# The College of Haringey, Enfield and North East London



# **Learner Review**

30 January 2012

**Learner: Mara Brito** 

### **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				
YPC A2E ESOL Functional ICT (YPC A2E ESOL)	100% (10)	100% (10)				
Modules:						
K4EMESL1-1DA11A/ICT ICT						

#### Comments / Reference / Targets

In the next review period Mara will:

- 1. Update/format 2 Word processing document using different styles.
- 2. Produce at least 2 successful search using the Internet to find information about weather and transport.
- 3. Use Email to receive at least 2 message and send at least 2message containing a minimum of 5 words.
- 4. Create at leasat 1 MS Excel file, enter and calculate total of a set of numbers using a formula.

Mara has achieved very good progress in using MS Word to create and save documents. She is also able to use different text enhancing styles including bold, italic and underlined and can move/ text as well as insert pictures into documents. She very well behaved in class. Mara's attendance has been excellent.

Comments:

**Smart Targets:** 

In the next term we will continue with using MS Word to format document, use the Internet as a source of information. We will start working on using the ICT for communication, such as Email and text messaging and MS Excel to calculate totals of numeric data.

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# **Personal Targets**

Area of Development:	Reading, writing, speaking and listening	Hazel Griffith  Date Set: 18 January 2012  Deadline: 18 January 2012
S.M.A.R.T. Target:	I need to     1. memorise and spell the names of five things in my house, after each lesson.     2. write five sentences about my house and put a full stop at the end.	Deading. 10 danidary 2012

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## **Tutor Review**

## Comments / Reference / Targets

None.

Course	Attendance	Punctuality
YPC A2E ESOL E1/E2 TGpA	99%	99%