# The College of Haringey, Enfield and North East London



# **Learner Review**

30 January 2012

**Learner: Makcos Fagunes** 

### **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 A2E ESOL Functional ICT (YPC A2E ESOL)	100% (10)	100% (10)			
Modules:					
K4EMESL1-1DA11A/ICT ICT					

#### **Comments / Reference / Targets**

In the next review period Marcos will:

- 1. Update/format 2 word processing documents using different styles.
- 2. Produce at least 1 successful search using the Internet to find information about weather and transport.
- 3. Use Email to receive at least 2 message and send at least 2message containing a minimum of 5 words.
- 4. Create at least 1 MS Excel file, enter and calculate total of a set of numbers.

#### Comments:

Marcos has started this course recently and already achieved very good progress in using MS Word to create and save documents. He is also able to use different text enhancing styles including bold, italic and underlined and can move/ text as well as insert pictures into documents. He is a very keen learner and very well behaved in class. Marcos' attendance has been excellent.

In the next term we will continue with using MS Word to format document, use the Internet as a source of information. We will start working on using the ICT for communication, such as Email and text messaging and MS Excel to calculate totals of numeric data using an appropriate formula.

Ubavka Skramic.

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# **Personal Targets**

Smart Targets:

Comments:

Area of Development:	Reading, writing, speaking and listening.	Hazel Griffith  Date Set: 18 January 2012  Deadline: 18 January 2012
S.M.A.R.T. Target:	I need to ;  1. memorise the names of five things in my house, after every lesson.  2. write three sentences about my house.	Journal 18 Sandary 2012

# **Tutor Review**

### Comments / Reference / Targets

None.

Course	Attendance	Punctuality
YPC A2E ESOL E1/E2 TGpA	96%	99%