The College of Haringey, Enfield and North East London



Learner Review

18 January 2012

Learner: Martyna Cwyl

Personal Tutor: Jacqueline Dyett

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
	71%	82%
	(3)	(4)

Comments / Reference / Targets

In unit 3 we have been learning about making environments safe, laws and regulations surrounding health and safety, accidents and injuries in children. In creative activities we have been learning about different colours, mixing colours, expressing our feelings through painting. Martyna is a very able learner who participates well in group tasks and completes set individual tasks on time. Martyna has the potential to produce a higher quality of work than she currently does, however her punctuallity and attendance hinders this. She would benefit enormously from becoming less distracted and focusing on her work. Allison Singh.

Subject	Attendance	Punctuality
Level 2 Diploma in Child Care & Education (T) Functional English (Cert in Childcare & Education)	79% (4)	84% (4)
Modules:		
CR2MCCE7-9DA11B/KYS KeySkills Com		

Comments / Reference / Targets

Martyna, you have had some absence this term and you are a little behind with your portfolio work. You say you have some research at home. Please highlight the main points and produce a summary in your own words. Please submit this next week. Work towards your individual presentation, include relevant images. Please submit a draft next week. You need to work consistently towards your level 2 communications test using www.move-on.org.uk. Try to complete one practise test weekly to increase your confidence and improve your reading and comprehension skills. lona Tanguay.

Subject	Attendance	Punctuality
AAT 2 Accounts	100%	100%
Basic Costing	(10)	(10)
Modules:		
NV2MACC2-1DA11A/AAT AAT		

Smart Targets: 3

1. By 3rd November practice Basic Costing Practice Test 1 and 2 from the

website www.osbornebooks.co.uk

2. By 4th of November, highlight the areas of weakness and revisit in your

Costing tutorial text book.

Comments:

3. By 9th November, re-do the AAT CBA tests in preparation for the exam to be held on the 10th November. Check your answers with the answers

provided.

Jacqueline Dyett.

Subject	Attendance	Punctuality
Level 2 Diploma in Child Care & Education (T) Unit 2: The developing child	0% (1)	0% (1)

Comments / Reference / Targets

Martyna your attendance for this class has been very poor and I am concerned that you will not be able to complete the unit assignment and will consequently fail the course. You did however complete your mini assignment well and recieved an 80% mark, this shows that you have some good research skills. You must now ensure that you attend class regularly and on time in order to gain the knowledge you need to progress to level three.

Janet Chesterman.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Adult Literacy (Cert in Basic Construction Skills)	80% (4)	63% (2)
Modules:		
CR1MBCB1-0DA11C/ADL Adult Literacy		

Comments / Reference / Targets

The group has worked on sentences, punctuation and grammar. We have looked at complete sentences, capital letters, end of sentence punctuations, commas, apostrophes and quotation marks. In grammar we have looked at verbs, nouns, subject and predicate. We have covered subject and verb agreement. We have learned how to log onto keyskills4u.com and created an account. Martyna has missed some classes and was late for a number of others, she needs to keep up her attendance to stay on target. I have spoken to her regarding this matter.

Llewelyn Gamble.

Subject	Attendance	Punctuality
AAT 2 Accounts Computerised Accounting (AAT L2)	100% (10)	100% (10)
Modules:		

NV2MACC2-1DA11A/AAT AAT

Comments / Reference / Targets

Smart Targets: 2

- 1. Revise the terms used in Working with Computers in chapters 1 and 2 of the tutorial text by 7/11/11
- 2. Revise the procedures required to do the following by 9/11/11:
- (a) Set up a new company, financial year and program date

Comments:

- (b) Set up new customers and suppliers
- (d) Set up opening balances
- (e) Set up new Nominal Ledger accounts
- (f) Input Customers/suppliers invoices/credit notes

Jacqueline Dyett.

Subject	Attendance	Punctuality
Level 2 Diploma in Child		
Care & Education (T)	0%	0%
ICT (Cert in Childcare &	(1)	(1)
Education GrpB)		

Comments / Reference / Targets

We have been working on the key skills (portfolio) this term. Martyna has the potential to do well but her ICT skills are weak and she is behind in her work. Her attendance and punctuality are irregular. She is also quite disruptive and distracted in class. She needs to be more mature and disciplined with her lessons and her behaviour in class. She needs to take responsibilty for her studies.

