# The College of Haringey, Enfield and North East London



# **Learner Review**

08 March 2012

**Learner: Amira Sharif** 

Personal Tutor: Benson Osejindu

# **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
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A) ICT Class	100% (10)	100% (10)
Modules:		
ESFMYNG1-9DA11A/ICT ICT		

#### Comments / Reference / Targets

Since January 2010 we have worked on:

- ·Reinforcing skills involving save and open a Word document
- Reinforcing skills involving enter text and simple text formatting (bold, underline, font and font size)
- Developing skills involving further text formatting (borders and shading, word art, import image and resize image)
- Skills involving general use of Microsoft Outlook: compose an email, send an email, open an attachment and send an attachment
- ·Also the group has focused on completing an assessment in: Displaying Information Using ICT

Attendance: Excellent attendance! Well done!

**Behavior**: Amira is an example of a perfect student! She is reliable, attentive and polite.

**Class work**: She has developed excellent skills in IT and applies it to tasks undertaken appropriately. She completes the IT tasks accurately and is keen to move onto a much more challenging extension work. She has also completed the above assessment successfully.

Progress / TARGETS: Amira is making excellent progress on this course. She now needs to focus on:

- (1) To familiarise herself with Spreadsheet
- (2) To learn more about Microsoft Outlook.

Sussan Wahdatpanah.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	100% (10)	99% (9)

#### Modules:

ESEMYNG1-0DA11B/GPT Grp Tutorial/Esol, ESEMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11B/ICT ICT, ESEMYNG1-0DA11B/NUM Numeracy, ESEMYNG1-0DA11B/ESL Esol

**Smart Targets:** 

Comments:

Money which covers sources of income and saving money. After this they will then work on Looking for a Job and Applying for a Job inwhich they will identify sources of looking for a job, information to be included and presenting the information on an application form. The portfolio will be completed this term. Some learners have a speaking and listening exam in April and will need to prepare for this with differentiated activities in class. However the main focus will be reading and writing with lots of differentiated work on areas of weakness from the learner's mock exam papers - Subject & verb agreement, review of all tenses, punctuation, formation of lower and upper case letters, formal/informal writing, articles, word order, spelling and using paragraphs. Lots more practice papers for Cambridge/Trinity will be completed throughout the term to help learners pass the exams in June.

#### Debbie Chittock.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 18 - Handling Mail (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/IRR Inves	tigating Rights and Responsibilites	

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

Complete task 1 of the assignment for Unit 18 (Handling Mail) and hand it in **Smart Targets:** 

by Friday 24<sup>th</sup> February 2012

Comments: David Wheeler.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	98% (9)	100% (10)

# **Numeracy Report**

We have worked on the topic related to basic operations, fractions and writing the dates and time in words since September. The group had the opportunity to work on various questions including exam questions to explore different aspects of the topics.

Amira is always willing to learn and is able to take responsibilities for her own learning. Amira is always on time.

In order to progress amira needs to:

- 1)Practice writing half and a quarter as farctions and in words.
- 2) Practice writing numbers in words from 0 to 100.
- 3)Attens all her classes.

Nahid Karamali.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	0% (1)	0% (1)

#### **ESOL REPORT**

Some of the things we have covered in class are:

New Year Resolutions - talking about the future

Parts of speech

Verbs / Nouns

using Adjectives

using Adverbs +ly (+creative writing)

Phrasal Verbs

Family

+ve and -ve sentences Q forms for present and past

Work - Jobs - duties

**Payslips** 

Speaking and listening

Study skills

Spelling patterns and techniques

Reading, studying and understanding longer texts

Since the last report Amira has continued to work hard and is an example to others.

Attendance: Amira's attendance and punctuality are excellent.

Behaviour: She is always polite and attentive in class.

Classwork: She makes a good contribution and always tries hard with class activities. She is a very likeable,

friendly student who gets on well with her peers. She often helps other learners.

Homework: She regularly completes homework tasks.

Progress / TARGETS:

Amira has made excellent progress with all class targets. Well done Amira!

(1) Write an account of a special day in the Past Simple tense. Include at least 5 adjectives. Include adverbs for 5 verbs.

