The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Zlati Hristov

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

Smart Targets:

In the next review period Zlati will:

- 1. Update/format 2 Word processing document 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 2message containing a minimum of 5 words.
- 4. Create at least 2 MS Excel files, enter and calculate total of a set of numbers.

Comments:

Comments:

Zlati has achieved excellent progress in using MS Word to create and save documents. He is able to use different text enhancing styles including bold, italic and underlined and can move/ text as well as insert pictures into documents. He is a very keen learner and and always ready to help his colleagues. Zlati's attendance has 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.

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Personal Targets

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. write three sentences about my house using - because. 2. write five sentences about my house using - 'is' and 'are'. 3. put full stops at the end of sentences when I write.	Deadine: 16 January 2012	

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Tutor Review

Comments / Reference / Targets

None.

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