The College of Haringey, Enfield and North East London



Learner Review

17 January 2012

Learner: Michelle Coffey

Personal Tutor: Jennifer Hylton

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%	97%
	(10)	(9)

Comments / Reference / Targets

We have covered place value, reading and writing large numbers, 4 rules of number (add, subtract, divide, multiply) fractions.

Michelle is a very lively student, who is very confident despite her young age. She contributes to class discussions and will always offer an opinion. She is a very able student who is capable of producing excellent results. This was shown in block 1 review where she achieved the top mark in the group. I hope she continues working hard is not distracted by other members of the group.

Emma James.

Subject	Attendance	Punctuality
	59%	100%
	(1)	(10)
Modules:		
BS1MCCR1-9DA11A/CCR Childcare		

Comments / Reference / Targets

None.

Jacque Anthony.

Subject	Attendance	Punctuality
Level 2 Cert in Pre School Practice Unit 3: Providing a safe, secure and stimulating environment in a community based pre-school	0% (1)	0% (1)

Comments / Reference / Targets

This term we have been looking at child development and how it could relate to observations. We have looked in detail at physical development and the developmental milestones. We have also explored the development of language and the types of activities that promote communication.

Janet Chesterman.

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

Michelle is good in her work and progressing well but gets easily distracted. When she is concentrating, she produces good work most of the time - needs to be more careful and pay attention to accuracy and details. She is currently working towards Unit 1 - File Management and Word Processing. She is using the computer and WP software well, utilising the different functions to apply to work well. Shirley Harvey.

Subject	Attendance	Punctuality
	80%	100%
	(4)	(10)
Modules:		
BS1MCCR1-9DA11A/ICT ICT		

Comments / Reference / Targets

Michelle has calmed down a lot in the past few weeks. She is concentrating more in class although she needs to pay more attention to details in her work.

Although she has passed the 3 units of the course, she will need to do the Initial Assessment before she enrols in the next course (ICT ITQ Level 2), a good solid Level 1 in English and full committment/attention as it is a higher and longer course.

Shirley Harvey.

Subject	Attendance	Punctuality
School of Health, Care & Early Years Functional ICT (For all Health, Care and Early years Mauva Jones)	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets:

To attend the next five lessons without an absence and to complete two mock

exams.

Michelle produces good work when she attends her ICT lessons but she has Comments: not attended the last five lessons. She needs to improve her attendance if she

is to pass the Functional Skills ICT exam in June.

Mauva Jones.

Subject	Attendance	Punctuality
	99%	98%
	()	(9)

Comments / Reference / Targets

None.

Beverley Jones.

Subject	Attendance	Punctuality
Gubjeet	Attendance	1 dilotadity

0%	0%
(1)	(1)

Comments / Reference / Targets

Michelle will be given extra literacy work relating to childcare and an overview of next year possible progression to childcare.

Jacque Anthony.

Subject	Attendance	Punctuality
Level 2 Certificate in Supporting Teaching and Learning in Schools (T) Functional English (L2 Support T & L in Schools) (T)	0% (1)	0% (1)

Comments / Reference / Targets

Michelle is a very pleasant outgoing student who always takes part in class discussions and works hard when she is in a lesson. In the past Michelle's attendance has not been very good, however she now appears to be attending more regularly and this is bound to have a good effect on her achievement. In order to pass the English exam Michelle needs to concentrate on the following:- 1.Attend regularly 2. Prepare a presentation 3. Always check each piece of work for spelling errors Teresa Wise.

Subject	Attendance	Punctuality
	99%	98%
	()	(9)

Comments / Reference / Targets

None.

Beverley Jones.

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

Comments / Reference / Targets

None.

Jacque Anthony.

Subject	Attendance	Punctuality
DipL2 & NVQ L2		
Hairdressing ESOL (T)	46%	100%
Dip L2 Hairdressing FT TGpA	(1)	(10)
(Tutorial and General Unit) (T)		
Modules:		
NV2MHAR1-1DA11A/PRA Practical		

Smart Targets: Comments: Jennifer Hylton.

Subject	Attendance	Punctuality
	99%	98%
	()	(9)

Comments / Reference / Targets

This Level one class has been working on reading and understanding straight forward texts and comprehension as well as vocabulary. We have also been working on how to 'successfully engage in a discussion'.

Michelle is a bright learner who is on track to achieve the components of the course we have covered so far. However, her achievement could be jeopardised if she does not fully participate and co-operate in class.

At times, Michelle can be over excited and loud and although I feel this is a wonderful quality to have, it is not always appropriate inside the classroom - Michelle is beginning to understand this.

Michelle needs to settle down a little and complete all tasks set in class.

Beverley Jones.

Subject	Attendance	Punctuality
Level 2 Certificate in Supporting Teaching and Learning in Schools (T) Functional English (L2 Support T & L in Schools) (T)	0% (1)	0% (1)

Comments / Reference / Targets

None.

Teresa Wise.

