# The College of Haringey, Enfield and North East London



## **Learner Review**

08 March 2012

Learner: Zavier Francis

**Personal Tutor: Mario Amico** 

### **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
Cert in Basic Construction Skills Cert in Basic Construction (Plm/Elec) GpA (T) (Tutorial and General Unit)	100% (10)	88% (4)
Modules:		
CR1MBCB2-0DA11A/FSK FS, CR1MBCB2-0DA11A/FST FS Tutorial		

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

Zavier who has a very strong accent and is difficult to understand at times, has a good commitment to working in the classroom and has asked many questions. he needs to improve his writing skills and his vocabulary.

Mario Amico.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction (Plm/Elec) GpA (T) (Tutorial and General Unit)	90% (5)	100% (10)
Modules:		
CR1MBCB2-0DA11A/PRT Practical/Tutorial		

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

This term we have been working towards completing their 1st unit in plumbing skill, where we are asking the learners to be able to bend and make a copper frame in copper pipe to enable the skills of marking out and measuring, which is a requirement not only, for this qualification, but also, in perparation for the Level 2 Plumbing should Zavier wish to continue along that route of learning.

Zavier, has made made good progress and is ready to be assessed, which I forsee at this time completing to a good standard of quality work.

Well done Zavier, keep up the good work.

Eyasu Mulatu.

Subject	Attendance	Punctuality
	80%	76%
	(4)	(3)

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

During this term the whole group worked on the numbers theme, specifically: The four operations as well as rounding and estimating.

Despite enrolling late Xavier had an excellent start and is making steady progress.

Xavier's Maths skills are very good for the purposes of this level; he will be able to make an even better progress if he builds his vocabulary around maths. In order to do so keeping a vocabulary booklet will be helpful where he can write new words alongside illustrations and examples of the word in use. Xavier will also be assigned extra challenging tasks to match his ability.

Kader Bensetti.

Subject	Attendance	Punctuality
ITQ User Skills AW L1 ITQ IT User Skills Atmn GpB (T) (AW1MITQ1_1DAS1B)	100% (10)	100% (10)
Modules:		
AW1MITQ1-0DAS1B/ITU IT User Skills		

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

The topics covered so far this term:

oWord Processing and File Management

- -File Management structure using Window Explorer (creating folders, copying/moving files into them, using print screens)
- -Intro to MS Word entering and manipulating text, formatting text (using different font, sizes emphasis, alignment, page margins, line spacing, bullets
- -Tables (inserting a table, resizing rows/columns, borders & shadings)

#### oSpreadsheets

- -How a spreadsheet works (parts of the spreadsheets rows/columns, cells, cell referencing (names), formula bar
- -Using different functions to enter formulae AutoSum, Divide, Subtract, Multiply, Average. Displaying the formulae
- -Formatting of the spreadsheets (Integer/Decimal places/currency, wrap text, borders/shadings
- -Printing of the spreadsheets (print preview) with or without gridlines and rows/column headings

Zavier is committed learner with good mannerism. He works hard and tries his best to achieve his potential. He does participate and contribute in class activity. Good attendance and punctuality records. He has achieved the Word Processing unit and currently working towards the Spreadsheet unit.

Shirley Harvey.

Subject	Attendance	Punctuality

94%	80%
(7)	(4)

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

Zavier started the course later in the year but he has attended the classes well and caught up with the rest of the class. He has demonstrated strong ICT skill therefore I have moved him up a level to E3

You will need to practice the following skills to prepare for the E3 Exam

- Using a CD top search for information
- using a word processing program help facility to search for information
- using a web browser program help facility to search for information

Marie Scarlett.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction (Plm/Elec) GpA (T) (Tutorial and General Unit)	100% (10)	100% (10)
Modules:		
CR1MBCB2-0DA11A/PRT Practical/Tutorial		

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

Your attendance is very good. But, you have some problem with your punctuality. I would like if you improve it in the future. Your practical skills are improving, if you continue like this, your chance to progress to level 2 is very high. Well done Zavier! Eyasu Mulatu.

Subject	Attendance	Punctuality
	0%	0%
	(1)	(1)

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

Zavier joined the class in November but he soon demostrated that he was able to catch up with the rest of the class. He has a very good knowledge of grammar, his spelling is very good and so is his punctuation. He participated in a E3 mock paper and his result was 23.5/45. This is quite good considering it was the first time he did an E3 paper and some of the topics were unfamiliar to him such as abbreviations and placing and advert. He did very well in filling a form, reading from a dictioanary and reading a map. Zavier should comfortably achieved this level (E3) with the right support. As he has expressed a wish to do a construction related course next year it is very important that he achieves all exams so he has a chance of progressing to Level 1 next year.

Rosa Perez De Guzman.

