The College of Haringey, Enfield and North East London



Learner Review

06 March 2012

Learner: Martin Jaross

Personal Tutor: Debbie Chittock

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) ICT Class	100% (10)	100% (10)			
Modules:					
ESEMYNG1-1DA11B/ICT ESOL-ICT					

Comments / Reference / Targets

1. Continue with excellent attendance and punctuality.

Smart Targets:

2.Create at least 4 documents including letters and tables with a minimum of 20 words each and at least 1 picture.

3. Produce at least 1 MS Excel spreadsheet file.

Martin has achieved very good progress in using MS Word to create and save documents. He is able touse of different fonts and text enhancing styles including bold, italic and underlinedand knows how to move/copy text as well as to change text alignment. He has demonstrated ability to insert and format pictures from the Clip art gallery into word processing documents.

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Comments:

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Personal Targets

Area of Development:	Writing	Debbie Chittock Date Set: 11 October 2011 Deadline: 1 November 2011
S.M.A.R.T. Target:	Martin has some difficulty with present and past tenses. 'I came from Hungary'. He will write 20 sentences - 10 using past simple and 10 using present simple and make sure they are correct.	Deadline: 1 November 2011

Area of Development:	A 44	Debbie Chittock Date Set: 21 November 2011 Deadline: 21 November 2011
S.M.A.R.I. Target:	Your attendance is 80% which is below the college target. You must come to 100% of your lessons to make this go up. You also need to contact your teacher if you cabn not come to any lessons.	Deading: 21 November 2011

Area of Development:	Speaking	Debbie Chittock Date Set: 29 November 2011 Deadline: 29 November 2011
S.M.A.R.T. Target:	Martin spoke to me using past simple about what he did at the weekend. He had a few mistakes in the verbs that he used and he has a record of this. He will practise doing this in his own time and then he will do it again in his next tutorial. His target is to be 100% correct with his past simple verbs and to be able to speak at a natural speed.	Deadine: 29 November 2011

Tutor Review

Debbie Chittock.

Comments / Reference / Targets Review Term: Autumn Review: Attendance - 87% Punctuality - 90% Martin's attendance and punctuality both need to be improved. His attendance is currently exactly at the college target and needs to be above it. He is an able student who learns new things quickly - he often works well but sometimes does not participate in lessons and seems quite distracted in his thoughts. He needs to work on his spelling, use of tenses and punctuation in order to improve his writing. He also needs to practise reading for detail in a text. He does not always complete homework and tutorial work on time - currently he needs to hand in his listening reports which were due on 13th December and reading which was due on 6th December 2011. He will need to work hard and attend all lessons in order to complete all of the Edexcel Personal & Social Development Units within the deadline. I am confident that with continued effort he will be able to pass the Entry Speaking and Listening exams in April. Issues Raised: Issues Raised: Attendance Punctuality Not participating in lessons

Review Term: Spring

Review:

Martin's attendance is 87% and punctuality is 97%. He is progressing slowly and works well most of the time. He gets on well with other students and is very polite, respectful and mature for his age. Having said this he does not seem to be very interested in learning English and has a very laid back approach. He needs to show more interest, talk to others and ask questions.

He was absent for the speaking an listening mock exam but I feel confident that he should be able to pass this in April.

He needs to continue to complete his homework and all tutorial work on time and improve his attendance to be able to progress to L1 next year.

Issues Raised:

Debbie Chittock.

Course	Attendance	Punctuality
ESOL 16-18 E3 Workskills TGpB	85%	97%