The College of Haringey, Enfield and North East London



Learner Review

18 January 2012

Learner: Irina Bud

Personal Tutor: Ashi Akbar

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 2 ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B) ICT Class	100% (10)	100% (10)			
Modules:					
ESFMYNG1-1DA11B/ICT ESOL-ICT					

Comments / Reference / Targets

1. Continue with excellent attendance and time keeping.

2. Create at least 3 documents (posters, letters, tables) with a minimum of 15 words each and at least 1 picture.

3.Create at least 1 MS Excel spreadsheet file, enter numbers and text and use simple formula to calculate totals.

Irina is working hard and progressing well in developing her skills in MS Word. She is able touse of different fonts and text enhancing styles including bold, italic and underlinedand knows how to move/copy text . She has demonstrated ability to insert and format pictures from the Clip art gallery into word processing documents.

Irina needs to improve her understanding of hardware/software and input/output devices.

In the next review period Irina will work on using MS Word to create tables, type letters, create posters, and use the MS Excel to create spreadsheets. She will also start using MS Outlook email program for communication.

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Comments:

Smart Targets:

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Personal Targets

Area of Development:	Writing target	Ashi Akbar Date Set: 28 September 2011 Deadline: 28 September 2011
S.M.A.R.T. Target:	Write eight sentences using 'make' and 'do' use the examples that we dioscussed in class to help you as well as gammar worksheet 58.1. This needs to be done by Tuesday 4th October	Deddine. 20 coptember 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn

Review: personal tutor

Issues Raised: none

This term students have been studying about asking and giving information regarding people's lives and jobs , talking about hopes for the future, comparing places, people's lives, jobs, asking questions and showing that they are interested, checking and clarifying information, reading about changes in a communityand writing about important events in their life.

Irina is a hardworking and very enthusiastic student. In class she works hard and is progressing well. She is currently on target to pass her speaking and Isitening edam at Entry 2 by the end of this year.

Ashi Akbar.

Course	Attendance	Punctuality
ESOL 16-18 E2 TGpB	85%	100%