The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Silvana Radoslavova

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 Silvana will:

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

Comments:

Silvana has started this course in November and is progressing very well. She can use MS Word to create and save documents. She is also able to use different text enhancing styles including fonts, font size, bold, italic and underlined and can insert pictures and borders into documents. Her 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 using an appropriate formula.

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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 the names of three things in the house, after each lesson. 2. leave a space between each word when I write. | Beaume. To candary 2012 |

Tutor Review

Comments / Reference / Targets

None.

| Course | Attendance | Punctuality |
|-------------------------|------------|-------------|
| YPC A2E ESOL E1/E2 TGpA | 97% | 98% |