The College of Haringey, Enfield and North East London



Learner Review

06 March 2012

Learner: Melicia Mendes Fernandes Teixeira

Personal Tutor: Debbie Chittock

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 Accelerate - Step Up | 0% | 0% |
| Taking Part in Sport | (1) | (1) |

Comments / Reference / Targets

Sports and Recreation Enrichment Program

This program enables all Students' to experience a wide variety of sport activities. The various recreational facilities available are Football, Basketball, Badminton, Table Tennis, and Circuit Training. Also available is the extensive full body fitness training, within the Shokk Gym.

As well as the practical side there is a theory side whereby all students are able to achieve two Units from the National Open College Network (NOCN). The levels start at Introductory, Foundation and Intermediate.

This is Melicia first week and she enjoyed playing Basketball and Badminton. Melicia interacted well with her peers very well as this was her first week.

Collin Salmon.

| Subject | Attendance | Punctuality | |
|---------|------------|-------------|--|
| | 0% | 0% | |
| | (1) | (1) | |

Comments / Reference / Targets

The group has been learning the following at entry level 3 functional skills: -

Whole numbers; Understanding the use of whole numbers.

Handling data; Extracting and using information from tables, charts and graphs and making comparisons from the information.

This has been Melicia first week and has show knowledge and understanding when completing her class work. Melicia came into class prepared with the right attitude with the appropriate stationary.

Collin Salmon.

| Subject | Attendance | Punctuality |
|---|--------------|--------------|
| YPC A2E ESOL YPC A2E ESOL GpB Jan (T) (Tutorial and General Unit) | 100% (10) | 100% (10) |
| Modules: | | |
| K4EMESL1-0DA11B/ICT ICT, K4EMESL1-0DA11A/GPT Grp Tutorial | | |

Comments / Reference / Targets

Melicia's target is to be able to write 5 sentences, in the right word order, by Smart Targets:

the end of term

Since the beginning of term we have focused on, introductions, describing

people, families, describing jobs and wants and needs. Melicia has responded

very well and produced some very good work. Her written work is both creative and interesting. She also offers valuable contributions in class.

Nicholas Ifill.

Comments:

| Subject | Attendance | Punctuality | |
|-------------------------|------------|-------------|--|
| | 100% | 100% | |
| | (10) | (10) | |
| Modules: | | | |
| K4EMESL1-0DA11B/ICT ICT | | | |

Comments / Reference / Targets

Targets:

In the next review period we will continue to work on using different removable media as a source of information such as CD-ROM/DVDs/memory stick and using ICT for communication, such as Email and text messaging.

Melicia will:

Smart Targets:

- 1. Produce at least 2 successful searches using the Internet and find information on the following topics: vitamin contents in fruits/vegetables and finding repair services in London. She will present information as printouts.
- 2. Use a CD/DVD/memory stick to find information and maps about at least 2 different countries and produce a print as evidence.
- 3. Use Email to send and receive at least 2 messages, each containing a minimum of 10 words. Use an electronic address book to select recipients for the email message. Reply to at least one email message.

In this review period we have been studying advanced features of MS Word-word processing programme to insert and format pictures from the Clip art gallery, create tables, format rows/columns within a tableand using the Internet to find information about different subjects, including transport, geography and weather. We have also used removable media such as a CD ROM to search for information.

Melicia has achieved very good progress in using MS Word to produce good quality documents including posters and in using the Internet to find, record and present information.

Comments:

Melicia has achieved all her targets for this period. She has successfully produced 3 documents with a minimum of 10 words and at least 1 picture. She has produced more than 4 successful searches using the Internet to find information. She has completed all of the work required for the achievement of the word processing related unit - Unit 2A and working towards achievement of the Unit 2B - Finding Information using ICT, which he is expected to complete by 20/03/2011.

Melicia is a polite student and well behaved in class.

Ubavka Skramic.

| Subject | Attendance | Punctuality |
|--|--------------|--------------|
| | 100% (10) | 100% (10) |
| Modules: | (10) | (10) |
| K4EMESL1-0DA11A/ESL Esol, K4EMESL1-0DA11B/ESL Esol | | |

Comments / Reference / Targets

Smart Targets:

Write a postcard to a family member using personal pronouns and adjectives of appearance to talk about your visit to the British Museum.

This academic term the class, under the themes of Personal information and Family have been working on personal pronouns, exchanging personal information, describing people, adjectives of appearance and personality, wh questions, the use of apostrophes to contract and show possession.

The language and grammar points have been using all four language skills reading, writing, speaking and listening to develop the learners'

communication. Basic and key vocabulary has also been covered to reinforce learning.

Melicia is a keen and pleasant learner. She gets along well with her peers and teaching staff. In class she is helpful and makes positive contributions. I am starting to see and hear more of this as her confidence grows.

As a result of her steady progress I have put her forward to sit the Speaking and Listening exam after Easter.

Mike Lezama.

Comments:

| Subject | Attendance | Punctuality |
|---------|------------|-------------|
| | 0% | 0% |
| | (1) | (1) |

Comments / Reference / Targets

Smart Targets:

1.Read instructions more carefully

The group has been learning the following functional skills Numeracy, topics

at an Entry Level Handling Data

Charts and Graphs

Shapes 2 and 3 Dimensions

Melicia has started the term very well with the right attitude.

Comments:

Melicia has the ability to pick things up very quickly and completes her work to

a good standard.