Martyna will have to work harder to catch up and complete her assignment.

Rosalind Abidde.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction Skills GpC (E) (Tutorial and General Unit)	91% (5)	90% (5)
Modules:		
CR1MBCB1-0DA11C/PRA Practical		

The practical activities Martyna has been doing are:

- · Reading construction drawings to take timber sizes, types of joint and measurement information from it.
- Selecting suitable timber to construct timber joints
- Assembling andusingsafely the tools required to produce timber joints
- Marking out, cutting and assembling different timber joints dry
- Demonstrating the maintenance of tools and equipment.

For underpinning knowledgeMartynashould now be able to:

- State the health and safety implications of using timbers and cutting tools
- State the need for accuracy in marking out and cutting materials
- State the need for work to be clean
- State the principles involved in maintaining tools in good condition.

Martyna is currently at the top of her group in the practical activities having already passing one of her practical assessment units successfully. pending completion of the paperwork.her hand skills are very good; she is also a careful; conscientious worker and a pleasure to have in the group.

S.M.A.R.T.

To pass at least units 37 and 41 by14th December 2010.

Calvert Smart.

Subject	Attendance	Punctuality
AAT 2 Accounts AAT 2 Accounts Full Time GpA (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
NV2MACC2-1DA11A/AAT AAT, NV2MACC2-1DA11A/CPA Computerised Payroll		

Comments / Reference / Targets

1. Please ensure that you continue to attend classes regularly.

Smart Targets: 2. Please ensure that you practise Sage Line 50 assessment in preparation

for the upcoming exam.

Comments:

Jacqueline Dyett.

Subject	Attendance	Punctuality
Level 2 Diploma in Child Care & Education (T) Creative Activities	70% (3)	79% (3)
Modules:		
CR2MCCE7-9DA11B/CRA Creative Activities		

In creative activities we have been learning about collage, types of collage and enabling children to learn and develop through collage. We have also developed our creative skills by carrying out three completed pictures using collage and writing an action plan for each. Martyna, you have the ability to produce more work than you currently do, however, your sporodic attendance and distractions prohibits you. It would benefit you if you sometimes sat away from your friends and focused on getting your work completed. Allison Singh.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction Skills GpC (E) (Tutorial and General Unit)	91% (5)	93% (7)
Modules:		
CR1MBCB1-0DA11C/PRA Practical, CR1MBCB1-0DA11C/GPT Grp Tutorial		

Comments / Reference / Targets

Smart Targets:

To complete and written work for the above course and to decide on what

practical project that she would like to do by 15th March 2011.

Martyna has now completed all of her practical tasks and has been a delight to teach. She has been able to learn all of the practical skills shown to her and completed tasks to a very good standard. Her written work has also been

done to a good standard. She now just needs to decide what trade she want

to progress to.

Calvert Smart.

Comments:

Subject	Attendance	Punctuality
Level 2 Diploma in Child		
Care & Education (T)		
Unit 3: Safe, healthy and		
nurturing environments for		
children		

Comments / Reference / Targets

None.

Allison Singh.

Subject	Attendance	Punctuality	
Cert in Basic Construction			
Skills	79%	83%	
Adult Literacy (Cert in Basic	(4)	(4)	
Construction Skills)	• •	` `	
Modules:			
CR1MBCB1-0DA11C/FSM FS Maths	, CR1MBCB1-0DA11C/ICT ICT, CR	1MBCB1-0DA11C/ADL Adult Literacy	

Smart Targets:

Comments:

Martyna is in danger of falling behind in her work because of her non attendance lateness. She is quite capable but must attend all of her classes if she is to achieve. Llewelyn Gamble.

Subject	Attendance	Punctuality	
Level 2 Diploma in Child Care & Education (T) Unit 3: Safe, healthy and nurturing environments for children	60% (1)	58% (1)	
Modules:			
CR2MCCE7-9DA11B/ENC Sa	fe Health Nurturing Environment		

Comments / Reference / Targets

Since the beginning of this term we have been completing mock exams to prepare us for our unit exams. You have the capability to produce work of a very high standard which is reflected in your mock exams. You are often distracted and your attendance remains sporodic. You will need to improve this to achieve the high standard you are capable of.

Mock test: 88%

Allison Singh.

