The College of Haringey, Enfield and North East London



Learner Review

18 January 2012

Learner: Burcu Kokcu

Personal Tutor: Kenneth King

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
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)		

Comments / Reference / Targets

None.

Debbie Chittock.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in		
Public Services	100%	100%
Unit 3 - Well being and	(10)	(10)
fitness for public services		
Modules:		

IC1MPSV1-1DA11A/IHF Improving Health and Fitness, IC1MPSV1-1DA11A/PSM Personal Skill / Self Management, IC1MPSV1-1DA11A/SMS Unit 20 Self Management Skills (Induction assignment)

Comments / Reference / Targets

Smart Targets: Complete assignments on time.

Comments: Jo Edmonds.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	84% (4)	100% (10)
L		

Modules:

ESEMYNG1-0DA11B/ESL Esol, ESEMYNG1-0DA11B/121 121 Tutorial, ESFMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11B/GPT Grp Tutorial/Esol, ESFMYNG1-0DA11B/ESL Esol, ESFMYNG1-0DA11B/GPT Grp Tutorial

The class have completed a thorough induction which included getting to know other students, rules for writing sentences, parts of speech, the marking scheme, a tour of the college and a college information quiz, organising folders and filling in application forms for voluntary work. We have also covered some work on the environment and started Skills for Life Unit 8 - Topic 'Working Lives' - covering jobs vocabulary, definitions and various discussions on the world of work. We will continue on this topic for the rest of this term and complete more application forms, write CVs, covering letters and practise mock interviews.

Burcu has responded well on the whole to most of the lessons but has at times shown difficulty concentrating. Unfortunately she often seems tired in the lessons and runs out of concentration before the lesson finishes. Having said this she is excellent at completing her homework on time and is an excellent attender.

Her homework is usually done to a good standard. She is very lively and always answers questions when she can. She does very well in the weekly spelling tests and did quite well in the End of Block Assessment. I feel that Burcu is capable of passing all of the exams at the end of the year if she continues to work hard this year.

BURCU NEEDS TO FOCUS ON HER ENERGY AND CONCENTRATION LEVELS IN CLASS.

Debbie Chittock.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Public Services Functional Mathematics (BTEC L1 Public Services)	100% (10)	100% (10)
Modules:		
IC1MPSV1-1DA11A/FSM FS Maths		

Comments / Reference / Targets

Smart Targets: Finalise measurements with basic capaciaty and distance

Comments: Rusti Ozoran.

Subject	Attendance	Punctuality
Entry 3		
ESOL 16-18 E3 Workskills	0%	0%
GpB (T) (ESEMYNG1-	(1)	(1)
1DA11B)	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	, ,

You have progressed well and have shown that you are able to carry out basic word processing tasks including changing the page setup of a document, entering and amending text, inserting images/page borders, adjusting margin widths and using the automatic replace facility.

I think you're now ready to take the first assessment for your certificate, unit 1:displaying information using ICT Entry 3 on Thursday 25th November.

Next, you'll be working on spreadsheets with Microsft Excel. Continue to work hard, attend every class and I'm sure you'll pass ICT. Well done Burcin.

Engin Murat.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B) Numeracy E2	90% (5)	100% (10)
Modules:		
ESFMYNG1-0DA11B/NUM Numeracy		

Comments / Reference / Targets

Burcu has 90 % attendance which is very good. Keep it up .

She is a C onsolidating E3 student and is bright and interested.

She needs work on Division and she will complete the homework sheets (written division by a single number) by 31 Jan.

Chris Anglin.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	98% (9)	100% (10)
Modules:		
ESEMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11B/GPT Grp Tutorial/Esol, ESEMYNG1-0DA11B/ICT ICT,		

Smart Targets:

Comments:

This term the class are working on Edexel Workskills E3. They are currently working on Managing Money which covers sources of income and saving money. After this they will then work on Looking for a Job and Applying for a Job inwhich they will identify sources of looking for a job, information to be included and presenting the information on an application form. The portfolio will be completed this term.