John Hutcheson.

Subject	Attendance	Punctuality
Entry 3		
ESOL 16-18 E3 Workskills	0%	0%
GpB (T) (ESEMYNG1-	(1)	(1)
1DA11B) Numeracy E3		

# **Comments / Reference / Targets**

Smart Targets:

Comments:

Amira has excellent attendance - 100%.

She scored 19 in the Feb, mock test and this needs to improve.

She needs to develop her fractions of amounts work (wronganswer in mock test) and also ratio and 24-hour time work.

She will write 6 of her trips (colleg, shopping, going out, etc.) giving time left (24 -hour clock), journey time (hours and frations) and, arrival time (24-hour) by 29 March.

Chris Anglin.

Subject	Attendance	Punctuality

BTEC Level 1 Diploma in Business & Administration (Tottenham) BTEC Level 1 Diploma in Business & Administration with English GpB (T) (Tutorial and General Unit)	98% (9)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business , ID1MBUS2-1DA11B/TUT Tutorial		

# Comments / Reference / Targets

**Smart Targets:** 

Comments:

1. To complete and submit task 3.1 in unit 22, Ideas for Small Business which is long overdue.

Amira has impressively demonstrated some degree of commitment to the course with impressive attendance and punctuality record which is fine. She would need to continue to work on ensuring that assignments are completed within the specified time period. This is critical in developing and improving her time management skills which has the tendency to reflect on all aspect of

her future endeavour.

Equally, Amira would need to be more proactive in class by participating and integrating more in the learning progress. This would enable you to improve your skills in communication, listening, self-confidence, team working, etc. in preparation for employment and higher education at the university of her choice.

Benson Osejindu.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	98% (9)	100% (10)

#### **ESOL REPORT**

Since September we have covered:

- personal information
- punctuation
- personal pronouns
- present simple, present continuous tenses
- gerunds
- nouns / verbs / adjectives
- use of conjunctions and / but
- adjectives of frequency
- prepositions of time and place
- invitations and replies

Attendance: Amira's attendance and punctuality are good.

Behaviour: She is polite and attentive in class.

Classwork: She makes a good contribution and always tries hard with class activities. She is a very likeable,

friendly student who gets on well with her peers. She often helps other learners.

Homework: She regularly completes homework tasks.

Progress / TARGETS:

Amira is making good progress with all class targets.

- (1) Practice spelling 6 new words every week and show your teacher.
- (2) Keep a diary for 1 week in the Past Simple tense describing what you did each day and show your teacher. John Hutcheson.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A) ICT Class	0% (1)	0% (1)

### **Summer Term IT Report**

Since Jan 2009 we have worked on:

- Wordprocessing Skills involving Load Microsoft Word, enter text, save and print text
- · basic and advanced text formatting
- send, open, reply emails and attach documents
  - use internet to find information

Attendance: Excellent attendance! Well done!

Behaviour: Amira is a perfect student! Polite, respectful, helpful and focused.

Assessments: Working towards completing assessments at E2 level - capable of completing work at higher level.

Progress / TARGETS: Above target - Amira has developed very good IT skills.

- (1) complete all assessments at E2
- (2) work towards E3 criteria

Sussan Wahdatpanah.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	100% (10)	100% (10)
Modules:		
ESEMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11B/ESL Esol, ESEMYNG1-0DA11B/ICT ICT, ESEMYNG1-		

ESEMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11B/ESL Esol, ESEMYNG1-0DA11B/ICT ICT, ESEMYNG1-0DA11B/NUM Numeracy, ESEMYNG1-0DA11B/GPT Grp Tutorial/Esol

# **Comments / Reference / Targets**

Smart Targets:

Amira is making very good progress in class and is an excellent student. Congratulations on passing your recent Speaking and Listening exams. Well done on pass both your recent reading mock exam (81 % - pass mark 70%) and writing mock exam (21/33 - 18/33 pass mark.) Amira has attended the Study Skills Centre recently for extra help and I hope that she will continue to attend. The areas that Amira needs to work on with her writing are use of past simple, present and past continuous, making shorter sentences and use ofa subject and verb in every sentence. With reading Amira needs to focus on scanning for detailed information and using a dictionary for new words where necessary.

