Learner Review

09 September 2011

Learner: Dudu Miah
Personal Tutor:

Key to Attendance and Punctuality percentages

- 100% to 91% is green status
- 90% to 85% is amber status
- 85% 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	Attendance	Punctuality
Job Centre Plus ESOL Employability Stifford 1 Group A	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets: Dudu will be able to complete 2 numeracy practice papers for Entry 1

Comments: Dudu has practised numbers involving addition, subtraction, problem sums, graphs.

Radha Roychowdhury.

Subject	Attendance	Punctuality
Job Centre Plus ESOL Employability Stifford 1 Group A	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets: Dudu will be able to identify his skills and complete ASDAN unit 1

Comments:

Radha Roychowdhury.

Subject	Attendance	Punctuality
Job Centre Plus ESOL Employability Stifford 1 Group A	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets: He will be able to complete units 2-5 of ASDAN

Comments: he is aware of the job he wants to do in future

Radha Roychowdhury.

...

Targets

Area of Development:	Personal skills	Radha Roychowdhury **Date Set:** 3 June 2011 **Deadline:** 13 June 2011
S.M.A.R.T. Target:	I will be able to time my tasks and finish 3 tasks on time.	

Area of Development:	Numeracy	Radha Roychowdhury **Date Set:** 2 August 2011 **Deadline:** 2 September 2011
S.M.A.R.T. Target:	Complete 2 test papers for numeracy exams.	

Area of Development:	speaking	Radha Roychowdhury **Date Set:** 9 September 2011 **Deadline:** 16 September 2011
S.M.A.R.T. Target:	You will be able to say 3 sentences on why you want to do the job of a chef in the future	

Personal Tutor Summary

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:
1

Issues Raised:

Dudu will be able to open and shut down the computer on his own for the next 2 computer lessons. he will be able to open MS word and type his name and address.
Radha Roychowdhury.

Review Term: Autumn/Spring/Summer

Review: 2

Issues Raised:

Dudu will be able to identify 2 contexts for listening activities.
Radha Roychowdhury.

Review Term: Autumn/Spring/Summer

Review: 3

Issues Raised: He will be able to solve 5 questions on handling data

Radha Roychowdhury.

Course	Attendance	Punctuality