# The College of Haringey, Enfield and North East London



## **Learner Review**

06 March 2012

Learner: Gintare Rakauskaite 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:

Gintare has achieved very good progress in using MS Word to create and save documents. She is also able touse of different text enhancing styles including bold, italic and underlined and how to move/copy text as well as to change text alignment. She has demonstrated an ability to work on her own initiative.

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## **Personal Targets**

Area of Development:	Writing	Debbie Chittock  Date Set: 1 November 2011  Deadline: 8 November 2011
S.M.A.R.I. Target:	Gintare will improve her use of apostrophes by writing 20 sentences. 10 with apostrophes for letters missing and 10 for possession. She will give this to me by Tues 8th Nov.	Deading. 6 November 2011

Area of Development:	Reading	Debbie Chittock  Date Set: 1 November 2011  Deadline: 22 November 2011
S.M.A.R.T. Target:	Gintare had a few problems with scanning for detail when reading. She will complete an Internet task using Wikipedia and answer 12 questions. She will complete by Tuesday 22nd November.	Doddinio. 22 November 2011

Area of Development:	llo	Debbie Chittock  Date Set: 29 November 2011  Deadline: 29 November 2011
S.M.A.R.T. Target:	Gintare spoke to me about her previous weekend but made quite a lot of mistakes using past simple. She has a record of these mistakes and is going to practise using past simple in her free time. She will then do this again in her next tutorial and her target is to make less mistakes than the first time.	

## **Tutor Review** Comments / Reference / Targets Review Term: Autumn Review: Attendance - 97% Punctuality - 100% Gintare's attendance and punctuality are excellent - well done!! She is an able student who usually works well but sometimes gets distracted and can be quite lazy. Sometimes she works very well but at other times she complains a lot instead of getting on with her work. She works quite well with others but is not keen on sharing this information with the rest of the class. She needs to work on her spelling, use of tenses and punctuation in order to improve her writing. He also needs to practise reading for detail in a text. She does not always complete homework and tutorial work on time - currently he needs to hand in her listening reports which were due on 10th January 2011. She will need to work hard in all her 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: Debbie Chittock. Review Term: Spring Review: Gintare's attendance is 92% and punctuality is 100%. She is progressing slowly and usually works well in lessons. She is quite immature sometimes and does not work well independently. She scored only 16/30 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. She only made mistakes with grammar (question forming, gerunds) vocabulary, turn taking, could not spell her name and was very nervous throughout. She needs to make sure she completes her homework and all tutorial work on time to be able to progress to L1 next year. Issues Raised:

Course Attendance Punctuality

Debbie Chittock.

ESOL 16-18 E3 Workskills TGpB 93% 100%