Comments:

Debbie Chittock.

Subject Attendance Punctuality	Subject	Attendance	Punctuality
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BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 20 - Recording Business Transactions with FS Maths (T)	98% (9)	98% (9)	
Modules:			
ID1MBUS2-1DA11B/CBD Creating Business Documents			

# Comments / Reference / Targets

Smart Targets: Assignment

Comments:

This unit has just started and you are currently on track with assignments and

class activities. Well done

Benjamin Cobblah.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	98% (9)	100% (10)

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

#### IT REPORT

Since September 2009 we have worked on:

- skills involving log in and log out of network
- Awareness of health and safety
- Identification of different parts of a computer
- Computer terminology
- Introduction to wordprocessing
- Skills involving Load Microsoft Word, enter text and save text •
- Simple text formating
  - Further text formatiing Design a poster
  - email

Attendance: Amira's attendance is excellent.

Behaviour: Well-mannered, sensible and polite!

Classwork: She has good IT skills which she applies to solve problems. She also works independently.

Progress / TARGETS:

- (1) To revise the simple text formatting
- (2) To investigate the complex features of an email

Sussan Wahdatpanah.

- 1			
	Subject	Attendance	Punctuality

Entry 2	97%	100%	
ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	(9)	(10)	
Modules:			
ESEMYNG1-9DA11A/NUM Numeracy, ESFMYNG1-9DA11A/NUM Numeracy			

#### Comments / Reference / Targets

Learners have been reviewing previous topics and preparing for their numeracy exam. Amira is willing to learn she is confident in her ability. She sometimes needs to ask for clarification, but is more than able to complete work with little or no assistance. She needs to work on her accuracy as minor mistakes could prevent her progress. She regularly completes tasks and class work on time. She should be working towards L1 next year. She needs to continue developing her numeracy by accessing free online resources to prepare for L1 numeracy: www.bbc.co.uk/skillswise www.skillsworkshop.org www.move-on.org.uk Cem Baglarbasi.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B) ICT Class	100% (10)	100% (10)
Modules:		
ESEMYNG1-0DA11B/ICT ICT		

# **Comments / Reference / Targets**

**Smart Targets:** 

Amira has been working hard and has attended the majority of her lessons. She completes set tasks on time and always takes part in discussions and group activities as well as working independently.

Amira has successfully completed using Microsost Excel and can now add, amend and delete data in a spreadsheet. In addition to this can add/remove columns and rows. Add formulas to make a calculation/replicate data/Print in the correct format. Apply formatting to display more meaningful data and create pie charts/bar, column and line graphs.

She is currently working on the 2<sup>nd</sup> assessment requiring her to search for data using different sources and using the communication software (Microsoft Outlook) to effectively communicate.

If you continue to attend all classes and complete any additional tasks set in own time I'm sure you'll be able to achieve your qualification. Well done!

# Engin Murat.

Comments:

Subject	Attendance	Punctuality
GCSE Maths GCSE Maths Fnd TGpB (GC2MMTH1_1DA11B) (T)	100% (10)	100% (10)
Modules:		
GC2MMTH1-1DA11B/ENG GCS	SE Maths End	

1- Re visit all the Unit 2 apply, assess and all the mock papers for the Unit 2 Exam by 6th of March 12.

2- Attend all the revision classes and see the teacher for extra support.

**Smart Targets:** 

3- Re- visit the chapters for Unit 3 and complete all the assess for each chapter (only the chapters that we studied in class during December and early January) after the Unit 2 Exam is completed.

Comments: Seval Fadil.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	98% (9)	100% (10)

# **Comments / Reference / Targets**

Since September the group has worked on writing simple sentences using the present and past tenses, copying, identifying syllables and nouns, verbs and adjectives. They have also used capitals, the apostrophe and full stops.

Amira is a quiet well disciplined who works well with others and takes responsibility for her learning. Her attendance and punctuality is excellent.

#### She needs to:

1. attend IT classes more regularly.

Hazel Griffith.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	0% (1)	0% (1)

This term the group has focussed on preparation for exams. As such they have looked at:

The present, past and future tenses.

