The College of Haringey, Enfield and North East London



Learner Review

02 February 2012

Learner: Senga Diansupa

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)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/TUT Tutorial			

Comments / Reference / Targets

Smart Targets: Complete Unit 11 logbook by 19 Oct Comments: Prepare draft presentation for 3 Oct.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Unit 7 - Written Business Communication (E)	88% (4)	95% (8)	
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. You only have minor

corrections to do.

Comments:

you have missed the delivery of unit 10 - task 3 - please see me to arrange catch up - it may have to be done on a Wed lunchtime or late Thursday after classes.

I am very impressed on how you have progressed since the start of your L1 course and you are very helpful to other students - thank you

Eileen O'Sullivan.

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)	96% (8)	100% (10)		
Modules:				
DP2MABP1-1DA11A/WID Workin	g in Administration			

Comments / Reference / Targets

Smart Targets: Complete Task 1 by 11 Jan (final)

Comments: Plan for 2-4 on your eilp in next tutorial session. Set your own deadlines and

let me know when each of them are completed.

Anita Sampat.

Subject	Attendance	Punctuality	
Business Administration (Enfield) Functional ICT (For all Business & T&T courses Anita Sampat)	92% (6)	100% (10)	
Modules:			
DP2MABP1-1DA11A/FSI FS IT			

Comments / Reference / Targets

Smart Targets: Prepare for another mock by 9 Feb.

Comments: You need to build speed in order to complete paper on time.

Anita Sampat.

Subject	Attendance	Punctuality	
OCR Level 2 Diploma in Administration Unit 12 - Organise Business Travel and Accommodation (E)	100% (10)	100% (10)	
Modules:			
DP2MABP1-1DA11A/OBT Organise Business Travel and Accommodation			

Comments / Reference / Targets

Smart Targets: Meet all assessment deadlines

Senga well done for achieving 100% attendance and punctuality

Comments: You worked well individually, although I would like to see you get more

involved in group work.

Schnell Smith.

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Personal Targets

Area of Development:	Tutorial	Senga Diansupa Date Set: 10 October 2011 Deadline: 30 November 2011
S.M.A.R.T. Target:	I would like to produce my CV on a professional template by the end of October. We are doing some power point presentation at the moment and I am not quite good at power point. I would like to improve my knwoledge about power point by reading some books from the Learning Centre and probably by the end of November I would be able to produce a good power point presentation.	

Area of Development:	Planning	Anita Sampat Date Set: 3 January 2012 Deadline: 3 January 2012
IIS MARI I ardet.	Build in time in Tutorial to work in your ICT skills to sit for Level 2 exam.	Deadinie. 3 January 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: 1-1

Issues Raised: None

Working well on the course. Started work experience placement in Nov Tyrer Roxburgh Solictors in Wood Green. So far managed to complete Award in Money and Finance Skills and Unit 7 - Written Business Communication.

Anita Sampat.

Course	Attendance	Punctuality
OCR L2 Business Admin E	96%	97%