# The College of Haringey, Enfield and North East London



# **Learner Review**

30 January 2012

Learner: Johan Sebastian Hinestroza Alzate

### **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)	86% (4)	100% (10)			
Modules:					
K4EMESL1-1DA11A/ICT ICT					

#### **Comments / Reference / Targets**

I will create at least 3 word processing documents and use the correct

spacing for words, punctuations and paragraphs.

Smart Targets: I will change the font and font size of text and use bold/ italic styles to make

the text look different.

I will insert clip art pictures and images from the internet into at least 3

documents.

#### Comments:

In this term the students will work on basic features of MS Word, word processing programme, to create/save/print documents, use of the keyboard command keys and shortcut key combination. We will also focus on theuse of different text enhancing styles including font styles, bold, italic and underlinedand how to move/copy text. We will work and inserting and formatting images from the clipart gallery and from the Internet.

#### Ubavka Skramic.

Subject	Attendance	Punctuality			
YPC A2E ESOL Functional ICT (YPC A2E ESOL)	92% (6)	100% (10)			
Modules:					
K4EMESL1-1DA11A/ICT ICT					

#### **Comments / Reference / Targets**

1. Create at least 4 documents including posters, tables and letters with a minimum of 15 words and at least 1 picture.

#### **Smart Targets:**

2. Create at least 1 MS Excel spreadsheet file and use simple formula to calculate totals.

Johan has achieved excellent progress in using MS Word to create and save documents. He is able touse of 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 to insert and format pictures from the Clip art gallery into word processing documents.

In the next review period Johan willwork on using MS Word to create posters, add page borders, create formal/informal letters, as well as insert and format tables. He will also start using MS Excel and use MS Outlook email program for communication.

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## **Personal Targets**

Area of Development:	ID a adimar vivitinar ama alimar anad liataninar	Hazel Griffith  Date Set: 18 January 2012  Deadline: 18 January 2012
S.M.A.R.T. Target:	I need to     1. memorise five new words about things in the house, after each lesson.     2. begin a sentence with a capital letter when I write.     3. put a full stop at the end of each sentence when I write.	Deaume. To January 2012

Comments:

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
YPC A2E ESOL E1/E2 TGpA	95%	96%