# The College of Haringey, Enfield and North East London



# **Learner Review**

30 January 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)	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.

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## **Personal Targets**

Area of Development:	Reading, writing, speaking and listening	Hazel Griffith <b>Date Set:</b> 18 January 2012 <b>Deadline:</b> 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.	Dodding. 10 danidary 2012

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

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
YPC A2E ESOL E1/E2 TGpA	91%	95%