The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Marcus Nascimento

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			
YPC A2E ESOL Functional ICT (YPC A2E ESOL)	100% (10)	100% (10)			
Modules:					
K4EMESL1-1DA11A/ICT ICT					

Comments / Reference / Targets

In the next review period Marcos will:

- 1. Update/format 2 Word processing documents using different styles.
- 2. Produce at least 1 successful search using the Internet to find information about weather and transport.
- 3. Use Email to receive at least 2 message and send at least 1 message containing a minimum of 5 words.
- 4. Create at least 1 MS Excel file, enter and calculate total of a set of numbers.

Marcus has started this course in November and is progressing very well. He can use MS Word to create and save documents. He is also able to use different text enhancing styles including bold, italic and underlined and can move/ text as well as insert pictures and borders into documents. He uses the online translator to help him understand the tasks which is very good for his progress. Marcus' attendance and behaviour have been excellent.

In the next term we will continue with using MS Word to format document, use the Internet as a source of information. We will start working on using the ICT for communication, such as Email and text messaging and MS Excel to calculate totals of numeric data using an appropriate formula.

Ubavka Skramic.

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Personal Targets

Smart Targets:

Comments:

Area of Development:	Reading, writing, speaking and listening	Hazel Griffith Date Set: 18 January 2012 Deadline: 18 January 2012
S.M.A.R.T. Target:	I need to 1. ask my friend five questions about his house beginning with - do or have 2. write five sentences about my house using the present tense.	2012

Tutor Review

Comments / Reference / Targets

None.

Course	Attendance	Punctuality
YPC A2E ESOL E1/E2 TGpA	100%	99%