# The College of Haringey, Enfield and North East London



# **Learner Review**

08 March 2012

**Learner: Evaldas Cepaitis** 

Personal Tutor: Izabela Honeyman

### **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
AAT 2 Accounts AAT 2 Accounts Full Time with English GpA (T) (Tutorial and General Unit)	92% (6)	100% (10)
Modules:		
T2NV2MACE2-1DA11A/PAY Payroll Unit 1, NV2MACE2-1DA11A/AAT AAT		

#### Comments / Reference / Targets

Smart Targets: 3

By  $14^{\mbox{th}}$  of November complete Practice Test 1 from the e-zone in the 'Basic

Accounting 1' Tutorial.

By 16<sup>th</sup> of November in your 'Basic Account 1' Tutorial book highlight the

chapters which cover topics for your revision - where you have made the

errors.

By 21<sup>st</sup> November re-do the tasks from the highlighted chapters in the 'Chapter Activities' pack. Check your answers with the original tasks.

Izabela Honeyman.

Comments:

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2D (T) (ESFMYNG1-0DA11D)	100% (10)	100% (10)
Modules:		
ESFMYNG1-0DA11D/ESL Esol		

This term the class have been analysising different cultures that make up British society. As part of this skills for life unit students practiced a variety of different skills. They listened for information about peoples lives, listened to tine of voice for feelings, gave personal information and descriptions of people and things and took part in everyday conversations. In order to develop their reading and writing skills they obtained information about different texts, used a simple dictionary, wrote and invitation and described people and things.

Evaldas has been working very hard this term. He answers questions and is able to write short questions and sentences using simple present, past and present continuous. In class he completes coursework the majority of the time, but can become easily distracted. Homework tasks are completed on time and to the best of his ability.

S.M.A.R.T target: Evaldas will write 7 sentences about himself and 6 sentences about his friend's education with correct past tense verbs. He will use12 verbs in the past tense correctly when talking about his education in the past.**Eg: came / went / travelled** 

He will express his opinion in 8 sentences about things he likes or doesn't like about objects with "because" and "so". He will write 10 sentences about my education in the past

Ashi Akbar.

Subject	Attendance	Punctuality
AAT 2 Accounts	86%	100%
Basic Costing	(4)	(10)
Modules:		
NV2MACE2-1DA11A/AAT AAT		

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

Smart Targets:

3

1. By 3rd November practice Basic Costing Practice Test 1 and 2 from the website www.osbornebooks.co.uk

Comments:

2. By 4th of November, highlight the areas of weakness and revisit in your Costing tutorial text book.

3. By 9th November, re-do the AAT CBA tests in preparation for the exam to be held on the 10th November. Check your answers with the answers provided.

Jacqueline Dyett.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2D (T) (ESFMYNG1-0DA11D) ICT Class	100% (10)	100% (10)
Modules:		
ESFMYNG1-0DA11D/ICT ICT		

#### Targets:

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

#### Evaldas 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. He will present information in different formats such as printouts and written records.
- 2. Use a CD/DVD/memory stick to find information about at least 2 different countries and produce prints as evidence.
- 3. Use an Email programme 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 term 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 health.

Evaldas has achieved very good progress in using MS Word to produce high quality documents including posters and tables and in using the Internet to find, record and present information, for example about transport, geography and health. He has demonstrated an ability to work on his own initiative.

#### Comments:

Evaldas has achieved his targets for this period. He has successfully produced 3 documents with a minimum of 10 words and at least 1 picture. He has produce more than 3 successful searches using the Internet and find information

He has completed all 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.

#### Ubayka Skramic.

Subject	Attendance	Punctuality
AAT 2 Accounts AAT 2 Accounts Full Time with English GpA (T) (Tutorial and General Unit)	96% (8)	100% (10)
Modules:		
NV2MACE2-1DA11A/TUT Tutorial, NV2MACE2-1DA11A/PAY Payroll		

**Smart Targets:** 

Comments: Practice AAT assessments from AAT website twice by 07/12/11.

Izabela Honeyman.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2D (T) (ESFMYNG1-0DA11D)	100% (10)	100% (10)
Modules:		
ESFMYNG1-0DA11D/ESL Esol, ESFMYNG1-0DA11D/GPT Grp Tutorial/Esol, ESFMYNG1-0DA11D/121 121 Tutoria		

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

**Smart Targets:** 

Comments:

This block students have been working towards improving their writing for the reading and writing exams which will take place soon. During this time they have worked in groups and on their own in order to improve spelling, grammar and punctuation. In class students have practiced timed tests and have worked towards their weak areas for homework and in class.

Evaldas is a good confident reader and he is able to read and pronounce words correctly as he is familiar with the English alphabet. He is also good at listening as he concentrates well in class and always remains focused and alert he is a very friendly. He passed his speaking and listening exam which means he needs to pass reading and writing if he wants to go to Entry 3 or Level 1 next year.

Evaldas needs some extra help with his speaking because at times he feels uncomfortable speaking in front of large groups or an audience. He will need to do more practice with this if he is able to succeed in the future. His writing is good but he has issues with spelling and also with the presentation of your work because at times it is difficult to read so he needs to slow down in order to write neatly and clearly.

