# The College of Haringey, Enfield and North East London



## **Learner Review**

08 March 2012

Learner: Diako Mohammadi 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	57% (1)	88% (4)		
Modules:				
ESFMYNG1-1DA11B/ICT ESOL-ICT				

#### Comments / Reference / Targets

In the next review period Diako will:

- 1. Create/format 2 word processing document including letters.
- 2. Produce at least 2 successful searches using the Internet to find information about weather, geography and transport.

**Smart Targets:** 

- 3. Use Email to receive at least 2 messages and send at least 2 message containing a minimum of 10 words.
- 4. Create at least 1 MS Excel file, enter and calculate total of a set of numbers using formulas
- 5. Attend every lesson and always come on time.

Diako has achieved good progress in using MS Word to create and format documents. He is able to use different text enhancing styles, insert/resize pictures, add borders and tables into documents. He has also used MS Excel to create spread-sheets and calculate totals of numeric data using simple formulas. However, Diako must improve his attendance and punctuality.

Comments:

In the next term we will continue with using MS Word to format documents, 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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## **Tutor Review**

Comments / Reference / Targets

Review Term: Autumn

Review: Personal tutor

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 communityand writing about important events in their life.

Diako is good at speaking and is able to listen and understand things that are discussed in class. He is confident in speaking and during classroom discussions he often participates and is able to give his opinion on topics.

He needs help with his spelling and writing he can use a dictionary to help him with his writing and he can take out a handwriting book to help him form letters. Overall Diako is a very bright and enthusiastic student with a lot of potential.

Ashi Akbar.

Review Term: Autumn/Spring/Summer

Review: E2B

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.

Diako is a very confident speaker and he enjoys speaking and listening during class and group discussions. His listening skills have also improved and he is able to listen and complete gap fills (listening for information). Diako needs to practise his hand writing as this often distracts from the presentation of his work. He also needs to concentrate on spelling by using a dictionary.

#### Ashi Akbar.

Course	Attendance	Punctuality
ESOL 16-18 E2 TGpB	86%	99%