The College of Haringey, Enfield and North East London



Learner Review

18 January 2012

Learner: Dagmara Markowska Personal Tutor: Emma James

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
Numeracy Numeracy E3 Day TGpE (BSEMPNU1_0DA11E)	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets: Please see the front of your E-ILP for numeracy target

Dagmara has been a great student. She attends well and is quietly confident

Comments: in her numeracy skills. Dagmara has been revising for the exam in June, as

well as learning new, higher level numeracy-Well done Dagmara, keep it up

Emma James.

Subject	Attendance	Punctuality
Numeracy Numeracy E3 Day TGpE (BSEMPNU1_0DA11E)	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets:

Progression Report:

Comments:

Dagmara is an excellent student. She is very able numerically and we would

be happy to progress her onto a higher level of numeracy. I believe Dagmara is applying to do an accountancy course next year-I wish her every success-

Well done Dagmara

Emma James.

Subject	Attendance	Punctuality
Literacy Level 1 & 2 English L1 Day TGpA (BS1MENG1_1DA11A)	0% (1)	0% (1)

Term One - What we have been learning in class so far:

- Understanding the writing process
- Basic grammar and punctuation
- Skimming, scanning and close reading
- Identifying the main point, working out what a word means and looking for specific detail
- Reading comprehension on Rosa Parks

My tutor's feedback

- Attendance & Punctuality: Punctuality and attendance is excellent.
- Attitude to learning: Good but needs to concentrate more.

Suggested target:

Wt/1.3 to punctuate sentences correct so that meaning is clear.

How

Use a punctuation book and work through the exercises so that your understanding of punctuation improves.

Judy Brady.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 23 - Ideas for a Small Business (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/ISB Ideas for Small Business , ID1MBUS2-1DA11B/TUT Tutorial		

Comments / Reference / Targets

1. To complete the following tasks 1.1, 1.2, 2.1 and 2.2

Smart Targets: by 10th November 2011.

2. To complete task 3 by 17th November 2011.

Comments:

Benson Osejindu.

Subject	Attendance	Punctuality
Numeracy Numeracy E3 Day TGpE (BSEMPNU1_0DA11E)	0% (1)	0% (1)

We have looked at place value for whole numbers and decimals, addition and subtraction skills, solving worded problems and reading a scale.

Dagmara is a very competent student. She completes her work to a high standard.

I would like to see Dagmara contributing more to class discussions, and talking less to friends.

Emma James.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) E3 Unit 5/L1 Unit 14 - Working in Business and Administration (T)	100% (10)	100% (10)
Modules:		
ID1MBUS2-1DA11B/UOE Using Office Equipment with FS IT		

Comments / Reference / Targets

Smart Targets: Specific and Measurable

Comments: I intend to complete Tasks One-Three of my assingment by the end 25

November 2011.

Marcia Hamilton.

Subject	Attendance	Punctuality
ICT 1st Steps ICT 1st Steps E3 Autumn GpB (CREMFST1_1DAS1B) (T)	100% (10)	100% (10)
Modules:		
CREMFST1-0DAS1B/ICT E3 ICT		

The topics covered so far:

Unit 1: Displaying information using IT

Using Microsoft Word

- -using of the software
- -Formatting of the document (using different Alignment, font style/size, emphasis, line spacing and page margins)
- -Inserting pictures from ClipArt (resizing and re-positioning of the pictures

Unit 2: Searching for Information using ICT

Internet

- -Getting into Internet Explorer
- -Different terminologies (Web browser, Search Engine, Hyperlink, Keywords, Internet Search Provider, http, website addresses, www, etc)
- -Searching for information using keywords and typing in of different website addresses
- -Printing of webpages

Help facilities (in Internet Explorer and Microsoft Word)

Using Removable media (eg CDs)

Dagmara is a very capable learner, learns fast and produces excellent work at all times. She has achieved Unit 1 and currently working towards Unit 2. Sheshows good understanding of the subjects covered and a very mature & positive attitude/approach towards her learning. Good attendance and punctuality records. If she continues with this, she will do very well in the course and the future.

Shirley Harvey.

Subject	Attendance	Punctuality
BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 6 - Professional Behaviour (T)	95% (7)	100% (10)
Modules:		
ID1MBUS2-1DA11B/IRR Investigating Rights and Responsibilites, ID1MBUS2-1DA11B/PRB Professional Behaviour		

Complete Unit 6 assignment tasks 1a, 1b, 2 and 3 as soon as possible: hand

in to me so that I can review your work. The final deadline for corrected

submissions is Friday 20th January 2012.