Subject	Attendance	Punctuality	
Cert in Basic Construction			
Skills			
Cert in Basic Construction			
Skills GpC (E) (Tutorial and			
General Unit)			

Comments / Reference / Targets

None.

Calvert Smart.

Subject	Attendance	Punctuality	
Level 2 Diploma in Child Care & Education (T) Unit 4: Children and play	0% (1)	0% (1)	

Comments / Reference / Targets

your assignment shows knowledge and understanding, contributions made in lessons could be improved, but you work well in groups and complete all tasks set. You need to improve you attendance and punctuality o ensure success in this unit.

Marie Henry.

Subject	Attendance	Punctuality

Cert in Basic Construction Skills		86%
Cert in Basic Construction Skills GpC (E) (Tutorial and General Unit)		(4)
Modules:		
CR1MBCB1-0DA11C/PRA Practical, CR1MBCB1-0DA11C/GPT Grp Tutorial		

Comments / Reference / Targets

To Choose and design a practical project by $21^{\rm st}$ March 2011 and all 6217 associated portfolio paperwork by $1^{\rm st}$ April 2011. **Smart Targets:**

Comments: Calvert Smart.

Subject	Attendance	Punctuality	
	71%	81%	
	(3)	(4)	

Comments / Reference / Targets

Martyna is working well in this class. Aim: Focus on improving spelling by the end of the year. Also revise using commas and apostrophes by the Spring term. Keep a spelling list and add to and revise weekly using look, write cover and check. Add enjoy, encourage and portraits to your list. Please do the bksb diagnostic at level 2 to find out more about your literacy skills. Iona Tanguay.

Subject	Attendance	Punctuality	
Level 2 Diploma in Child			
Care & Education (T)			
Turkish E2 (Cert In Child			
Care & Education GpB)			

Comments / Reference / Targets

None.

Cemile Goksan.

Subject	Attendance	Punctuality	
AAT 2 Accounts AAT 2 Accounts Full Time GpA (T) (Tutorial and General Unit)	100% (10)	100% (10)	
Modules:			
NV2MACC2-1DA11A/PAY Pay	roll Unit 1, NV2MACC2-1DA11A/AAT AAT		

Smart Targets: 3

By 14th of November complete Practice Test 1 from the e-zone in the 'Basic

Accounting 1' Tutorial.

By 16th of November in your 'Basic Account 1' Tutorial book highlight the

chapters which cover topics for your revision - where you have made the

errors.

By 21st November re-do the tasks from the highlighted chapters in the 'Chapter Activities' pack. Check your answers with the original tasks.

Izabela Honeyman.

Comments:

Personal Targets

Area of Development:	Reading skills	Martyna Cwyl Date Set: 29 September 2011 Deadline: 22 October 2011
S.M.A.R.T. Target:	1. Ensure that my attendance is maintained above 95% 2. Revise and ensure that if there are any problem areas, that I attend mentoring sessions. 3. Get prepared for my upcoming exams by ensuring that I go over all activities in class.	Doddinio. 22 Goldson 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:

Martyna, it is clear that you are a bright student who often does well in class sessions, demonstrating knowledge and understanding of the subjects taught and showing good levels of skills needed for a level 2 course in childcare. You are expected to do well on this course possibly achieving C & B Grades when producing assignments. But what hinders your performance is you poor attendance and punctuality for some teaching sessions. This needs to be addressed especially when you attend work based training in childcare settings, as it could lead you to fail work placement and effectively fail the course.

I expect you to do well on this course Martyna as you have the potential to do so!

Issues Raised:

Poor attendance and punctuality for some teaching sessions.

Janet Wright.

Review Term: Spring

Review: Martyna has done very well in her practical subject and just need to decide what trade she is interested in.

Issues Raised: Her poor attendance and punctuality is affecting her maths which she needs to comlete in order to progress on to her chosen subject in September.

Calvert Smart.

Review Term: Autumn

Review:

Well done You have made considerable progress on the AAT Level 2 course thus far having passed the your first unit in **Basic Costing**. I am encouraging you to continue working hard ensuring that you keep on top of your revision for the other units such as Working with Computers and Basic Accounting 2. This will enable you to successfully complete the course at the end of the academic year.

Issues Raised:

Jacqueline Dyett.

Course	Attendance	Punctuality
AAT 2 Accounts Full Time T	97%	100%