FOREK
INSTITUTE OF TECHNOLOGY
ARTISANS AND SKILLS TRAINING CENTRE

QUARTERLY PROGRESS REPORT

Project:

MEGA LAP LEARNERSHIP IMPLEMENTATION (LYDENBURG)

To be verified

For (Client):

MPUMALANGA ECONOMIC GROWTH AGENCY

Report Period:

03 FEBRUARY 2020   -31 MARCH 2020

Written By

MR E CHINYUKE

PROJECT MANAGER

Project Name

Implementation Plan for the National Certificate: Further Education and Training Certificate: Generic Management Learnership, with 150 Credits (Qualification ID: 57712). Our plan is to provide quality training and education to individuals and communities of South Africa.

1. Executive Summary

This report will detail the activities that have been undertaken in the first quarter of 2020 towards achieving the key deliverables of the Generic Management Program being presented in Lydenburg.

2. Overview of the Quarterly Progress

2.1 Achievements of the past Quarter

The main activities that were achieved this month were as follows:

Over 30 Learners participating in the Lydenburg Generic Management Program

The first training session at the Lydenburg Branch started on February 3, 2020. We started off with nineteen students attending, with the intention of hosting thirty students. Two weeks later eleven more students joined the course and another week later four more students. The total number of students was at thirty four, but one student was only there for 1 week and did not return (Xavier). On the first of March another student dropped out, Goodman Mkhabela. We currently have thirty two students participating in the program.

2. 2 Challenges experienced

Anticipated Challenges

The learning material would not be up to standard.
Absenteeism.

Unexpected Challenges
Lockdown

2.3 Successes

The successful training of 32 learners.

Learners that arrived late to the course caught up on the work. Being able to stay on course schedules.

Below is the program that was followed during the Generic Management Learnership Program to date:

The Generic Management Learnership unit standards covered so far:

US. ID	Unit Standard Description	Credits		Dates	Venue	
242810	Manage Expenditure against a budget	6	17	February 2020 –	Forek Institute	
			21	February 2020	Of Technology	
242824	Apply leadership concepts in a work context	12	03	February 2020 -	Forek Institute	
			07	February 2020	Of Technology	
242815	Apply the organization in a work environment	5	10	February 2020 –	Forek Institute	
			14	February 2020		
					Of Technology	
242816	Conduct a structured meeting	5	24	February 2020 –	Forek Institute	
			26	February 2020	Of Technology	
242822	Employ a systematic approach to achieving objectives	10	27	February 2020 –	Forek Institute	
			03	March 2020	Of Technology	
242821	Identify responsibilities of a team leader in ensuring that organizational standards are met	6	03	March 2020 –	Forek Institute	
			05	March 2020	Of Technology	
242829	Monitor the level of service to a range of customers	5	05	March 2020 –	Forek Institute	
			09	March 2020	Of Technology	
242819	Motivate and Build a Team	10	09	March 2020 –	Forek Institute	
			11	March 2020	Of Technology	
242811	Priorities time and work for self and team	5	11	March 2020 –	Forek Institute	
			13	March 2020	Of Technology	

119472	Accommodate audience and context needs in oral/signed communication		5	16 19	March 2020 – March 2020	Forek Institute Of Technology	