The College of Haringey, Enfield and North East London



Learner Review

06 March 2012

Learner: Fatima Sumaya Mohamed 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
Entry 3 ESOL 16-18 E3 Workskills GpB (T) (ESEMYNG1- 1DA11B) ICT Class	100% (10)	100% (10)
Modules:		
ESEMYNG1-1DA11B/ICT ESOL-ICT		

Comments / Reference / Targets

Smart Targets:

- 1. Create at least 3 documents including posters, tables and letters with a minimum of 15 words and at least 1 picture.
- 2. Create at least 1 MS Excel spreadsheet file, enter numbers and text and use simple formula to calculate totals.

Comments:

Fatima is doing well in class. She is able touse of different fonts and text enhancing styles including bold, italic and underlined and knows how to move/copy text as well as to change text alignment. She has demonstrated ability to insert and format pictures from the Clip art gallery into word processing documents.

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Personal Targets

Area of Development:	Writing	Debbie Chittock Date Set: 11 October 2011 Deadline: 18 October 2011
S.M.A.R.T. Target:	Sumaya had some problems with punctuation in her diagnostic assessment - with some confusion over small letters and capital letters and not using full stops to finish her sentences. She needs to write the alphabet in upper and lower case and write a text of at least 100 words about herself checking all of her lower case and capital letters and her use of full-stops.	Deadine: 10 October 2011

Area of Development:	II C I	Debbie Chittock Date Set: 15 November 2011 Deadline: 15 November 2011
S.M.A.R.T. Target:	Sumaya's speaking is quite strong for an E3 student but she is not confident at using comparatives. She will practise this with her mum and will do it again in her next tutorial. She will compare Sweden and England and tell me at least 10 things.	

Area of Development:	IID!::	Debbie Chittock Date Set: 11 October 2011 Deadline: 22 November 2011
S.M.A.R.T. Target:	Sumaya did quite well in her reading diagnostic assessment and she is consolidating. She has some difficulty in reading for detail and will complete a detailed reading comprehension exercise.	

Tutor Review

Comments / Reference / Targets Review Term: Autumn Review: Attendance - 100% Punctuality - 100% Sumaya's attendance and punctuality are outstanding - well done!!! She is usually works well but often distracts and annoys others, especially boys, by messing around. I have spoken to her about this and expect to see an immediate improvement. She needs to work on his spelling, use of tenses and punctuation in order to improve her writing. Sumaya often doesn't understand instructions and needs to listen or read more carefully so that she does. She does not always complete homework and tutorial work on time - currently she needs to hand in her listening reports which were due on 6th December 2011. She will need to work hard in all his lessons to complete all of the Edexcel Personal & Social Development Units within the deadline. I am confident that with continued effort she will be able to pass the Entry Speaking and Listening exams in April. Issues Raised:

Issues Raised: Behaviour and completing work on time.

Debbie Chittock.

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Review:

Sumay's attendance is 91% and punctuality is 100%. She is progressing slowly and usually works well in lessons. She is quite immature at times and is always getting into arguments with other learners.

She scored 23/30 in the recent mock exams for speaking and listening. She did made any mistakes with the listening part of the test which was very good. However she had difficulty with grammar - forming questions, subject and verb agreement, is/are. In addition she did not take turns well with her partner.

She needs to complete her homework and all tutorial work on time and contribute more in class if she wants to progress to L1 next year.

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Issues Raised:

Debbie Chittock.

Course	Attendance	Punctuality
ESOL 16-18 E3 Workskills TGpB	91%	100%