Subject	Attendance	Punctuality

Cert in Basic Construction Skills	94%	91%
Cert in Basic Construction (Plm/Elec) GpA (T) (Tutorial and General Unit)		(5)
Modules:		
CR1MBCB2-0DA11A/PRT Practical/Tutorial, CR1MBCB2-0DA11A/PRA Practical		

#### Comments / Reference / Targets

Smart Targets: keep up at your present pace.

Comments: Zavier has shown great enthusiasm this term and shows signs of being a

possible level 2 student in the future.

lain Collins.

Subject	Attendance	Punctuality
	100%	87%
	(10)	(4)
Modules:		
BSFMENF1-9DA11A/MTH Maths		

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

- 1) Attempt Extra E3 activities from the Skills For Life Pack assigned by tutor as exetdned study.
- 2) Finish off the Mymaths.co.uk online tutorials.
- 3) Use BBC skillswise Numeracy at Entry 3.

Kader Bensetti.

Subject	Attendance	Punctuality
Access to Building Services Engineering Unit 103 Understand fundamental scientific principles within BSE	82% (4)	82% (4)
Modules:		
CR1MBSE1-1DA11A/THE Theory, CR1MBSE1-1DA11A/TUT Tutorial, CR1MBSE1-1DA11A/PRA Practical		

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

Smart Targets: Assessment

Comments:

Zavier you work at a very confident level in the classroom as well as in the workshop. It is time to get ready for the electrical lighting wiring assessment which I think you will have no problem with at this moment. Tony Antoniou.

Subject	Attendance	Punctuality
	89% (5)	88% (4)
Modules:		

#### BSFMENF1-9DA11A/ICT ICT

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

Zavier has been learning how to send, reply and delete an email.

Zavier is able to recognise a number of common icons in Microsoft Outlook and can independently compose a new message and reply to a received message.

Zavier has taken all 3 assessments in ICT, he is very confident in using computers.

The one thing Zavier does need to work on is his time keeping as he is regularly 10 - 15 mins late for class in the morning and as he hopes to progress to the School of Construction next year, this is something he really needs to improve.

Overall, I am pleased with the progress Zavier has made this year.

Marie Scarlett.

Subject	Attendance	Punctuality
Access to Building Services Engineering Functional Mathmatics (L1 Building Services Engineers GpA&B) (T)	90% (5)	100% (10)
Modules:		
CR1MBSE1-1DA11A/FSM FS	Maths	

#### Comments / Reference / Targets

Smart Targets: 1) Complete bksb, Level 1 Maths Skills check, in March

2) Keep up with new topics in class - Handling data

(Graphs/Charts/Diagrams)

Comments:

3) Revise Numbers (including Fractions / Decimals / Percentages and Ratios)

Rusti Ozoran.

Subject	Attendance	Punctuality
Cert in Basic Construction Skills Cert in Basic Construction (Plm/Elec) GpA (T) (Tutorial and General Unit)	78% (3)	93% (6)
Modules:		
CR1MBCB2-0DA11A/PRT Practica	al/Tutorial, CR1MBCB2-0DA11A/PRA P	ractical

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

Zavier when attending shows commitment to the level 1 programme and can often be found working in a corner somewhere with no interruption. He's willing to give it ago and i can see him producing outstanding results.

lain Collins.

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# **Personal Targets**

Area of Development:		Tony Antoniou <b>Date Set:</b> 14 September 2011 <b>Deadline:</b> 14 September 2011
S.M.A.R.T. Target:	I will fix my punctuality by leaving home more early. I put my hands up to missing some classes and will attend all classes from now on.	·

Area of Development:	Workshop survey	Tony Antoniou <b>Date Set:</b> 21 September 2011 <b>Deadline:</b> 26 September 2011
IIS MIN PI I STABT	The workshop survey must be presented for assessment by the 26th September.	Deadine: 20 September 2011

#### **Tutor Review**

Mario Amico.

# **Comments / Reference / Targets** Review Term: Spring Review: Zavier joined the course in November but has caught up with the rest of the class. In fact, his knowledge in all topics are higher than the majority of his peers. As a result, he has been entered for a higher level (entry 3) in English, Maths and ICT as he has demosntrated he can cope with activities related to this level. He should however, ensure he practises enough to achieve all three exams so he should attend the Study Skill Centre at least once a week to help him with topics that he needs to practise more to comforatably achieve high marks in Literacy and Numeracy. Issues Raised: Although his attendance is good in general, his punctuality needs to improve much more. Rosa Perez De Guzman. Review Term: Summer 11 Review: Issues Raised: Zavier, by missing a few early lessons you need to catch up, you have been able to catch up with your work, but you do not need to be catching up all the time. Tony Antoniou. Review Term: Autumn Review: Issues Raised: A good start to the 203 unit well done with your focussed interest in the classroom. Tony Antoniou. Review Term: Spring Review: zavier needs to improve his work performance thou he achieves well he needs to work harder to get work done on time. Issues Raised:

Course Attendance Punctuality

Cert L1 BldngSrvcsEngnrng TGpA	84%	87%
Cert ITQ Level 2 Atmn TGpA		96%