The College of Haringey, Enfield and North East London



Learner Review

06 March 2012

Learner: Mary Frempong

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

1. Continue with excellent attendance and punctuality.

Smart Targets:

2.Create at least 3 documents including letteres, posters and tables with a minimum of 20 words each and at least 1 picture.

3. Create a simple spreadsheet uisng MS Excel.

Mary has very good understanding of the input/output devices and hardware/software. She has achieved good progress in using MS Word to create and save documents. She is able touse of different fonts and text enhancing styles including bold, italic and underlinedand 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.

Ubavka Skramic.

Comments:

..

Personal Targets

Area of Development:	Reading	Debbie Chittock Date Set: 27 September 2011 Deadline: 4 October 2011
S.M.A.R.T. Target:	Mary had problems in her diagnostic assessment with reading and filling the gaps. She will practise this skill with the help of a dictionary and she will complete 2 worksheets that her teacher will give her. She will complete this by Tuesday 11th October.	Boading: 4 Colodol 2011

Area of Development:	13.87.34	Debbie Chittock Date Set: 27 September 2011 Deadline: 4 October 2011
S.M.A.R.T. Target:	Mary has some difficulty with using commas (,) in her sentences. She needs to use joining words instead such as - so, but, because, and, etc. Mary will write 30 sentences about herself, her family, her country, etc and use a joing word in the middle of every sentnce.	Deadine. 4 October 2011

Area of Development:	O -i	Debbie Chittock Date Set: 15 November 2011 Deadline: 15 November 2011
	Mary is quite a confident speaker for E3 but makes some mistakes with her use of past simple. She has a record of her mistakes on paper and will practise this outside her classes. She will then talk about her weekend again in her next tutorial.	Boudine. 10 November 2011

Tutor Review Comments / Reference / Targets Review Term: Autumn Review: Attendance - 100% Punctuality - 100% Mary's attendance and punctuality are oustanding - well done Mary! She is a very hardworking and serious learner who also undertakes her responsibilities as the class rep very well. She is mature for her age and gets on with others. She needs to work on his spelling, use of tenses and punctuation in order to improve his writing. She also needs to practise reading for detail in a text. She always completes her homework and tutorial work on time - at the moment she has no tutorial targets outstanding. Well done! She will need to work hard continue to work hard in all her lessons to complete all of the Edexcel Personal & Social Development Units within the deadline. I am confident that she will be able to pass the Entry Speaking and Listening exams in April with no difficulty. Issues Raised: No issues Debbie Chittock. Review Term: Spring Review: Mary's attendance is 96% and punctuality is 100%. She is progressing well and works well in lessons. She is the class rep and is a very mature and responsible learner. She scored 22/30 in the recent mock exams for speaking and listening. She made a mistake with the listening part of the test which was disappointing. She made mistakes with grammar (question forming, gerunds, word order and prepositions) vocabulary and turn taking. 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:

Debbie Chittock.

Course Attendance Punctuality

ESOL 16-18 E3 Workskills TGpB 96% 100%