

## QUARTERLY PROGRESS REPORT

*Project:*  
**MEGA LAP LEARNERSHIP IMPLEMENTATION (KABOKWENI)**  
**To be verified**

*For (Client):*  
**MPUMALANGA ECONOMIC GROWTH AGENCY**

*Report Period:*  
**03 FEBRUARY 2020 -31 MARCH 2020**

**Written By**  
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*PROJECT MANAGER*

## SECTION 1: PROJECT PROGRESS

### Project Name

Learnership Programme in Generic Management level 4

### 1. Executive Summary

- These reports will detail the activities that have been undertaken by Forek institute of technology at Kabokweni site from 03 February 2020 to 31 March 2020 the Programme has started with 20 learners for one week then after two weeks we then requested to add learners from the department of Labour now we have 30 learners at Kabokweni .

### 2. Overview of the Quarterly Progress

#### 2.1 Challenges experienced

##### Challenges

- The only challenge we had was that from the 30 learners that wrote the selection test and pass only 22 were available from the first day .
- Then we had a one drop out but we have manage to request other list from the department of labour so that the number can be added to the 30 learners as required.

#### 2.2 Successes

- At Kabokweni site the Programme is running well hence we have managed to finish some of the modules and learners have done workbook assessment and also summative assessment.
- The learners are enjoying the Programme so far.

### Learning Program Outline

#### THE GENERIC MANAGEMENT PROGRAM IS AS FOLLOW

UNIT STANDAD NO	UNIT STANDARD NAME	MODULE TYPE	TOTAL CREDIT	DAY OF FIINISH	HRS SPENT
242810	MANAGE EXPENDITURE AGAINST BUDGET	GENERIC MANAGEMENT LEVEL 4	6	03/02/2020 07/02/2020	60
242824	APPLY LEADERSHIP CONCEPT IN A WORK CONTEXT	GENERIC MANAGEMENT LEVEL 4	12	10/02/2020 14/02/2020	60
242815	APPLY ECONOMICAL CODE OF CONDUCT IN WORK ENVIROMENT	GENERIC MANAGEMENT LEVEL 4	5	15/02/2020 19/02/2020	50
242816	CONDUCT A STRUCTURED MEETING	GENERIC MANAGEMENT LEVEL 4	5	24/02/2020 29/02/2020	50
242811	PRIORITISE TIME AND WORK FOR SELF AND TEAM	GENERIC MANAGEMENT LEVEL 4	5	02/03/2020 14/03/2020	50
242822	EMPLOY A SYSTEMATC APPROACH TO ACHIEVING OBJECTVES	GENERIC MANAGEMENT LEVEL 4	6	16/03/2020 24/03/2020	100

