# The College of Haringey, Enfield and North East London



# **Learner Review**

18 January 2012

**Learner: Jackey Cheung** 

**Personal Tutor: Llewelyn Gamble** 

# **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
	100%	100%
	(10)	(10)

# **Comments / Reference / Targets**

The group have been learning basic bricklaying skills and using the correct P.P.E.

Jackie is showing good ability and works well.

In December the group will be building a wall in stretcher bond.

Joe Orwell.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
CR1MBCE1-1DA11A/FSE FS English, CR1MBCB1-1DA11A/FSE FS English		

# Comments / Reference / Targets

Make 10 new words (4 letters or more) from BEAUTIFUL using each word

only once. Make 5 sentences using two of your words in each sentence.

Show your words and sentences to 2 other students and see how many

words are the same.

#### Comments:

**Smart Targets:** 

We have done some free writing and worked on sentences, spelling and reading. Jackie does not like to take part in group activities, but must overcome this if he is to improve.

Llewelyn Gamble.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

# **Comments / Reference / Targets**

Jackey is the most improved learner in the group he works hard and give's 100% Joe Orwell.

Subject Attendance	Punctuality
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Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
CR1MBCE1-1DA11A/PRA Practical		

#### Comments / Reference / Targets

Name 3 different types of cable and say where they can be used. Smart Targets:

Comments:

We have been working on measuring, cutting, threading and bending metal conduit. Jackey joined the group late but has caught up with his peers and is coping well with the work so far.

# Llewelyn Gamble.

Subject	Attendance	Punctuality
	0% (1)	0% (1)

#### **Comments / Reference / Targets**

Jackey is a very good learner and has good rapport with the other learnin the group he works hard and is growing in confidence, he has produced some excellent work and is improving all the time, he is polite and punctual.

Joe Orwell.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
CR1MBCE1-1DA11A/FSM FS Maths		

#### **Comments / Reference / Targets**

Look at your bksb diagnostic results and print off and complete the first of the Smart Targets:

Resources exercise. Please show all of your working out. Print off the results

and bring them to your class.

#### Comments:

We have been doing work involving place value, multiplying, dividing, subtracting and dividing. We have also looked at calculations to do with time in various formats. Jackey has coped with the work and shown an understanding of when to use the different calculation methodsb but he finds it hard to show his working out.

# Llewelyn Gamble.

Subject	Attendance	Punctuality

Cert in Basic Construction Skills Cert in Basic Construction Skills GpA (T) (Tutorial and General Unit)	98% (9)	98% (9)
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#### Modules:

CR1MBCB1-0DA11A/PRA Practical, CR1MBCB1-0DA11A/ADL Adult Literacy, AW1MITQ1-0DAS1B/ITU IT User Skills , CR1MBCB1-0DA11A/NUM Numeracy, CR1MBCB1-0DA11A/GPT Grp Tutorial, CR1MBCB1-0DA11A/ICT ICT

#### **Comments / Reference / Targets**

Jackey is doing very well in his lesson's his attendance and punctuality is very good almost 100% outstanding.

He is doing well in his practical lesson's but i want to give him some more 121 time with him to build his confidence in what he is doing he does not believe in himself i have told him on many occasion's that it will come with time and more practice some learner's on this Multi skills course grasp some things quicker than other's but he will do it because has expressed how important this is to him to pass the course.

I think he is doing OK considering he has only been doing this for 7-8 weeks you can't learn construction over night it takes time that's all he needs is time and support and he will pass no problem i no he has a language barrier but it's not to much of a problem as he is doing his functional skills he will improve on this anyway.

I'm going to get Jackey to attempt few of his assessment's over the next few weeks for him to familiarise his with the assessment's and what's involved. This is very important for to learn all about this as he will be assessed in all his lesson's so he can progress.

I want him to get at least 1 unit before the Christmas term on the 17th DEC 2010 which i think is achievable for him.

He gets on well with his peer's which is good for him to have them for extra support.

#### **WELL DONE**

p.s keep up the good work

Desmond Heaps.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
CR1MBCE1-1DA11A/FSM FS Ma	ths	

### Comments / Reference / Targets

Look at your bksb diagnostic results and print off and complete the first of the

Resources exercise. Please show all of your working out. Print off the results

and bring them to your class.

Comments:

**Smart Targets:** 

We have been doing work involving place value, multiplying, dividing, subtracting and dividing. We have also looked at calculations to do with time in various formats. Jackey has coped with the work and shown an understanding of when to use the different calculation methodsb but he finds it hard to show his working out.

