The College of Haringey, Enfield and North East London



Learner Review

30 January 2012

Learner: Kai Huang

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

Smart Targets:

In the next review period Kai 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 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:

Comments:

Kai has started this course in November and is progessing very well. He can use MS Word to create and save documents. He is also able to use different text enhancing styles including bold, italic and underlined and can move/ text as well as insert pictures and borders into documents. He uses the online translator to help him understand the tasks which is very good for his progress. Kai' attendance has been excellent.

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: | Describes continue en el de la continue el del de la continue el de la continue el de la continue el de la continue el del de la continue el de la continue | Hazel Griffith Date Set: 18 January 2012 Deadline: 18 January 2012 |
|----------------------|---|--|
| S.M.A.R.T. Target: | I need to 1. ask my friend three questions about his house. 2. write five sentences about my house using the present tense. | boudinio. 10 danidary 2012 |

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Tutor Review

Comments / Reference / Targets

None.

| Course | Attendance | Punctuality |
|-------------------------|------------|-------------|
| YPC A2E ESOL E1/E2 TGpA | 99% | 96% |