The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Angel Rusev

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) | 96% (8) | 100% (10) | |
| Modules: | | | |
| K4EMESL1-1DA11A/ICT ICT | | | |

Comments / Reference / Targets

1. Produce at least 2 successful searches using the Internet and find information on the following topics: vitamin contents in fruits/vegetables and finding repair services in London. He will present information as printouts and written records.

Smart Targets:

- 2. Use a CD/DVD/memory stick to find information about at least 2 different countries and produce prints as evidence.
- 3. Use an Email programme to send and receive at least 2 messages, each containing a minimum of 10 words. Use an electronic address book to select recipients for the email message. Reply to at least one email message.

Angel has achieved good progress in using MS Word to produce documents including posters and tables and in using the Internet to find information. He has also used MS Excel to calculate totals of numeric data using formulas.

Comments:

Angel has achieved his targets for this period. He has successfully produced more than 2 documents with a minimum of 10 words and at least 1 picture. He has produce more than 3 successful searches using the Internet.

Ubavka Skramic.

| Subject | Attendance | Punctuality | |
|--|------------|--------------|--|
| YPC A2E ESOL Functional ICT (YPC A2E ESOL) | 90% (5) | 100% (10) | |
| Modules: | | | |
| K4EMESL1-1DA11A/ICT ICT | | | |

Comments / Reference / Targets

In the next review period Angel will:

- 1. Update/format 1 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 message and send at least 1 message containing a minimum of 5 words.
- 4. Create at least 1 MS Excel file, enter and calculate total of a set of numbers.

Comments:

Mangel has started this course in November and is progressing well in using MS Word to create and save documents. He is able to use different text enhancing styles including bold, italic and underlined and can move/ text as well as insert pictures into documents.

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.

Ubayka Skramic.

| Subject | Attendance | Punctuality | |
|---|------------|-------------|--|
| YPC A2E ESOL YPC A2E ESOL GpA (Tutorial and General Unit) | 93% (7) | 92% (6) | |
| Modules: | | | |
| K4EMESL1-1DA11A/ESL ESOL | | | |

Comments / Reference / Targets

Smart Targets: To write slowly and on the line.

Comments:

So far we have been looking at housing and ways of travelling. You have learned about different ways of travelling, telling the time and buying a ticket.

You are a very pleasant learner but you need to be a bit more serious with your work. You enjoy reading your story book.

Please try to come to all your classes. You attendance is 90% but could be improved.

Hazel Griffith.

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 five things in the house, after each lesson. 2. always write my letters nicely and on the line. | |

| Area of Development: | Reading, writing, speaking and listening | Hazel Griffith Date Set: 25 January 2012 Deadline: 25 January 2012 |
|----------------------|--|--|
| S.M.A.R.T. Target: | I will try to come to all my classes every day to improve my attendance. | Deadinie. 23 January 2012 |

| Area of Development: | Reading, writing, speaking and listening | Hazel Griffith Date Set: 23 February 2012 Deadline: 23 February 2012 |
|----------------------|--|--|
| S.M.A.R.T. Target: | Please write slowly and nicely. Try to write on the line. Copy three sentences every day. | Joanner 20 i Ostidati y 20 i 2 |

Tutor Review

Comments / Reference / Targets

None.

| Course | Attendance | Punctuality |
|-------------------------|------------|-------------|
| YPC A2E ESOL E1/E2 TGpA | 93% | 96% |