Comments:

David Wheeler.

Smart Targets:

Subject	Attendance	Punctuality
Literacy Level 1 & 2 English L1 Day TGpA (BS1MENG1_1DA11A)	86% (4)	100% (10)
Modules:		
BS1MENG1-0DA11A/ENG English L1		

Comments / Reference / Targets

Term One - What we have been learning in class so far:

- Understanding the writing process
- Basic grammar and punctuation
- Ways of reading
- Black history: reading comprehension on Rosa Parks
- Understanding how texts are organised
- Recognising the purpose and audience of a text
- Recognising the features of instruction texts

My tutor's feedback

- Attendance OK (91%)
- Punctuality: Very good (97%)
- Attitude to learning: Good

Suggested target:

Rt/1.1 trace and understand the main events in different purposes of text.

Ws/1.2 to use correct grammar such as subject verb agreement and correct use of tenses

How

To read a variety of text to learn language appropriate to different purposes of text.

To complete the upper intermediate grammar and vocabulary units set in your target.

Judy Brady.

Subject	Attendance	Punctuality

BTEC Level 1 Diploma in Business & Administration (Tottenham) Unit 19 - Creating Business Documents with FS English (T)		100% (10)
Modules:		
ID1MBUS2-1DA11B/CBD Creating Business Documents		

Comments / Reference / Targets

Smart Targets: Assignment

You have met all assignment deadline, all work related to this unit has been

completed and handed in for assessment.

Comments:

You have also demonstrated a good understanding of this unit which is a reflection of all the evidence provided for this assignment, keep it up.

Benjamin Cobblah.

Subject	Attendance	Punctuality
Literacy Level 1 & 2 English L1 Day TGpA (BS1MENG1_1DA11A)	0% (1)	0% (1)

Comments / Reference / Targets

Smart Targets: You need to recognise how language and the layout of a text helps you to

identify the purpose of a text.

Comments: Use the purpose grid to help you.

Judy Brady.

Subject	Attendance	Punctuality			
ITQ User Skills AW L1 ITQ IT User Skills Spr GpB (T) (AW1MITQ1_1DBS1B)	93% (6)	100% (10)			
Modules:					
CREMFST1-0DAS1B/ICT E3 ICT					

1. To complete Revision exercises 1-3 in Word Producing unit by 17/03/11.

Smart Targets:

2. To be able to complete WP Mock and Assessment by 24/03/11, and then to start with Spreadsheets unit.

The topics covered so far this term:

oFile Management

-File Management structure using Window Explorer (creating folders, copying/moving files into them, using print screens)

oWord Processing

Comments:

- -Intro to MS Word entering and manipulating text, formatting text (using different font, sizes emphasis, alignment, page margins, line spacing, bullets
- -Tables (inserting a table, resizing rows/columns, borders & shadings)

Dagmara, a quietly confident young lady, very good in her work. She learns fast but sometimes she does her work in a hurry and as such some of the vital details are left out. She should take her time to read and follow instructions with precision so as to achieve excellence. Good attendance/punctuality record. If she stays focused, she will do very well in the future.

Shirley Harvey.

..

Personal Targets

Area of Development:	ljk l	Dagmara Markowska Date Set: 9 November 2011 Deadline: 9 November 2011
S.M.A.R.T. Target:	i have to complete my all asigments for Benson and complete the business plan as well for Mr Benson nad just whate for all other teachers to give me the feed back for my all done work.	Deadline: 9 November 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: Dagmara works well. She tends to rush her work and she needs to slow down and check it carefully. She gets on well with everyone and completes her classwork.

Issues Raised: She needs to check her work carefully. She also needs to use her punctuation book as she will be assessed within the next six weeks.

Judy Brady.

Review Term: Spring

Review: Dagmara is progressing well and her skills have improved.

Issues Raised:

Judy Brady.

Review Term: Summer

Review:

Dagmara has been a good student. Her attendance is good and she has worked quietly when in class.

All work has been completed to a high standard.

Well done Dagmara

Issues Raised: None

Emma James.

Course	Attendance	Punctuality
BTEC L1 Business Admin TGpB	91%	100%