The College of Haringey, Enfield and North East London



Learner Review

18 January 2012

Learner: Albena Emin

Personal Tutor: Jake Douglas

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 GpA (T) (ESEMYNG1- 1DA11A) Numeracy E3	100% (10)	100% (10)	
Modules:			
ESEMYNG1-1DA11A/FSM FS Maths			

Comments / Reference / Targets

Rounding amounts in context of pre-packaged sizes.

Smart Targets: I will use a recipe, and list the size and cost of each container I need to buy

for each ingredient by 16 January. I will total the cost of all ingredients in the

£1.11 format.

Albena has performed well and is also progressing well. She achieved 70% in

Comments: her Nov. test and has been entered for the E3 Functional skills exams in

June.

Chris Anglin.

Subject	Attendance	Punctuality	
Entry 3 ESOL 16-18 E3 Workskills GpA (T) (ESEMYNG1- 1DA11A) ICT Class	100% (10)	100% (10)	
Modules:			
ESEMYNG1-1DA11A/ICT ESC	DL-ICT		

Comments / Reference / Targets

1. Improve attendance and punctuality.

2. Write 10 sentences about your country.

3. Find out 10 facts about your country that you didnt know using the

internet.

Comments:

Smart Targets:

Albena is a very enthusiastic and motivated learner. She works well in class and regularly completes her work on time and to a high standard. She always completes her homework and as a result has regularly achieved high marks in

her weekly spelling tests. Well done!

Elmira Atashzaran.

Subject	Attendance	Punctuality
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Entry 2	89%	100%	
ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B) ICT Class	(4)	(10)	
Modules:			
ESFMYNG1-0DA11B/ICT ICT			

Comments / Reference / Targets

In this term we have been studying basic features of MS Word, word processing programme, to create/save/print documents, enter text, use of the shift key to type capital letters and the enter key to start a new paragraph. The students have been studying how to use of different text enhancing styles including bold, italic and underlined and how to move/copy text.

Albena has achieved very good progress in using MS Word to create and save documents. She is also able to use of different text enhancing styles including bold, italic and underlined and knows how to move/copy text as well as to change text alignment and insert clipart pictures into a document. Se has demonstrated an ability to work on here own initiative.

Albena's attendance has been excellent and she always comes on time.

Targets:

In the next review period we will work on using MS Word to format pictures from the Clip art gallery, create tables and use the Internet to find information.

In the next review period Albena will:

- 1. Continue with excellent time keeping and attendance.
- 2. Create at least 3 documents with a minimum of 15 words and at least 1 picture.
- 3. Produce at least 3 successful searches using the Internet and find information about healthy eating, travel and geography.

Ubavka Skramic.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B)	100% (10)	100% (10)
Modules:		
ESFMYNG1-0DA11B/121 121 Tutorial, ESFMYNG1-0DA11B/ESL Esol, ESFMYNG1-0DA11B/GPT Grp Tutorial		

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.

Albena is a very enthusiastic and well motivated student. She needs to comment more in class if she would like to develop her speaking skills further. She always completes her class work on time and the presentation of it is usually very good. She needs to focus on spelling and punctuation if she would like to develop her writing more.

S.M.A.R.T target: Albena will make 6 questions about items in a shop usingWH questions.

She will express her opinion in 8 sentences about things she likes or doesn't like about objects with" because" and "so". She will ask questions about sizes and colours using polite language with a range of adjectives.

She will express her opinion in 5 sentences about things she likes or doesn't like about objects.

Ashi Akbar.

Subject	Attendance	Punctuality	
Entry 2			
ESOL 16-18 E2B (T)	0%	0%	
(ESFMYNG1-1DA11B)	(1)	(1)	
Numeracy E2			

Comments / Reference / Targets

Albena is a Consolidationg E3 student.

She has 100% attendance. Excellent.

she will access www.bbc.co.uk/skillswise/numbers and do simplify fractions worksheet by 24 Jan.

Chris Anglin.