Llewelyn Gamble.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Adult Literacy (Cert in Basic Construction Skills)	100% (10)	100% (10)
Modules:		
CR1MBCB1-0DA11A/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. Jackey has attended his classes regularly and is coping with the work.

Llewelyn Gamble.

Subject	Attendance	Punctuality	
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)	
Modules:			
CR1MBCE1-1DA11A/PRA Pra	CR1MBCE1-1DA11A/PRA Practical		

#### Comments / Reference / Targets

Smart Targets:

Hello Jackey, I would like you to continue with the tasks of preparing your board for decorating to be completed by 31<sup>st</sup> October 2011. I would then like you to have some practice at both sponging and wood graining paint methods to be finished by 7th November 2011. You can continue with cutting out the letters of your name in block capitals from stencil paper in between the above tasks while you are waiting for the paint to dry.

Comments:

You have worked hard so far, well done.

Calvert Smart.

Subject	Attendance	Punctuality
		<u>-</u>

ITQ User Skills		100%	
AW L1 ITQ IT User Skills Atmn GpB (T) (AW1MITQ1_1DAS1B)	(3)	(10)	
Modules:			
AW1MITQ1-0DAS1B/ITU IT User Skills			

#### **Comments / Reference / Targets**

The topics covered so far this term:

Word Processing and File Management

File Management structure using Window Explorer (creating folders, copying/moving files into them, using print screens)

I ntro to MS Word - entering and manipulating text, formatting text (using different font, sizes emphasis, alignment, page margins, line spacing, bullets

Tables (inserting a table, resizing rows/columns, borders & shadings)

#### Spreadsheets

How a spreadsheet works (parts of the spreadsheets - rows/columns, cells, cell referencing (names), formula bar

Using different functions to enter formulae - AutoSum, Divide, Subtract, Multiply, Average. Displaying the formulae

Formatting of the spreadsheets (Integer/Decimal places/currency, wrap text, borders/shadings

Printing of the spreadsheets (print preview) with or without gridlines and rows/column headings

Jackey is good in IT but he lacks confidence and hence he does ask a lot. He has been encouraged to be a bit more independent and also to read and follow the instructions which I feel that he lacks patience in. He has a ALS staff with him for a more one-to-one support. He does produce good and accurate work when he puts his mind to it. Attendance/punctuality is good.

Shirley Harvey.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
CR1MBCE1-1DA11A/PRA Practical		

#### **Comments / Reference / Targets**

Hello Jackey, I would like you to continue with the tasks of preparing your board for decorating to be completed by 31<sup>st</sup> October 2011. I would then like you to have some practice at both sponging and wood graining paint methods to be finished by 7th November 2011. You can continue with cutting out the letters of your name in block capitals from stencil paper in between the above

tasks while you are waiting for the paint to dry.

Comments: You have worked hard so far, well done.

Calvert Smart.

**Smart Targets:** 

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Adult Literacy (Cert in Basic Construction Skills)	81% (4)	97% (9)
Modules:		
CR1MBCB1-0DA11A/ICT ICT, CR1MBCB1-0DA11A/FSM FS Maths, CR1MBCB1-0DA11A/ADL Adult Literacy		

#### **Comments / Reference / Targets**

Write 1 sentence ending with a full stop 1 with a question mark and 1 with an

exclamation mark.

**Smart Targets:** 

Write one quarter, one sixth, one twelfth and one ninth as numbers.

#### Comments:

Jackey was not successful in his mock exams; to improve this situation he needs to review the work done in the classroom at home regularly and keep his folder organised.

Llewelyn Gamble.

Subject	Attendance	Punctuality	
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)	
Modules:			
CR1MBCE1-1DA11A/FSE FS English, CR1MBCB1-1DA11A/FSM FS Maths, CR1MBCB1-1DA11A/FSE FS English, CR1MBCE1-1DA11A/FSM FS Maths			

#### **Comments / Reference / Targets**

Log in to your keyskills4u.com account at

http://keyskillstrainer.excellencegateway.org.uk/login.html

Smart Targets: and look at calculations to do with time, money, decimals fractions and

averages, for Maths. For english look at Reading Identify Main Points, Identify Subject. Print your progress chart and bring it to class the week beginning 16<sup>th</sup>

January.

Comments:

Llewelyn Gamble.

