# The College of Haringey, Enfield and North East London



# **Learner Review**

17 January 2012

Learner: Merita Cenaliaj

**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	
Literacy Level 1 & 2 English L1 Day TGpC (BS1MENG1_0DA11C)	75% (3)	100% (10)	
Modules:			
BS1MENG1-0DA11C/ENG English L1			

## **Comments / Reference / Targets**

Term One - What we have been learning in class so far:

- Understanding the writing process
- Basic grammar and punctuation
- Ways of reading
- Black history: reading comprehension on Rosa Parks
- · Understanding how texts are organised
- Recognising the purpose and audience of a text
- · Recognising the features of instruction texts

### My tutor's feedback

- Attendance Inadequate (70-79%)
- Punctuality: Good (94%)
- Attitude to learning: Very good.

#### Suggested target:

Ww/1.1 to spell correctly words used most often in work studies and daily life

Ws/1.2 to use correct grammar such as subject verb agreement and correct use of tenses

#### How

To learn words from set spelling lists

To complete the beginners grammar and vocabulary units set in your target.

Judy Brady.

Subject	Attendance	Punctuality
ICT ICT Entry 3 GpA (CREMICT1- 9DA11A)	100% (10)	82% (4)

# **Comments / Reference / Targets**

Merita has progressed vey well from the time she has joined this class. Her work is of good standard. Keep on working to that level and you will be fine Merita. Practise more at home.

To complete Unit 1 assessment by end of December.

To start working on using the Internet and sending emails to colleagues.

Rita Shah.

Subject	Attendance	Punctuality
Literacy Level 1 & 2 English L1 Day TGpC (BS1MENG1_0DA11C)	0% (1)	0% (1)

## **Comments / Reference / Targets**

Smart Targets: Learn to identify the language that is associated with different purposes of text

Comments: Judy Brady.

Subject	Attendance	Punctuality
ICT ICT Entry 3 GpA (CREMICT1- 9DA11A)	0% (1)	0% (1)

# Comments / Reference / Targets

Merita's attendance has not been good this term. She has had personal problems and has always kept me informed. Her work is improving and she has good knowledge of sending and receiving emails and using the Internet quite confidently. Will be ready for unit tests by end of March. To keep on working on more challenging tasks.

Rita Shah.

Subject	Attendance	Punctuality
DipL2 & NVQ L2 Hairdressing ESOL (T) NVQ 2 Hairdressing ESOL (Tutorial and General Unit) (T)	100% (10)	100% (10)
Modules:		
NV2MHRE5-1DA11A/PRA Practical		

## **Comments / Reference / Targets**

Merita you will develop colour techniques for semi colour, Quasi colour and

permanent colour, techniques for regrowth and full head aspplication by the

25th January.

Your attendance has been excellent for my practical session, you have shown

Comments: clear knowledge and understanding of the cutting unit and completed all looks

in the range, good work.

Maria Rees.

**Smart Targets:** 

Subject Attendance	Punctuality
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ICT	0%	0%
ICT Entry 3 GpA (CREMICT1-9DA11A)	(1)	(1)

## **Comments / Reference / Targets**

Merita has completed all units of her work successfully. She is capable of doing the next level if her attendance improves. Please make sure that you attend regularly in the next academic year.

Well done

Rita Shah.

Subject	Attendance	Punctuality
DipL2 & NVQ L2 Hairdressing ESOL (T) NVQ 2 Hairdressing ESOL (Tutorial and General Unit) (T)	100% (10)	100% (10)
Modules:		
NV2MHRE5-1DA11A/PRA Practical		

## **Comments / Reference / Targets**

**Smart Targets:** 

 complete your mood board for unit 212 by 17th january, ready to present to the class.

Comments:

Merita, you are working well in class- keep it up. your attendance has fallen -

you need to improve this by attending all sessions.

Sandra Burgher.

Subject	Attendance	Punctuality
Numeracy Numeracy L1 Day TGpB (BS1MPNU1-1DA11B)	0% (1)	0% (1)

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

This term we have been revising for the level 1 numeracy exam. We have looked at ratio, area and volume, rounding and general revision and exam practice.

Merita's attendance has still been a little patchy although recently she has been coming to classes and has been attending on time. As English is Merita's second language I think she sometimes struggles with the understanding of the questions. Generally her maths is sound but she needs more practice in picking out what the question is asking her to do.

If Merita is accepted onto a vocational course next year, I would strongly recommend getting additional help with numeracy from the study skills centre as she may have to do level 2 functional skills as part of her course.

I have enjoyed teaching Merita this year. She is a warm, caring person with a good sense of humour. I wish her luck.

Emma James.