Subject	Attendance	Punctuality		
Entry 2 ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B) Numeracy E2	100% (10)	100% (10)		
Modules:				
ESFMYNG1-0DA11B/NUM Nun	neracy			

Albena has 100% attendance and punctuality. Excellent.

She is a conscientious and keen and Consolidating student.

He maths language for problems and instructions and fractions work needs attention.

She will complete Fraction matching exercises (1/2, 1/10 etc) on homework page and write final solution in words, by 31 Jan.

Chris Anglin.

Subject	Attendance	Punctuality	
Entry 2 ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B) ICT Class	91% (5)	100% (10)	
Modules:			
ESFMYNG1-0DA11B/ICT ICT			

Targets:

In the next review period 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.

Albena will:

Smart Targets:

1. Produce at least 3 successful searches for information: one using the Internet, one using the Help facility in MS Word to solve a problem and one using the CD/DVD/memory stick to find information about at least 2 different countries.

He will present information in different formats such as printouts and written records.

3. Use an Email programme to send and receive at least 2 messages, each containing a minimum of 15 words. Use an electronic address book to select recipients for the email message. Reply to at least one email message.

In this review period 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 and geography.

Albena has achieved excellent progress in using MS Word to produce documents including posters and in using the Internet to find, record and present information, for example about transport, geography and weather. She as able to work on her own initiative.

Comments:

Albena has achieved her targets for this period. She has successfully produced more than 4 documents with a minimum of 15 words and at least 1 picture. She has produced more than 3 successful searches using the Internet to find information.

She has completed all work required for the achievement of the word processing related unit - Unit 3A and working towards achievement of the Unit 3B - Finding Information using ICT, which she is expected to complete this week.

Ubavka Skramic.

Subject	Attendance	Punctuality
Entry 2 ESOL 16-18 E2B (T) (ESFMYNG1-1DA11B)	100% (10)	100% (10)
Modules:		
ESFMYNG1-0DA11B/ESL Esol, ESFMYNG1-0DA11B/GPT Grp Tutorial, ESFMYNG1-0DA11B/121 121 Tutorial		

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.

Albena is most confident at speaking and enjoys answering questions in class and participating in classroom discussions. She works hard and is able to remain focused at all times. She listens well and is able to understand students and teachers within college. She can also understand TV programmes but at times guesses on the meaning of the word by analysing the context.

Albena needs some extra help with her writing, especially her spelling and sometimes grammar as she misuses words such as verbs. Her reading is good as in Bulgaria she did a lot of reading practice and so she is quite confident in this now.

She passed her speaking and listening and now needs to concentrate on reading and writing. She can visit the study skills centre for more help with her writing.

Ashi Akbar.

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Personal Targets

Area of Development:	Grammar	Jake Douglas Date Set: 13 October 2011 Deadline: 13 October 2011
S.M.A.R.T. Target:	I need to improve my use of articles. I will get hold of a copy of Essential Grammar In Use and do some of the exercises from Units 64 to 72. I will show the answers to Jake the week after half term.	Deadine. 15 October 2011

Area of Development:		Date Set: 13 October 2011 Deadline: 13 October 2011
	I need to be able to use prepositions correctly. I will get hold of a copy of English Vocabulary In Use (Pre-Intermediate & Intermediate) & do the exercises from Units 14, 15 & 31. I will show the answers to Jake 2 weeks after half term.	Deadine. 15 October 2011

Tutor Review

Comments / Reference / Targets

Review Term: Autumn/Spring/Summer

Review:

Albena works well in class and der attendance is good. She was not familiar with fractions but has learnt quickly.

She can practice fractions further on www,bbc.co.uk/skillswise/numbers and do fractions exercises for simplifying and print to show teacher by 29 November.

Issues Raised:

Chris Anglin.

Review Term: Autumn

Review: Albena has been working well this term but she needs to gain some confidence in speaking and contribute more to discussions. If she does this, she should have no difficulty in passing the Speaking and Listening exam.

Issues Raised: None

Jake Douglas.

Course	Attendance	Punctuality
ESOL 16-18 E3 Workskills TGpA	100%	99%