps me to manage my work experience with Dipa at college.I thank teachers and my tutor for helping and supporting me in my study.  For this term I have targets to carry on working hard at my English and ICT skills, it is very important for me because very soon we have exams and I want to pass it successfully. | Boddinio. Foundary 2012   |

## **Tutor Review**

#### Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: None

Ina is working very well on the course. She has good study skills and is managing to complete all tasks on time.

Ina started her work experience placement at Enfield Centre within the Health and Social Care school. Ina is involve in dealing with stationey order, laminating, reception duties, shredding, photocopying and typing.

Ina is also attending the Administration Office to gain practical experience.

Ina has completed the BTEC Award in Money and Finance Skills this term and is now working on her main qualification in Administration and Functional Skills English and ICT.

#### Anita Sampat.

| Course                  | Attendance | Punctuality |
|-------------------------|------------|-------------|
| OCR L2 Business Admin E | 100%       | 100%        |