



QUARTERLY PROGRESS REPORT

Project:
MEGA LEARNERSHIP IMPLEMENTATION

For (Client):
MPUMALANGA ECONOMIC GROWTH AGENCY

Report Period:
DECEMBER 2019-15 MARCH 2020

Written By
IOS Group
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SECTION 1: PROJECT PROGRESS

Project Name

Mpumalanga Economic Growth Agency (MEGA) / Department of Labour Learnership Programme 2020.

- Food and Beverage Handling Processes
- Generic Management

1. Executive Summary

This report details activities of Itumeleng Training Solutions (ITS) for the period December 2019 to 15 March 2020 as pertains to the training of 200 learners as follows:

#	Programme	SAQA ID	NQF Level	Credits	# Learners
1	FETC: Generic Management SMME's and CO-OPS	57712	Level 4	150	125
2	FETC: Food & Beverage Handling Processes	58026	Level 1	128	75

The training has been divided into 6 groups in the Gert Sibande district as follows:

Generic Management							
	Town	Course	Start date	Venue	Learner #	Shortfall	Facilitator
1	Secunda	GM SMME	10-Feb-20	St Peters Church	34		Rachel Kgotseng
2	Secunda	GM Co-op	10-Feb-20	Sasol Rec Centre	37		Irene Moyo
3	Ermelo	GM SMME	10-Feb-20	Cassim Park	23	4	Sibusiso Mnisi
4	Ermelo	GM Co-op	10-Feb-20	West Str Inn / Cassim Park	24	3	Caesar Mongwe
					118	7	

Food & Beverage Handling Processes							
	Town	Course	Start date	Venue	Learner #	Shortfall	Facilitator
1	Secunda	F&B	23-Mar-20	Sasol Rec Centre		39	Thenjiwe Sibiya
2	Ermelo	F&B	17-Feb-20	West Str Inn / Radio Station	36		Mashudu Phaiphai
					36	39	

Summary:

Programme	Active Learner #	Shortfall Learner #
GM Co-op	61	3
GM SMME	57	4
Food & Bev	36	39
TOTALS	154	46

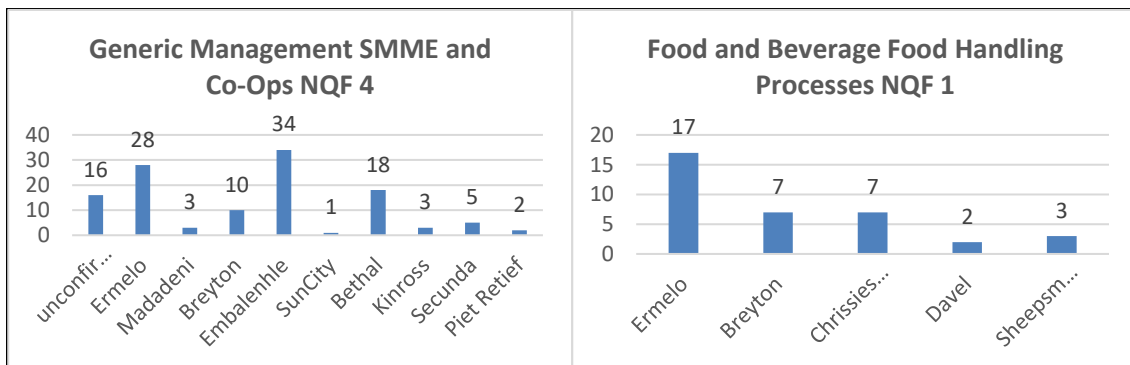
2. Overview of the Quarterly Progress

2.1 Achievements of the past Quarter

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

- Recruitment of 195 learners across both learning programmes against a target of 200, based on UIF learner data, of which 41 are due to start the programme after the reporting period.
- Initiation of 5 of the 6 groups for training. One Food & Beverage group to start Monday 23 March.
- Pre-assessment of all learners already in training programmes concluded
- Recruitment of host employers and placement of 36 Food and Beverage Learners in the workplace

Below are the graphs that show geographic distribution of the learners in the current training groups:



2. 2 Challenges experienced

Anticipated Challenges

1. Learner commitment to the programme: it was expected that learners would indicate acceptance to the programme, and not present themselves for training on day 1, or not return after a few days of training. This was managed with extensive learner communication including regular contact and clarity of expectations at all times. Drop-outs has therefore been largely avoided.
2. Stipend amounts: Learners are generally unhappy with the stipend amount despite the fact that this was clearly communicated before the commencement of the programmes. The main reason for this is the fact that many learners live outside the main towns due to the geographic footprint of the Gert Sibande District, and therefore have higher transport costs. In addition, the Department of Labour officials insisted that learners are recruited from areas that do not have enough workplaces, resulting in these learners having to travel. This has resulted in a few drop-outs as the stipend simply does not cover required transport costs. In some instances committed learners have been hiking to training during the last week of the month once stipends have run out.
3. Loadshedding: this has created both training and network challenges affecting classroom interaction (inability to use projector, powerpoint, etc) as well as communication with learners resulting in delayed information to learners. Teaching has been planned to take this into account.
4. Work Placements: it was anticipated that work-places would be hard to source, for various reasons including previous experiences of work places with learners, challenge of insufficient work places in the geographic areas where learners reside and lack of resources in work places to manage learners. This was mitigated through direct and continual communication with work-places, including extensive support planning and commitment for work places.