Subject	Attendance	Punctuality
	98%	98%
	(9)	(9)

Michelle enjoys this subject and works well most of the time. Her behaviour can be an issue at times but she usually settles down and does her work. She has produced two assignments/presentations for me this term and would do better if she picked up her attendance and focus more in class. Michelle would get more out of this course but she must focus and not be distracted or distract others. Michelle is a very active member of the class and has a lot to offer.

This term we have been working on OFSTED, registering childcare services, Health and Safety at work and childrens learning, play and development.

Jacque Anthony.

Subject	Attendance	Punctuality
Level 2 Cert in Pre School		
Practice Unit 3: Providing a safe,	0%	0%
secure and stimulating	(1)	(1)
environment in a community based pre-school		

Comments / Reference / Targets

You scored 15 out of 18 in your test. Good work! You have a good understanding on health and safety issues in pre-school environments. However to improve your learning and achieve your targets you need to spend more time studying and researching the subject.

The leaflet you produced in class had some very basic information and whilst it showed some artistic merit it was not presented in a professional manner. I can see a lot of potential in you, but in order to achieve more you need to use the time allocated to tasks more productively and work on your writing and presentation skills.

A few times you have expressed an unwillingness to undertake the work and tasks required within the course. The tasks are designed to help you learn and understand the content of the course better and should always be taken seriously. Also, try not to interrupt others so that everyone gets a fair chance to express themselves and get the most out of class time.

You have participated well during the feedback sessions and you have shown an ability to come up with good ideas and this needs to be translated into better quality written work which is a key part of the course and assessment. Please also work on your attendance because if you miss class you will not receive the key information needed to be successful and this will make it more difficult for you reach your potential and the standards required for college.

Bruna Lawson.

Subject	Attendance	Punctuality
	66%	0%
	(2)	(1)

We have covered fraction-decimal-percentage conversions. Calculating fractional and percentage parts. Percentage increase/decrease. Handling data-creating tables, drawing barcharts and pie charts.

We are working on ratio and scale this term.

Michelle continues to produce excellent results in the classroom. She works hard to complete work that is set and to a high standard. She takes part in class discussions and is always happy to offer an answer. She is respectful to her peers and teacher. She will pass this year, but to get an outstanding mark she will need to attend all sessions.

Emma James.

Subject	Attendance	Punctuality
Level 2 Cert in Pre School Practice Functional ICT (Cert in Working with Children)	38% (1)	100% (10)
Modules:		
CR2MCCE7-0DA11A/FST FS ICT		

Comments / Reference / Targets

I have not seen much of Michelle this term but she has previous knowledge of ICT therefore I think that she will be able to catch up quite quickly with the word processing and spreadsheet tasks that have been set this term.

Mauva Jones.

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

Comments / Reference / Targets

Michelle has calmed down a lot and concentrating better if she is not distracted. She is also very kind and helping out her fellow learners.

She is showing good progress in the course and learns fast but needs to pay more attention to details to produce excellent work which she has the potential to do so. She has achieved Unit 1 - Word Processing and currently working towards Unit2 - Spreadsheets and Graphs.

Shirley Harvey.

Subject	Attendance	Punctuality
Level 2 Cert in Pre School		
Practice		
Unit 3: Providing a safe,	0%	0%
secure and stimulating	(1)	(1)
environment in a community	` '	, ,
based pre-school		

This term we have been looking in detail at a safe and hygenic environment to enable students to complete P1 and P2 of the assignment. The assignment are due in for marking W/B 15/11/10. We are then moving on to P3 a stimulating environment Janet Chesterman.

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Personal Targets

Area of Development:	all areas	Michelle Coffey Date Set: 14 November 2011 Deadline: 14 November 2011
IIS MIN PI I STACT	to pass all my assments and complet my course and be in every class every week and on time	Deadine: 14 November 2011

Area of Development:		Michelle Coffey
S.M.A.R.T. Target:	become better at blowdrying	Date Set: 14 November 2011 Deadline: 14 November 2011

Tutor Review

Issues Raised:

Rachel Roberts.

Review Term: Autumn
Review: In tutorial sessions we have covered inductions, completed progress files, explored anti bullying and equal opportunities.
Michelle is a valuable learner to this group as she is not afraid to voice her opinion and explore and interrogate her ideas and the ideas of others. Michelle has a lively personality and at times this can be perceived as rude and disruptive. However, Michelle learns quickly and I am sure with guidance she will be able to modify her behaviour.
Issues Raised: Michelle needs to co-operate with her teachers and control her tendancy to shout across classrooms.
Michelle has received a cause for concern for this type of behaviour.
Beverley Jones.
Review Term: Autumn/Spring/Summer Spring
Review:
The class have been working on text types & ways of reading as exam preparation.
The class have been working on text types & ways of reading as exam preparation. There has been some improvement in punctuality.

Review Term: Autumn

Review:

Your attendance has been been very poor last term. I hope all your health issues have been addressed. You have your study buddy to support you or as you know you are able to use the E zone as a tool for catch up

Issues Raised:

During our next tutorial we can discuss some SMART targets so that you don't feel under pressure, although you have the skills and determination to achieve your goals

Jennifer Hylton.

Course	Attendance	Punctuality
Dip L2 Hairdressing FT TGpA	45%	100%