Some learners have a speaking and listening exam in April and will need to prepare for this with differentiated activities in class. However the main focus will be reading and writing with lots of differentiated work on areas of weakness from the learner's mock exam papers - Subject & verb agreement, review of all tenses, punctuation, formation of lower and upper case letters, formal/informal writing, articles, word order, spelling and using paragraphs. Lots more practice papers for Cambridge/Trinity will be completed throughout the term to help learners pass the exams in June.

Debbie Chittock.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	98% (9)	100% (10)
Modules:		
ESEMANICA ODA 14 D/124 124 Tutorial ESEMANICA ODA 14 D/ICT ICT ESEMANICA ODA 14 D/NI IM Numeroux		

ESEMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11B/ICT ICT, ESEMYNG1-0DA11B/NUM Numeracy, ESEMYNG1-0DA11B/ESL Esol, ESEMYNG1-0DA11B/GPT Grp Tutorial/Esol

Comments / Reference / Targets

Smart Targets:

Burcu - you are a very good student and you are progressing well. You need to listen more in class sometimes so that you can understand instructions and

Comments: know what you have to do. Please practise your English as much as you can

outside class.

Debbie Chittock.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B) ICT Class	100% (10)	100% (10)
Modules:		
ESEMYNG1-0DA11B/ICT ICT		

Smart Targets:

Burcu has been working hard and has attended the majority of her lessons. She completes set tasks on time and always takes part in discussions and group activities as well as working independently.

Burcu has successfully completed using Microsost Excel and can now add, amend and delete data in a spreadsheet. In addition to this can add/remove columns and rows. Add formulas to make a calculation/replicate data/Print in the correct format. Apply formatting to display more meaningful data and create pie charts/bar, column and line graphs.

She is currently working on the 2nd assessment requiring her to search for data using different sources and using the communication software (Microsoft Outlook) to effectively communicate.

If you continue to attend all classes and complete any additional tasks set in own time I'm sure you'll be able to achieve your qualification. Well done!

Engin Murat.

Comments:

٠.

Personal Targets

Area of Development:	assignment	Kenneth King Date Set: 21 September 2011 Deadline: 21 September 2011
S.M.A.R.T. Target:	Complete and submit Unit 5 assignment 1 by 15/Oct	·

Area of Development:	lassidilitietit l	Kenneth King Date Set: 2 December 2011
S.M.A.R.T. Target:		Deadline: 2 December 2011

Area of Development:	assignment	Kenneth King Date Set: 12 January 2012 Deadline: 12 January 2012
111	To complete and submit Unit 19 Investigating Rights and Responsibilities assignment by Weds February 3rd.	Deading. 12 dandary 2012

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: Burcu is a very lively student for the mostpart who participates well and always completes her homework on time. She gets on well with others and has a very positive outlook. At times she struggles to follow instructions and complete tasks given in class - especially written tasks. Needs to work well with all students - not just those speaking Turkish! Also needs to try to improve her general energy levels as she often becomes very tired during the second lesson of the day. Has been on time for 100% of her lessons to date!

Issues Raised:

- 1. Continue to improve attendance
- 2. Work on maintaining her energy levels so that she is not tired in the second lesson.
- 3. Listen more carefully to instructions when given by the teacher so that she can follow and complete the task at hand.

Debbie Chittock.

Review Term: Spring

Review: Burcu is progressing well and is a very helpful student. She is progressing well with ESOL and passed her Speaking and Listening exams recently. Her focus is now on reading and writing - in the recent mock exams she passed the writing but not the reading. This is an area she needs to practise outside class by reading newspapers, books and magazines in English as much as possible. Burcu's attendance is excellent and she is doing well with ICT. In her recent numeracy there were a few weak areas that she needs to work on. I feel confident however that she should be abl;e to pass all of her exams this year.

Issues Raised: 1. Focus on reading with as much practise as possible outside class and in the Study Skills Centre.

Debbie Chittock.

Review Term: /Spring/

Review: As her tutor - I am very pleased with Burcu's overall progress within the college. Her attendance and punctuality levels are first-class. All of the subject lecturer's are happy with her attitude, commitment, hard work, and dedication. All point to good work and progress within her courses. If Burcu maintains these high levels of dedication and hard work - she has a good future at this college.

Issues Raised: N/A

Kenneth King.

Course	Attendance Punctuality
Course	Attendance Punctua

BTEC L1 Dip Public Services T 100% 100%