Use of prepositions and adjectives.

Using full stops, capital letters, question marks and commas.

Checking spelling and using dictionaries to correct them

Using 'the' 'a' and 'an'

Reading exam questions, planning and answering them.

Writing paragraphs.

Amira is a very pleasant disciplined learner who is a pleasure to teach. To date she has been successful in the Speaking and Listening, and Writing Cambridge exams. She is set on target to pass the Reading mode as well as her Maths and ICT exams. She just needs to continue improving and keep working at her wwriting.

Hazel Griffith.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 23 - Ideas for a Small Business (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business, ID1MBUS2-1DA11B/TUT Tutorial		

# **Comments / Reference / Targets**

1. To complete task 2.2 by 10th November 2011.

Smart Targets:

2. To complete task 3 by 17th November 2011.

Comments:

Benson Osejindu.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 10 - Investigating Rights and Responsibilities at Work (T)	99% (9)	99% (9)
Modules:		

ID1MBUS2-1DA11B/CBD Creating Business Documents, ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites, ID1MBUS2-1DA11B/PRB Professional Behaviour

**Smart Targets:** 

Comments:

U10 (Investigating Rights and Responsibilities); U6 (Professional Behaviour in an Office Environment); U18 (Mail Handling)

Amira's attendance and punctuality is excellent; she is a quiet and thoughtful member of the class. She has achieved all of the requirements for U6 and U10

David Wheeler.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	0% (1)	0% (1)

# **Comments / Reference / Targets**

The group has focussed on prepositions to use in giving directions and instructions and also how to respond orally and in writing to a leisure centre. They also learnt how to accept and refuse invitations.

They have continued building their skills in the construction of simple and compound sentences, use of the pressent and present continuous tenses, and punctuation marks.

A lot of emphasis was placed on oral work in preparation for the Cambridge exam at the end of January. As such learners practised listening, responding, asking questions, turn taking and extending a discussion.

Future focus:

Copying and writing a short paragraph

Amira is a well behaved learner who is a pleasure to teach. She must try hard to improve her confidence which will place her in good stead for the speaking exams.

Hazel Griffith.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	95% (7)	100% (10)
Modules:		
ESEMYNG1-0DA11B/GPT Grp Tutorial/Esol, ESEMYNG1-0DA11B/ESL Esol, ESEMYNG1-0DA11C/ESL Esol,		

ESEMYNG1-0DA11B/121 121 Tutorial, ESEMYNG1-0DA11C/GPT Grp Tutorial

Autumn Review:

The class have completed a thorough induction which included getting to know other students, rules for writing sentences, parts of speech, the marking scheme, a tour of the college and a college information quiz, organising folders and filling in application forms for voluntary work. We have also covered some work on the environment and started Skills for Life Unit 8 - Topic 'Working Lives' - covering jobs vocabulary, definitions and various discussions on the world of work. We will continue on this topic for the rest of this term and complete more application forms, write CVs, covering letters and practise mock interviews.

Amira has responded well to the lessons and is a very good listener who always pays attention when the teacher is talking. She always completes her homework on a regular basis and to a very good standard. She usually does well in the weekly spelling tests and did quite well in the End of Block Assessment. She is a very polite and respectful student.

Amira needs to continue to work as well as she has been. She needs to record all of her spelling mistakes and new vocabulary and make sure that her folder is well organised at all times.

Issues A very all-round good student. Well done!

Raised:

Debbie Chittock.

Subject	Attendance	Punctuality
GCSE Maths GCSE Maths Fnd TGpB (GC2MMTH1_1DA11B) (T)	100% (10)	100% (10)
Modules:		
GC2MMTH1-1DA11B/ENG GC	CSE Maths Fnd	

# **Comments / Reference / Targets**

Smart Targets: Complete all assess and mocks before Unit 1 Exam

Comments: Seval Fadil.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) BTEC Level 1 Diploma in Business & Administration with English GpB (T) (Tutorial and General Unit)	98% (9)	100% (10)
Modules:		

# ID1MBUS2-1DA11B/ISB Ideas for Small Business

1. To complete unit 22 on Job Opportunities in

Business Administration no later than Friday 16th

March 2012.

