The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Pauline Jama

Personal Tutor: Ashi Akbar

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 E2B (T) (ESFMYNG1-1DA11B) ICT Class	86% (4)	100% (10)			
Modules:					
ESFMYNG1-1DA11B/ICT ESOL-ICT					

Comments / Reference / Targets

In the next review period Paulina will:

- 1. Create/format 3 Word processing document including letters.
- 2. Produce at least 3 successful searches using the Internet to find information about weather, geography and transport.
- 3. Use Email to receive at least 2 message and send at least 2 message containing a minimum of 15 words.
- 4. Create at least 1 MS Excel file, enter and calculate total of a set of numbers using formulas

Paulina has achieved very good progress in using MS Word to create format documents. She is able to use different text enhancing styles, move text as well as insert pictures, borders and tables into documents. She has also used MS Excel to create spread-sheets and calculate totals of numeric data using simple formulas. She is a very keen learner and well behaved in class.

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 various formulas.

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Personal Targets

Smart Targets:

Comments:

Area of Development:	Speaking	Ashi Akbar Date Set: 14 September 2011 Dardling: 14 September 2011
S.M.A.R.T. Target:	Ask questions in class to get name, country, age and marital status from 4 students, using 'what/Where and How' Answer questions in class to give my name, age and other personal information. To be able to talk about self and others re- personal information	Deadline: 14 September 2011

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Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: personal tutor review

Issues Raised: none

This term students have been studying about asking and giving information regarding people's lives and jobs , talking about hopes for the future, comparing places, people's lives, jobs, asking questions and showing that they are interested, checking and clarifying information, reading about changes in a community and writing about important events in their life.

Paulina is very good at spelling and the presentation of her work is always excellent. She is also a confident reader and she is able to read confidently in front of the class. Paulina is able to understand other teachers and students, however at times she finds it difficult to explain herself properly to others.

Paulina needs some extra help with her spoken English she can do this by speaking to more students in the class. She also has some issues with grammar she can visit the library and take a grammar book out to help her on this topic. Paulina has been shown where the grammar books are in the library so she will take one for herself.

Ashi Akbar.

Review Term: Spring

Review: Entry2B

Issues Raised: none

This term students have been asking for and giving information about people's lives and jobs, talking about hopes for the future, comparing places and people's lives and jobs. They have also asked questions and showed they are listening. Students have read about changes in a community and have also Written about important events in their lives.

Paulina is very good at reading she is a confident reader and is able to read coherently and correctly. Her spelling is also very good. She is able to spell words which are appropriate to her level. Her handwriting is very neat and she has very good presentation skills.

Paulina needs to take more books out on grammar as this is something that she needs extra help with. She has one book that she has started to use, but still needs more practise.

Ashi Akbar.

Course	Attendance	Punctuality
ESOL 16-18 E2 TGpB	91%	99%