Unexpected Challenges

1. Learner recruitment: Training initiation has been delayed substantially by slow learner recruitment. The Department of Labour has not been very cooperative in providing learners for selection. In addition, they refused to allow us to do recruitment ourselves.
2. Placement of learners in more than one programme: through learner recruitment, some learners details were provided to more than one training provider and this resulted in learner confusion and in many instances learners accepted an invitation to join more than one of the programmes. The result of this was that while we had confirmation of learners on programmes, they had already joined another provider programme affecting learner numbers. This was communicated to the Department of Labour during conversations to obtain additional learners.
3. Start dates: while it was anticipated that learner recruitment would provide logistical challenges, it was not anticipated that the impact on start dates would be so severe. The result is that groups started late and without sufficient learners. ITS has subsequently planned for classroom catch up for late starters, which in turn bears more costs to the programme for ITS.
4. COVID-19 has impacted hugely on learners who are fearful and uncertain. This has affected attendance and has resulted in programme suspension. ITS has sent learners home with work that they can do on their own to sustain momentum and is working on distance learning planning should the impact extend over time. The full impact is unknown at this stage.

2. 3 Training Progress

Training progress to date is outlined in the tables below reflecting completed modules to date in each programme:

Generic Management: Module Title	Module Content
Module 1: Human Resources	Motivate and build a team <ul style="list-style-type: none">• US ID 242819• 12 credits Manage individual and team performance <ul style="list-style-type: none">• US ID 11473• 12 credits
Module 2: Meetings	Conduct a structured meeting <ul style="list-style-type: none">• US ID 242816• 4 Credits
Module 3: Financial management	Manage expenditure against a budget <ul style="list-style-type: none">• US ID 242810• 4 credits
Module 4: Personal Management	Apply the organization's code of conduct in a work environment <ul style="list-style-type: none">• US ID 242815• 5 credits Prioritise time and work for self and team <ul style="list-style-type: none">• US ID 242811• 5 credits
Module 5 – Customer Service	Monitor the level of service to a range of customers <ul style="list-style-type: none">• US ID 242829• 5 Credits

Food & Beverage Handling Processes: Module Title	Module Content
Module 1: Professional Behaviour	Behave in a professional manner in a business environment <ul style="list-style-type: none"> • ID 14359 • 5 credits Understand the employer/employee relationship <ul style="list-style-type: none"> • ID 13172 • 3 Credits Identify and discuss inappropriate behaviours in the workplace <ul style="list-style-type: none"> • ID 13174 • 2 Credits Manage time and work processes within a business environment <ul style="list-style-type: none"> • ID 14342 • 4 Credits Plan and manage time in the workplace <ul style="list-style-type: none"> • ID 12513 • 4 Credits
Module 2: Life Skills	Demonstrate knowledge of diversity within different relationships in the South African society <ul style="list-style-type: none"> • ID 14664 • 3 credits Describe and show how the NQF can help me to plan a learning and career pathway <ul style="list-style-type: none"> • ID 13171 • 5 credits Plan to manage one's time <ul style="list-style-type: none"> • ID 15091 • 3 credits Demonstrate an understanding of sexually and sexually transmitted infections including HIV/AIDS <ul style="list-style-type: none"> • ID 14656 • 5 Credits Demonstrate an understanding of factors that contribute towards healthy living <ul style="list-style-type: none"> • ID 14659 • 4 Credits Plan and manage personal finances <ul style="list-style-type: none"> • ID 15092 • 5 Credits

Assessment to date:

- Generic Management: Modules 1 – 4 assessment completed
- Food & Beverage Handling Processes: Modules 1 – 2 assessment completed

3. Progress against planned Outputs for past quarter

Outputs planned between December - March 2020 are as follows:

Target- Key Activities	Progress to date	Outstanding Activities	Proposed completion date
Liaison with UIF for the recruitment of 200 learners	154 learners confirmed and in programmes	<ul style="list-style-type: none">7 General Management confirmed learners still required39 Food & Beverage confirmed learners required	15 April 2020
Placement of 125 learners in Generic Management Level 4 training programmes	118 learners placed	<ul style="list-style-type: none">7 General Management learners still required	
Placement of 75 learners in Food & Beverage level 1 training programmes	36 learners placed	<ul style="list-style-type: none">39 Food & Beverage learners required for Bethal / Secunda training group.Recruitment has taken place and learners have been invited to training starting 23 March 2020	27 March 2020
Placement of 75 Food & Beverage learners in workplaces	36 learners placed	<ul style="list-style-type: none">39 learners to be placed – training group confirmed only by 27 March 2020	30 April 2020
Pre-assessment of 200 learners	154 learners completed	<ul style="list-style-type: none">Last Food & Bev group of 39	Week 23 March 2020
Generic Management: Learning modules 1 - 5	Modules 1 - 5		Learning roll out adjusted to new start date
Food & Beverage Food Handling Processes: Learning modules 1 – 3 2 weeks of workplace learning	Group 1: <ul style="list-style-type: none">Modules 1 – 2 Group 2: <ul style="list-style-type: none">No workplaceNo learning	<ul style="list-style-type: none">Workplace to start for first F&B group 16 March 2020Second F&B group still to be initiated	Learning roll out adjusted to new start dates

4. Pre-Assessment Assessment Process to be followed:

A pre-assessment was conducted with all learners before training, where possible, and during the first week of training where learners started late. All learners in the different training programmes have completed the pre-assessment.