**Smart Targets:** 

2. To complete and submit Managing Own Learning

assignment by 30th March 2012.

3. To resubmit unit 23 Ideas for Small Business by 16th

March 2012. Remember this is long over due.

#### Comments:

Benson Osejindu.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A)	95% (7)	0% (1)

# **Comments / Reference / Targets**

Learners have been studying numeracy in the context of shopping, bills, travelling, time, measurement, healthy eating. In these contexts they have been rounding; estimating; using the four operations (addition, subtraction, division and multiplication); writing numbers in words and figures; identifying shapes; describing shapes; using different time formats; using different metric and imperial units; fractions and handling data.

Amira is a well behaved she works well with others. She is focused and very keen to complete tasks especially when working with other learners.

Amira needs to practice measurement. She will do this in class and by answering questions in different contexts such as map reading.

#### Cem Baglarbasi.

Subject	Attendance	Punctuality
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B)	0% (1)	0% (1)

You have progressed well and have shown that you are able to carry out basic word processing tasks including changing the page setup of a document, entering and amending text, inserting images/page borders, adjusting margin widths and using the automatic replace facility.

I think you're now ready to take the first assessment for your certificate, unit 1:displaying information using ICT Entry 3 on Thursday 25th November.

Next, you'll be working on spreadsheets with Microsft Excel. Continue to work hard, attend every class and I'm sure you'll pass ICT. Well done Amira.

# Engin Murat.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 6 - Professional Behaviour (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/IRR Investigati	ng Rights and Responsibilites, ID1MB	US2-1DA11B/PRB Professional Behaviour

# Comments / Reference / Targets

Complete Unit 6 assignment tasks 1a, 1b, 2 and 3 as soon as possible: hand

in to me so that I can review your work. The final deadline for corrected

submissions is Friday 20<sup>th</sup> January 2012.

Comments:

David Wheeler.

**Smart Targets:** 

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using	g Office Equipment with FS IT	

Smart Targets: Attainment and Realistic

You have completed most of the tasks for Working in Business and Administration, Using Office Equipment and Information Technology. You must now begin to collate marked evidence for each unit in a portfolio of evidence by 31 March 2012, so that you can concentrate on your Functional Skills ICT at Entry Three. You will start the first round of your mock tests in

your next lesson and must ensure that you read the questions carefully to

understand what is required for each task.

Marcia Hamilton.

Comments:

Subject	Attendance	Punctuality
Entry 2		
ESOL 16-18 E2A Literacy (T)	0%	0%
(ESFMYNG1-1DA11A)	(1)	(1)
Numeracy E2	·	·

# **Comments / Reference / Targets**

This learner has been transferred to E3 Numeracy class. Nahid Karamali.

Subject	Attendance	Punctuality
Entry 3		
ESOL 16-18 E3 Workskills	0%	0%
GpB (T) (ESEMYNG1-	(1)	(1)
1DA11B) Numeracy E3		

# **Comments / Reference / Targets**

Amira has 84 % attendance which is almost OK. She needs to make sure she comes to all classes.

Amira works well in class and in groups.

She needs to work on Fractions , Decimals and percentages.

She will use www.bbc.co.uk/skillswise/numbers to practice these and bring print outs to class by 11 Jan.

Chris Anglin.

Subject	Attendance	Punctuality
GCSE Maths GCSE Maths Fnd TGpB (GC2MMTH1_1DA11B) (T)	100% (10)	100% (10)
Modules:		
GC2MMTH1-1DA11B/ENG GCSI	Maths Fnd	

1- Complete all the Unit 2 apply and assess for each chapter before the Unit 2

Exam on 7th of March 2012.

Smart Targets: 2- Attend all the mock exams for Unit 2.

3- Work with Unit 3 alongside Unit 2 (only the chapters that we study in class)

Comments: Seval Fadil.

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# **Personal Targets**

Area of Development:	H I. I. 1. 1. 1	Amira Sharif <b>Date Set:</b> 8 February 2012 <b>Deadline:</b> 7 March 2012
S.M.A.R.T. Target:	The Target I set to my self is to practice more to my unit 2 exams papers and to use study skills centre to get more help to my maths.  To get ready to my exams on 7 march 2012.	