Subject	Attendance	Punctuality
ITQ User Skills AW L1 ITQ IT User Skills Atmn GpB (T) (AW1MITQ1_1DAS1B)	83% (4)	100% (10)
Modules:		
CR1MBCB1-0DA11A/ICT ICT		

#### **Comments / Reference / Targets**

**Smart Targets:** 

Jackey has completed the 3 units of the course (course finished 27/01/11). He needs lots of encouragement and guidance earlier on in the course but gets more independent nearer the end. He starts reading the notes and

instructions and works quite well independently. There was a vast

Comments: improvement of the understanding of the subjects and applying them into his work. If Jackey stays focused and concentrate, he will be able to progress quite well in the future. (He missed 4 weeks of the course as he was abroad,

hence it impacted on his attendance/punctuality)

Shirley Harvey.

Subject	Attendance	Punctuality		
Cert in Basic Construction Skills Cert in Basic Construction Skills ESOL (T) (Tutorial and General Unit)	100% (10)	100% (10)		
Modules:	Modules:			
CR1MBCE1-1DA11A/PRA Pra	ctical			

#### **Comments / Reference / Targets**

Smart Targets: Complete practice of ass 201 by turnover date

Comments: Cut and picth Roof in pairs

Matthew Hills.

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# **Personal Targets**

Area of Development:	matchs	Jackey Cheung  Date Set: 9 January 2012  Deadline: 23 January 2012
S.M.A.R.T. Target:	I will learn three thing about fraction by 21 st jan 2012. i will show them to my teacher	Deadine. 23 January 2012

# **Tutor Review**

#### **Comments / Reference / Targets**

Review Term: Autumn/Spring

Review:

I have recently taken over this group from Des Heaps who is no longer with the college. Jacky's currently has three Carpentry units completed and all signed off:

Unit 307 Constructing a Through Mortise Joint. Unit 040 Constructing a Centre Bridal Joint. Unit 041 Constructing a half Dove tail joint.

He also has enough practical evidence for 3 Painting and Decorating units and the paperwork is now completed,

Unit 007 Applying Emulsion paint to a 5 Meter square wall by brush and roller. Unit 101 Rust Removal and priming of metal.

Jacky started his last Painting unit which is:

Unit 020 Preparing a name plate using block stencil.

He will have all his Painting and Decorating units done by the 08/03/11 that's both the practical and written elements, which means he will need just 1 more unit to give him the 8 needed to pass the 6217 course, we hope to have this done by Easter.

These option units are part of Jacky's main course and will be shown on his certificate if he meets all the criteria for a pass. Jacky's planned completion date is 01/07/2011.

At present the College system shows Jacky's attendance at 77.04% which is slightly less than the college expects, which is 90%. This is because he had to go home to China for a while. It also shows Jacky's punctuality at 99.34% which is a lot higher that expected by the college which has set 85% as it's' bench mark.

Jacky is appears to be integrated well in the group and works extremely well with his support workers. He seems to be enjoying he work and has not indicated to me or his support workers that he has any problems or issues. He may be able, if he wants to progress on to a 6218 course. This is similar to the 6217 course as it is unit based, but it is set at a higher level and includes a lot more written work.

Iss	ues	Raised
No	issu	ies.

James Craig.

Review Term: Autumn/Spring/Summer

Review:

#### Issues Raised:

You have successfully completed Unit 035 Cutting Bending and Threading Conduit. There were many new challenges but you overcame them and completed the task well done. You have coped well with the tasks you were given in Maths which were to do with solving problems using multiplication, division, addition and subtraction. In English you worked on spelling, reading and writing. In reading you looked at persuasive texts such as you would find in advertising. In writing you learnt about sentences and punctuation. You also took part in discussions as part of Speaking and Listening. You have worked hard and asked many questions, and therefore produce good work. Keep working hard, just remember to slow down and write as neatly as you can. Well done.

Llewelyn Gamble.

Review Term: Autumn/Spring/Summer

#### Review:

Jackey you have worked hard this term so you are finding maths and english easier to cope with now. Keep attending all your classes and things will improve even though the progress is slow. You must also keep using your Keyskills4u.com account and the VLE maths resources in the ezone. You did very well in your practical classes and completed your electrical unit successfully. You demonstrated very good hand skills and showed you were willing to do some hard work. Well done. You are making progress keep up the good work.

#### Issues Raised:

#### Llewelyn Gamble.

Course	Attendance	Punctuality
Cert L1 Basic Construction with English T	100%	100%
Cert L1 Basic Construction TGpA	100%	100%