5. Work placement:

Focus has been on placement of Food and Beverage workplace finalisation due to roll out planning priorities.

Food and Beverage Food Handling Processes:

The below list of workplaces was confirmed as options for Food and Beverage Learners:

#	Workplace/Company	Location
1	44 on Ennis Guesthouse	Ermelo
2	Medi-clinic	Ermelo
3	Izimbali lodge	Ermelo
4	La Picasso Guest House	Ermelo
5	Dros	Ermelo
6	Father Moustache	Ermelo
7	Pit-stop	Ermelo
8	Butr Deli	Ermelo
9	West Inn	Ermelo
10	Nandos	Ermelo
11	Donna Bella Guesthouse	Ermelo
12	Spur Apache Steak Ranch	Ermelo

Activities to date:

- Workplaces signed an SLA with ITS
- Workplace and workplace mentor preparation workshops held with all workplaces in the week 9 March 2020
- Workplaces have all signed SETA contracts with learners
- Food and beverage learners to start in workplaces on Monday 16 March 2020
- First site visits scheduled for 24 and 25 March

Generic Management:

The following is a list of host employers prepared to take on learners in the Generic Management programme:

#	Workplace/Company	Location
1	44 on Ennis Guesthouse	Ermelo
2	Bulletin Newspaper	Ermelo
3	Izimbali Lodge	Ermelo
4	La Picasso Guest House	Ermelo
5	Pit-stop	Ermelo
6	Msukalinga Municipality	Ermelo
7	West Inn	Ermelo
8	Leading Prospect Trading (Pit- stop)	Bethal
9	Graceland Casino	Secunda
10	Eish Restaurant	Secunda
11	Dros	Secunda
12	Five Star SPAR	Secunda
13	Secunda Superspar	Secunda

6. Financial Report

6.1 Actual Income

An amount of R3, 000,008.33 was received to date for the project.

6.2 Expenditure Incurred

Expenditure that has been incurred to date is as follows:

Expenditure to Date			
Service Provider	Unit Description	Expenditure to Date	Budget
ITS	Training costs – General Management SMME Level 4	306 446.25	
ITS	Training costs – General Management COOP Level 4	290 317.50	
ITS	Training costs – Food and Beverage Handling Level 1	211 140.00	
ITS	Total bank charges – Maintenance and Notification fee	179.00	
ITS	Project Management fees (33% of Tranche 1)	61 934.40	
ITS	Stipends for February 2020	143 896.50	
Total	Expenditure per each line item	1 013 913.65	

Narratives to financial expenditure:

Expenditure incurred to date was for Training of learners, Stipends as well as Bank charges.

Actual expenditure is lower than planned expenditure due to the delays in learner recruitment affecting start date.

6.3 Financial Position of the project bank account

The balance of the bank account as of 15 March 2020 was a R2, 298,782.66.

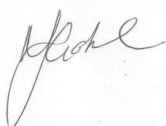
Additional costs have been incurred which are due to be posted against the bank account at 31 March 2020 to ensure transactions against the bank account are kept to a minimum.

6.4 Request for the next disbursement

We are hereby requesting the second disbursement.

Signed by: Mary-Jane Goebel
Project Manager - ITS

Signature:



SECTION 2: HOST EMPLOYERS

Host Employers currently hosting learners are:

District	Name of Company	Physical Address	Contact Person	No of Learners Required	No of Learners Confirmed	Comments
Gert Sibande	Medi -clinic	25 Mel Mentz Street, Ermelo	Charles Vilane	6	3	
Gert Sibande	Izimbali lodge	37 Fourie Street, Ermelo	Mthokosizi	4	1	
Gert Sibande	Pit-stop Ermelo	63 Kerk Street, Ermelo	Yoosuf Biyaat	12	11	
Gert Sibande	Butr Deli	135 Kerk Street, Ermelo	Jakes Waaricker	3	3	
Gert Sibande	West street Inn	135 Wes Street Inn, Ermelo	Bianca Boyder	2	1	
Gert Sibande	Nandos	8 Kerk Street, Ermelo	December / Kenneth / Poppy	4	4	
Gert Sibande	Spur apache steak ranch	56 Kerk Street, Ermelo	Elias Mokwena	5	5	
Gert Sibande	Pit-stop Bethal	12 Eufees Street, Bethal	Arshab	2	2	
Gert Sibande	John Jack Inn (The Billiard Room)	Chrissiesmeer, Ermelo	Esbe	7	6	
Total				45	36	