Area of Development:	time management-deadline course work	Amira Sharif  Date Set: 8 February 2012  Deadline: 29 March 2012
S.M.A.R.T. Target:	The Target I want to achieve is to complete unit 9 before the deadline, which is 29th March, 2012.	Deadine. 29 March 2012

Area of Development:	meet deadline	Amira Sharif  Date Set: 22 February 2012  Deadline: 30 March 2012
111	To meet unit 18 deadline I need to plan what needs to be done first and to ask the teacher what I didn't understand.	Deading. 30 March 2012

# **Tutor Review**

# Comments / Reference / Targets

Review Term: Spring

Review: Once again a good term's work for Amira. Her attendance and punctuality remains extremely high, her behaviour is very good, she is a good team player and extremely supportive of others.

Issues Raised: Just continue working at your weak areas.

Hazel Griffith.

Review Term: Autumn

Review:

The class have completed a thorough induction which included getting to know other students, rules for writing sentences, parts of speech, the marking scheme, a tour of the college and a college information quiz, organising folders and filling in application forms for voluntary work. We have also covered some work on the environment and started Skills for Life Unit 8 - Topic 'Working Lives' - covering jobs vocabulary, definitions and various discussions on the world of work. We will continue on this topic for the rest of this term and complete more application forms, write CVs, covering letters and practise mock interviews.

Amira has responded well to the lessons and is a very good listener who always pays attention when the teacher is talking. She always completes her homework on a regular basis and to a very good standard. She usually does well in the weekly spelling tests and did quite well in the End of Block Assessment. She is a very polite and respectful student.

Amira needs to continue to work as well as she has been. She needs to record all of her spelling mistakes and new vocabulary and make sure that her folder is well organised at all times.

Issues Raised: A very all-round good student. Well done!

Debbie Chittock.

Review Term: Autumn

Review:

Amira is preparing for ESOL E3 exams in Speaking and Listening, Reading and Writing, as well as E3 Numeracy and ICT.

She is a very capable learner who picks things up quickly. She is very serious and hardworking and always completes her work on time. Her writing is quite strong also and I feel confident that she will be able to pass all of her exams this year and progress to L1 next year. Her attendance is outstanding and she has not missed one single lesson. WShe has good study skills and is able to organise herself effectively. She listens well in the class and is able to follow instructions easily.

She is a pleasure to teach and gets on very well with everyone!

Issues Raised: Keep up the good work!

Debbie Chittock.

Review Term: Spring

Review: Amira is an excellent student who always works hard and is very helpful to other students and teachers alike. She complete all of her class work and homework on time and has begun to use the study skills centre recently. She passed the mock exams in reading and writing recently and having passed her speaking and listening should go on to pass all of her ESOL exams. She has some areas of weakness in numeracy and needs to focus on fractions, amounts, ratios and 24hr time. I am confident that Amiora will progress to L1 next year. It would be beneficial for Amira to mcomplete some work experience in the future to help with her long term career goals.

#### Issues Raised:

- 1. Continue with the good work/ attendance / timekeeping.
- 2. Use the Study Skills Centre for ESOL and numeracy support.

Debbie Chittock.

Review Term: Autumn

Review: Completion of assignments.

Issues Raised: Struggled to meet assignment deadlines at the same time.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review:

Issues Raised:

 To maintain your excellent attendance, punctuality and completion of assignments on the course, well done.

 To improve your communication and presentation skills which has the tendency to reflect on your self-confidence, motivation and performance on the course.

Benson Osejindu.

Review Term: Autumn/Spring/Summer

Review: Outstanding task 3.1 in unit 22 (Ideas for Small Business) assignment which is now long overdue, the most recent reminder was Monday 27th February 2012.

Issues Raised: Outstanding assignment in unit 22, Ideas for Small Business.

# Benson Osejindu.

Course	Attendance	Punctuality
GCSE Maths Fnd TGpB	100%	100%
BTEC L1 Business Admin TGpB	98%	99%