

QUATERY PROGRESS REPORT PROJECT

**:MEGA LAP LEARNERSHIP IMPLEMENTATION
(CASTEEL)**

FOR (CLIENT)

**MPUMALALANGA ECONOMIC GROWTH
AGENCY**

REPORT PERIOD:

03 FEBRUARY-26 FEBRUARY 2020

COMPILED BY

**MR. E CHINYUKE
PROJECT FACILITATOR**





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1. EXECUTIVE SUMMARY

This report will detail the activities that have been undertaken by Forek Institute of Technology in the quarterly of February to March 2020 towards achieving the key deliverable of the generic management.

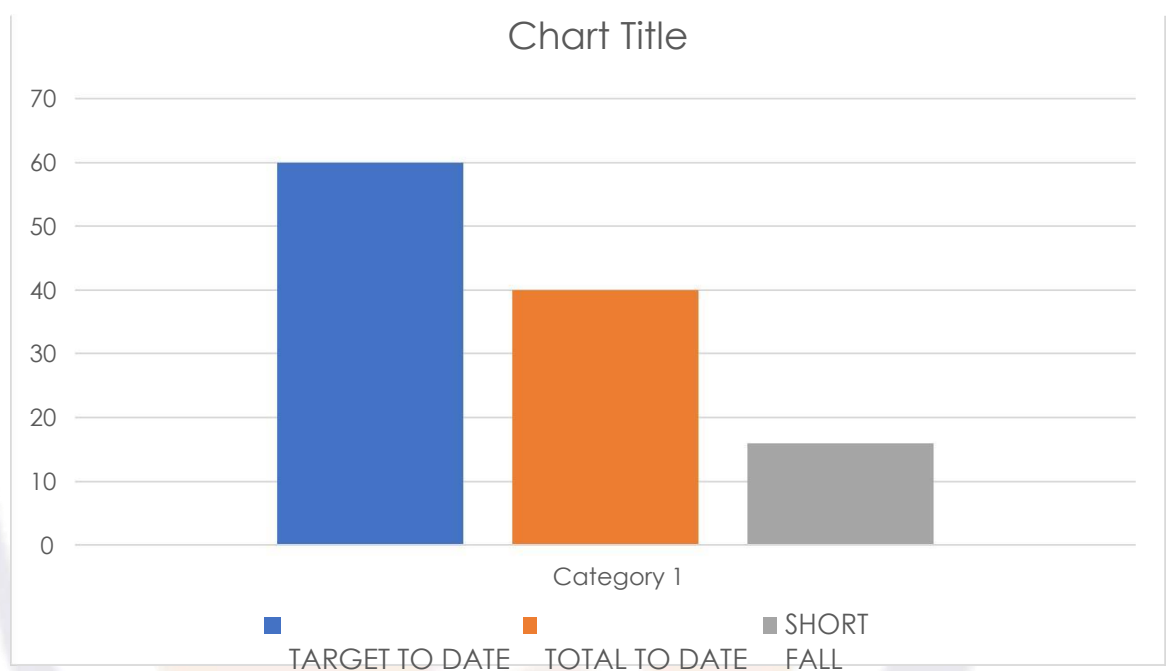


2. OVERVIEW OF THE QUATERLY PROGRESS

2.1 ACHIEVMENTS OF THE PAST QUARTER

- Providing theory lessons.
- Teaching of students on suitable site and environment.
- Receiving 47 students of the side.

ACHIEVED NO OF LEARNERS



2.2 CHALLENGES

- The Turn Out Of Learners For Training On The First Day Of The Teaching Will Slower Due To Different Direction To Students.

UNEXPECTED CHALLENGES

- The number of learners to show up on the day of training will be less as other students could not meet due to lack of understanding of the information.

- Getting learners placed in the work place as per employer request.
- Planning for technical training that has kick started on 03 of February 2020.
- Identification of goal and middle location/site of equal radicals of the peri-phery of students homes.

BELOW IS THE PROGRAM THAT WAS FOLLOWED DURING THE MANAGEMENT PROGRAM:

THE GENERIC MANAGEMENT PROGRAM IS AS FOLLOWS.

| UNIT STANDARD NO | UNIT STANDARD NAME | MODULE TYPE | YOTAL CREDITS | DAY OF FINISHING | TIME IN HOURS/MODUE L |
|---------------------|--|-----------------------|------------------|-------------------------------|-----------------------------|
| 242810 | MANGER EXPENDITURE AGAINST BUDGET | GENERIC MAGEMENT | 6 | 03/02/2020 - 07/02/2020 | 60 |
| 242824 | APPLY LEADERSHIP CONCEPT IN A WORK CONTEXT | GENERIC MAGEMENT | 12 | 10/02/2020 - 14/02/2020 | 60 |
| 242815 | APPLY ECONOMICAL CODE OF CONDUCT IN A WORK ENVINMENT | GENERIC MANAGEMENT | 5 | 14/02/2020 - 19/02/2020 | 50 |
| 242815 | CONDUCT A STRUCTURED MEETING | GENEREC MANAGEMENT | 5 | 24/02/2020 - 29/02/2020 | 50 |
| 242822 | EMPLOY A SYSTEMATIC APPROCH TO ACHIEVING OBJECTIVES | GENERIC MANAGEMENT | 10 | 02/03/2020 - 14/03/2020 | 100 |
| 242821 | IDENTIFY RESPONSIBILTIE S OF A TEAM LEADER IN ENSURING THAT ORGANISATION STANDARDS ARE MET | GENERIC MANAGEMENT | 6 | 16/03/2020 - 20/03/2020 | 60 |



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PROGRESS AGAINST PLANNED OUTPUT FOR PAST QUARTER. OUTPUT PLANNED BETWEEN FEBRUARY-MARCH 2020

| TARGET KEY-ACTIVITIES | PROGRESS TO DATE | PROPOSED COMPLETION DATE |
|--|--|---|
| Conducting Lessons Using Home Works Formative And Summative Books. | Training 47 Learners And Short Of 15 Learners. | Additional Learners Are To Be Added. |
| All The Students Compiling The Work Every day. | All The Students Are Coping Up to The Time Set. | All The Work Is Submitted As To The Request Of The FACILITATOR. |
| Fulfilling The Note And Duties. | All The Duties Are Being Done To Provide DEADLINESS AND GENERIC PLACE. | |

CONTACT TRAINING SESSION

| FACILITATOR NAME | TRAINING | TRAINING VANUE |
|------------------|--------------------|--------------------------|
| C.T. MUMIRIKI | GENERIC MANAGEMENT | CASTEEL (BUSHBURCKGRIDGE |