The College of Haringey, Enfield and North East London



Learner Review

06 March 2012

Learner: Abdellah Boudoukha Personal Tutor: Debbie Chittock

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

Comments / Reference / Targets

1.Create at least 3 documents with a minimum of 20 words and at least 1

picture.

Smart Targets: 2. Create at least 2 tables in MS Word.

3. Create at least 1 MS Excel spreadsheet file.

Abdellah has achieved good progress in using MS Word to create and save documents. He is able touse different fonts and text enhancing styles including bold, italic and underlinedand knows how to move/copy text as well as to change text alignment. He has demonstrated ability toinsert and format

pictures from the Clip art gallery into word processing documents.

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Comments:

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Personal Targets

Area of Development:	Writing	Debbie Chittock Date Set: 18 October 2011 Deadline: 18 October 2011
S.M.A.R.T. Target:	Abdellah's spelling is quite weak. He has started to update his spelling list from his mistakes and will complete this. He will then learn them by looking, covering, spelling and checking. His teacher will check this in his next tutorial by testing him. He did not complete but will bring and be tested next Tuesday (6th Dec).	Deadline: 18 October 2011

Area of Development:	llo a real	Debbie Chittock Date Set: 18 October 2011 Deadline: 1 November 2011
S.M.A.R.T. Target:	Abdullah made some mistakes in the diagnostic assessments with finding specific information. He will practise reading to extract exact information by completing 2 comprehension exercises in which he will need to use the Internet.	

Area of Development:	II C	Debbie Chittock Date Set: 29 November 2011 Deadline: 29 November 2011
S.M.A.R.T. Target:	Abdellah spoke to me using past simple about what he did at the weekend. He had quite a few mistakes in the verbs that he used and he has a record of this. He will practise doing this in his own time and then he will do it again in his next tutorial. His target is to improve on the first time by making less mistakes.	Deadline: 29 November 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review:

Attendance - 93%

Punctuality - 95%

Abdellah's attendance and punctuality are good.

He is an able student who usually works well but sometimes gets distracted. Sometimes ne works very well but at other times he seems to want to do nothing at all.

He needs to work on his spelling, use of tenses and punctuation in order to improve his writing. He also needs to practise reading for detail in a text.

He does not always complete homework and tutorial work on time - currently he needs to hand in his listening reports which were due on 13th December 2011.

He will need to work hard in all his lessons to complete all of the Edexcel Personal & Social Development Units within the deadline. I am confident that with continued effort he will be able to pass the Entry Speaking and Listening exams in April.

Issues Raised: Some concerns about his behaviour and performance

Debbie Chittock.

Review Term: Spring

Review:

Abdellah's attendance is 85% and punctuality is 89%. He is progressing slowly and works well when he actually gets his head down and works. He is currently on Report for his attendance, timekeeping and performance in class and seems to be responding positively to this.

He scored 21/30 in the recent mock exams for speaking and listening. He made a mistake with the listening part of the test, did not follow all tasks as directed and had difficulty with question forms, tenses, subject and verb agreement.

He needs to complete his homework and all tutorial work on time and be more serious in class.

Issues Raised:

Debbie Chittock.

Course	Attendance	Punctuality
ESOL 16-18 E3 Workskills TGpB	85%	89%