The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Angelika Florek

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

I will produce at least 3 word processing documents with a minimum of 30

words, save and print.

I will use different font styles and apply bold, italic and underlined styles to

Smart Targets: text.

I will insert clip art images into at least 3 documents and at least 1 image from

the internet.

Comments:

In this term the students will work on basic features of MS Word, word processing programme, to create/save/print documents, use of the keyboard command keys and shortcut key combination. We will also focus on theuse of different text enhancing styles including font styles, bold, italic and underlinedand how to move/copy text. We will work and inserting and formatting images from the clipart gallery and from the Internet.

Ubavka Skramic.

Subject	Attendance	Punctuality			
YPC A2E ESOL YPC A2E ESOL GpA (Tutorial and General Unit)	100% (10)	100% (10)			
Modules:					
K4EMESL1-1DA11A/ESL ESOL, K4EMESL1-1DA11A/TUT Tutorial					

Comments / Reference / Targets

I need to

Smart Targets:

- 1. identify, spell and write the names of things in a house.
- 2. write five sentences about my house.

Last term she learned about personal information, form filling , asking questions, giving short answers and using the verb - to be - and -to have - to write and speak about herself.

Comments:

Angelika is a quiet, very disciplined learner. Due to the initial small class size she was quite shy at the beginning. However now she is much more confident and outgoing.

Hazel Griffith.

Subject	Attendance	Punctuality			
YPC A2E ESOL Functional ICT (YPC A2E ESOL)	100% (10)	100% (10)			
Modules:					
K4EMESL1-1DA11A/ICT ICT					

Comments / Reference / Targets

Smart Targets:

1. Create at least 4 documents including posters, tables and letters with a minimum of 15 words and at least 1 picture. 2. Create at least 1 MS Excel spreadsheet file, enter numbers and perform simple calculations using formulas.

Angelika has achieved a very good progress in all areas of study. She has demonstrated competence in using MS Word to create and save documents. She is a able to use of different fonts and text enhancing styles including bold, italic and underlined and knows how to move/copy text as well as to insert clipart pictures into documents.

Comments:

In the next review period Angelika will work on using MS Word to create posters, add page borders, create formal/informal letters, as well as insert and format tables. She will also start using MS Excel to create spreadsheets and MS Outlook email program for communication.

Ubavka Skramic.

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Personal Targets

Area of Development:	Reading, writing, speaking and listening	Hazel Griffith Date Set: 11 January 2012 Deadline: 11 January 2012
S.M.A.R.T. Target:	I need to 1. memorise three new words every day. 2. ask my friend three questions about here home. 3. use the present tense to write three sentences about my home.	Deaume. 11 January 2012

Tutor Review

Comments / Reference / Targets

None.

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