The College of Haringey, Enfield and North East London



Learner Review

08 March 2012

Learner: Brigitta Meszaros 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	79% (3)	100% (10)		
Modules:				
ESFMYNG1-1DA11B/ICT ESOL-ICT				

Comments / Reference / Targets

1. Create/format 2 Word processing document including letters.

2. Produce at least 2 successful searches using the Internet to find Smart Targets: information about weather, geography and transport.

3. Use Email to receive at least 2 messages and send at least 2 message containing a minimum of 10 words.

Brigitta has achieved very good progress in using MS Word to create and format documents using different text enhancing styles. She knows how to insert/resize pictures add page borders and tables into documents. She has also used MS Excel to create a spread-sheets file and calculated totals of numeric data using simple formulas for addition.

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 community and writing about important events in their life.

Brigitta is good at speaking and is very confident at expressing her opinion to teachers and other students in the class. She is able to spell very well and is able to spell correctly during dictation lessons on Mondays.

Brigitta needs more help with her grammar and especially British English as she learnt American English in her country. Later on she would like to study citizenship units as she would like to learn more about the country and settle here permanently in the future.

Ashi Akbar.

Course	Attendance	Punctuality
ESOL 16-18 E2 TGpB	87%	99%