Ashi Akbar.

Subject	Attendance	Punctuality
AAT 2 Accounts AAT 2 Accounts Full Time with English GpA (T) (Tutorial and General Unit)	98% (9)	100% (10)
Modules:		
NV2MACE2-1DA11A/PAY BAII		

Smart Targets: 1

Excellent progress as you have passed Basic Accounting II very well.

Target:

Comments:

1. Attend all the lessons on time to complete the BTEC Money and Finance

assignments by 30/03/2012

Izabela Honeyman.

### Comments / Reference / Targets

None.

Abdulsemed Galchu.

Subject	Attendance	Punctuality
AAT 2 Accounts AAT 2 Accounts Full Time with English GpA (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
NV2MACE2-1DA11A/TUT Tutorial		

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

Smart Targets: 3

1. Attend all classes (100%)

Comments: 2. Complete BTEC Money and Finance assignments by 23/03/2012

3. Pass WEAF unit of AAT by 10/03/2012

Izabela Honeyman.

Subject	Attendance	Punctuality
AAT 2 Accounts Functional English (AAT L2 FT & FT with English)	100% (10)	100% (10)
Modules:		
NV2MACE2-1DA11A/FSE FS English		

Smart Targets: Choose topic for discussion . Research topic for discussion

Comments: Excellent attendance and attitude to work in class

Gale Ortanca.

Subject	Attendance	Punctuality
AAT 2 Accounts AAT 2 Accounts Full Time with English GpA (T) (Tutorial and General Unit)	98% (9)	100% (10)
Modules:		
NV2MACE2-1DA11A/AAT WEAF, NV2MACE2-1DA11A/CPA CMPA		

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

Well done so far. Here are your targets

Smart Targets: 1.Attend all classes regularly and on time

2. Complete BTEC Money and Finance assignments by 23/03/2012

Comments:

Jacqueline Dyett.

Subject	Attendance	Punctuality
AAT 2 Accounts Functional English (AAT L2 FT & FT with English)	100% (10)	100% (10)
Modules:		
NV2MACE2-1DA11A/FSE FS English		

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

Smart Targets: Choose topic for discussion . Research topic for discussion

Comments: Excellent attendance and attitude to work in class

Gale Ortanca.

Subject	Attendance	100% (10)	
AAT 2 Accounts Functional English (AAT L2 FT & FT with English)	100% (10)		
Modules:			
NV2MACE2-1DA11A/FSE FS Englis	ih		

Using the lettter framework write a complaint letter to a retail company:

describe the problem and what you want them to do, check spelling. When

finished use a thesaurus and change at least 6 verbs or adverbs.

Comments:

Gale Ortanca.

**Smart Targets:** 

Subject	Attendance	Punctuality	
AAT 2 Accounts Functional Mathematics (AAT L2 FT & FT with English ) (T)	100% (10)	100% (10)	
Modules:			
NV2MACE2-1DA11A/FSM FS Maths			

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

Use the links below to practise: problem solving and decimals.

http://www.bbc.co.uk/skillswise/topic/problem-solving

http://www.cimt.plymouth.ac.uk/projects/mepres/book7/bk7i12/bk7\_12i1.htm

Comments:

**Smart Targets:** 

Well done!

Patrick Hines.

Subject	Attendance	Punctuality	
AAT 2 Accounts Functional English (AAT L2 FT & FT with English)	100% (10)	100% (10)	
Modules:			
NV2MACE2-1DA11A/FSE FS English			

#### Comments / Reference / Targets

Using the lettter framework write a complaint letter to a retail company:

Smart Targets: describe the problem and what you want them to do, check spelling. When

finished use a thesaurus and change at least 6 verbs or adverbs.

Comments: Gale Ortanca.

# **Personal Targets**

Area of Development:	Costing	Evaldas Cepaitis  Date Set: 5 October 2011  Deadline: 22 October 2011
S.M.A.R.T. Target:	My target is to revise everything i've done until now as minimum a few hours a day/seven days a week for the upcoming Basic Costing exam!	Deadinie. 22 October 2011

Area of Development:	Costing	Evaldas Cepaitis  Date Set: 5 October 2011  Deadline: 22 October 2011
S.M.A.R.T. Target:	I am going to spend my evenings revising the Basic Costing book and writing info to remember it.	

Area of Development:	Evaldas Cepaitis <b>Date Set:</b> 2 November 2011
S.M.A.R.T. Target:	Doadling: 10 November 2011

### **Tutor Review**

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

Review Term: Autumn

Review: You have made an excellent progress on the AAT Level 2 course. You have passed your first examination in Basic Costing unit, which is a great achievement. Keep up the hard work and commitment and I am sure you will successfully complete the course. Well done.

Issues Raised:

Izabela Honeyman.

Review Term: Spring

Review: You have passed all your exams first time round, which is an excellent achievement. Well done.

Issues Raised:

none

Izabela Honeyman.

Review Term: Spring

Review:

You have passed all your exams first time round, which is an excellent achievement. Well done.

Issues Raised: none

#### Izabela Honeyman.

Course	Attendance	Punctuality
AAT 2 Accounts with English T	98%	99%