Subject	Attendance	Punctuality

DipL2 & NVQ L2 Hairdressing ESOL (T)		100%
NVQ 2 Hairdressing ESOL (Tutorial and General Unit) (T)		(10)
Modules:		
NV2MHRE5-1DA11A/THE Theory		

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

Smart Targets: Complete tests on - Unit 202 Health and Safety, and Unit 203 Advice and

Consult with client

Merita, you show interest in all aspects of hairdressing, working well in a team. It is important that you work through the unit packs and do all of the

exercises to identify were you need support you to full achievement. Keep up

the good work.

Marilyn Holder.

Comments:

Subject	Attendance	Punctuality
Literacy Level 1 & 2 English L1 Day TGpA (BS1MENG1_1DA11A)	0% (1)	0% (1)

# **Comments / Reference / Targets**

Term One - What we have been learning in class so far:

- Understanding the writing process
- Basic grammar and punctuation
- · Skimming, scanning and close reading
- Identifying the main point, working out what a word means and looking for specific detail
- Reading comprehension on Rosa Parks

## My tutor's feedback

- Attendance & Punctuality: Punctuality and attendance is not good.
- Attitude to learning: Very good.

#### Suggested target:

Ws/1.3 to use correct punctuation so that the sentences become clearer.

#### How

Use a punctuation book and practice working through the activitise to improve your punctuation.

#### Judy Brady.

Subject	Attendance	Punctuality	
Literacy Level 1 & 2 English L1 Day TGpC (BS1MENG1_0DA11C)	0% (1)	0% (1)	

# **Comments / Reference / Targets**

Term One - What we have been learning in class so far:

- Understanding the writing process
- Basic grammar and punctuation
- Skimming, scanning and close reading
- · Identifying the main point, working out what a word means and looking for specific detail
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Use a punctuation book and practice working through the activities to improve your punctuation.

# Judy Brady.

Subject	Attendance	Punctuality	
ITQ User Skills AW L1 ITQ IT User Skills Atmn GpB (T) (AW1MITQ1_1DAS1B)	82% (4)	100% (10)	
Modules:			
AW1MITQ1-0DAS1B/ITU IT User	Skills		

# **Comments / Reference / Targets**

The topics covered so far this term:

oWord Processing and File Management

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

#### oSpreadsheets

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

Merita is potentially good in her work if she be a bit more confident in herself and in applying what she has learned into her work. She needs to understand the subject matters more and refer to notes in order to complete her work well. Attendance has slipped a bit recently, so need to take heed to this.

Shirley Harvey.

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# **Personal Targets**

Area of Development:	13611114	Merita Cenaliaj <b>Date Set:</b> 28 September 2011
S.M.A.R.T. Target:		Doadling: 28 September 2011

Area of Development:	hairdressing	Merita Cenaliaj  Date Set: 16 November 2011  Deadline: 16 November 2011
S.M.A.R.T. Target:	complette any task given by the teachers. I have learned how to cut one length and will practisse more on that.	Deadmie. 10 November 2011

Area of Development:	cutting and styling	Merita Cenaliaj  Date Set: 4 January 2012  Deadline: 4 January 2012
S.M.A.R.T. Target:	I want to practisse and learn more to be more confident in cutting and styling long hair and short graduation cut.	Dedume. 4 dandary 2012

# **Tutor Review**

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

Review Term: Spring

Review: Despite personal problems with housing, the health of her son as well as herself, Merita has worked hard in her lessons. She wants to pass her exams so that she can apply for her hairdressing course. She has already got L1 Hairdressing and wants to go back to complete her course but needs her English, Maths and ICT.

Issues Raised: None

Judy Brady.

Review Term: Autumn

Review: Merita has worked hard in her lessons. She has attendance issues because of the health of herself and her son but she has made every effort to attend her classes. She does complete her classwork and homework.

Issues Raised: Merita needs to concentrate on improving her sentence structure through all her writing as she will be assessed within the next six weeks.

Judy Brady.

Review Term: Spring

Review:

Merita has continued working hard throughout the lessons. Her attendance is still causing problems but she is trying her best to attend her lessons. When she does she works hard throughout the lesson.

Issues Raised:

Judy Brady.

Review Term: Autumn

#### Review:

Your attendance is amber due to personal reasons; please try to book appointments out of college time so that is does not interrupt with your chosen area of study. You have proven that you are a dedicated individual and shown the whole group how easy it is to complete tasks where a dead line has been set

However your hairdressing skills are good and you must continue to practice, perhaps it may be of help to you to come to a level 2 class and gain some more assessments if you have time out of your normal timetable.

How - visit the style zone reception and asks for the days of the 2nd year classes.

Also speak to family and friends about booking in for you as a client as you will need them for assessments in block 3

#### Issues Raised:

You have applied for level 3 hairdressing and I feel you will excel in your chosen area.

# Jennifer Hylton.

Course	Attendance	Punctuality
NVQ 2 Hairdressing with English Y1 T	82%	100%