Melicia confidence has improved and interacts well during lessons as well as

working with her peers.

Melicia needs to read instruction more careefully as at times can make small miscaluculations. It has been a pleasure to teach Melicia. Well done keep this

up.

Collin Salmon.

| Subject | Attendance | Punctuality |
|---------|------------|-------------|

| Entry 2 | 97% | 89% |
|--|-----|-----|
| ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A) | (8) | (5) |
| Modules: | | |
| ESFMYNG1-1DA11A/ESL ESOL, ESFMYNG1-1DA11A/GPT Gp Tut, ESFMYNG1-1DA11A/TUT 121Tut | | |

Comments / Reference / Targets

Smart Targets:

Comments: see tutor review

Debbie Chittock.

| Subject | Attendance | Punctuality |
|---------------------|------------|-------------|
| YPC A2E ESOL | 0% | 0% |
| ESOL (YPC A2E ESOL) | (1) | (1) |

Comments / Reference / Targets

She just started today and I am doing an Initial assessment with her today. Report will be written for her for the next term. She has good behaviour so far Azize Asan.

| Subject | Attendance | Punctuality |
|--|--------------|--------------|
| Entry 2 ESOL 16-18 E2A Literacy (T) (ESFMYNG1-1DA11A) ICT Class | 100% (10) | 100% (10) |
| Modules: | | |
| ESFMYNG1-1DA11A/ICT ESOL-IC | T | |

Comments / Reference / Targets

1. Place images behind text in Microsoft Word.

2. Write 10 sentences about your country.

3. Find out 10 facts about your country that you didnt know using the

internet.

Comments:

Smart Targets:

Melicia is a dediacted and motivated learner. She takes her studies seriously and has a very positive attitude to learning. In class she is hardworking and eager to learn. She always completes her homeork on time and as a result has achieved 100% in her weekly spelling test numerous times. Well done!

Elmira Atashzaran.

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Personal Targets

| Area of Development: | Reading | Debbie Chittock Date Set: 26 September 2011 Deadline: 3 October 2011 |
|----------------------|--|--|
| S M A R T Target | Melicia's initial and diagnostic assessments were both consolidating. She had some problems with reading for detail. She will read a quick reader from the library called Follow Me by Sheila O'Flanagan and complete a book report and answer some detailed questions on the story. She will do this by 3rd Oct 2011 and give the book report to her teacher. | |

| Area of Development: | Speaking | Debbie Chittock Date Set: 15 November 2011 Deadline: 15 November 2011 |
|----------------------|---|---|
| S.M.A.R.T. Target: | Melicia is not able to use past simple very confidently. She has a record of her mistakes and will practise using it outside college. She will do it again with her teacher in her next tutorial and her target is to have made an improvement. | Bodding: 10 110vollipol 2011 |

| Area of Development: | Writing | Debbie Chittock Date Set: 26 September 2011 Deadline: 21 November 2011 |
|----------------------|--|--|
| S.M.A.R.T. Target: | Melicia has some difficulties with writing about her personal information and had a lot of problems with tenses of past simple, present simple and present continuous. She will complete the diagnostic writing task again and work on getting the tenses right. She will give this to me by Monday 3rd Oct 2011. Melicia needs to work on writing sentences for personal information (Name, age, where from, hobbies, reasons for coming to class, etc). Melicia will write 10 sentences and give to me by Monday 3rd Oct 2011. Melicia completed this late on November 14th but did not complete properly. She will do it again and give to me by 21st November 2011. | Dedumie. 21 November 2011 |

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review: ESOL level

Issues Raised: Needs to be set

She just started today and I am doing an Initial assessment with her today. Report will be written for her for the next term. She has good behaviour so far.

Azize Asan.

Review Term: Autumn/Spring/Summer

Review: Please refer to my subject review

Issues Raised:

Nicholas Ifill.

| Review Term: Autumn |
|--|
| Review: |
| Attendance - 97% |
| Punctuality - 91% |
| Well done - your attendance is well above the college target. Please come to all lessons on time to improve your punctuality. |
| You are behind with two tasks for the tutorial work (Listening Report due 5th Dec and Writing 10 sentences for information 21st Nov) and you don't always complete your homework on time. However in class you do pay attention quite well when the teacher is talking and work hard. |
| In order to improve you need to improve your use of capital letters and full stops, increase your vocabulary, use apostrophes and practise using present continuous and present simple. If you continue to work in this way I am quite confident that you will be able to pass the Speaking and Listening exam and complete the Personal and Social Development Portfolio assignments in time. |
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| Issues Raised: No issues raised |
| Debbie Chittock. |
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Review Term: Spring

Review:

Melicia is progressing slowly. Her attendance is good and her timekeeping too. She is not very confident and often appears not to be too happy in class. She does not answer many questions in class but is aware and trying to address these issues.

In the recent mock exams for speaking and listening she did not pass. She did not speak enough and her pronunciation made it difficult to understand her. She needs to improve her use of tenses, forming questions and turn taking.

She made a mistake with listening part of the mock exam and needs to practise her listening more by completing her tutorial targets and watching as much TV at home in English as he can. In addition she needs to find friends and social activities which will involve her speaking English to increase her language skills.

Issues Raised:

Debbie Chittock.

| Course | Attendance | Punctuality |
|--------------------|------------|-------------|
| ESOL 16-18 E2 TGpA | 98% | 91% |