

## QUARTERLY PROGRESS REPORT

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

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

*Report Period:*  
**03 FEBRUARY TO 25 MARCH 2020**

**Written By**  
**Ernest Chinyuke**  
*Project Coordinator*

---

## Table of Contents

---

SECTION 1: PROJECT PROGRESS.....	3
Project Name .....	3
1. Executive Summary .....	3
2. Overview of the Monthly Progress .....	3
3. Progress against planned Outputs for past months .....	5
4. Reasons for not meeting targets for the month .....	6
5. Influence of Project Progress on Expenditure .....	7
6. Lessons learned and incorporation into project going forward .....	7
7. Plans for the next months.....	7
8. Financial Report.....	8
SECTION 2: HOST EMPLOYERS THAT ARE ON BOARD FOR THE FIRST INTAKE.....	7

---

---

## SECTION 1: PROJECT PROGRESS

### Project Name

National Certificate: Food and Beverage Handling Processes NQF Level 1 Learnership.

### 1. Executive Summary

These reports will detail the activities that have been undertaken by the facilitator and learners in class in the quarter of February to March 2020 towards achieving the key deliverables of the Food and Beverage Learnership Program.

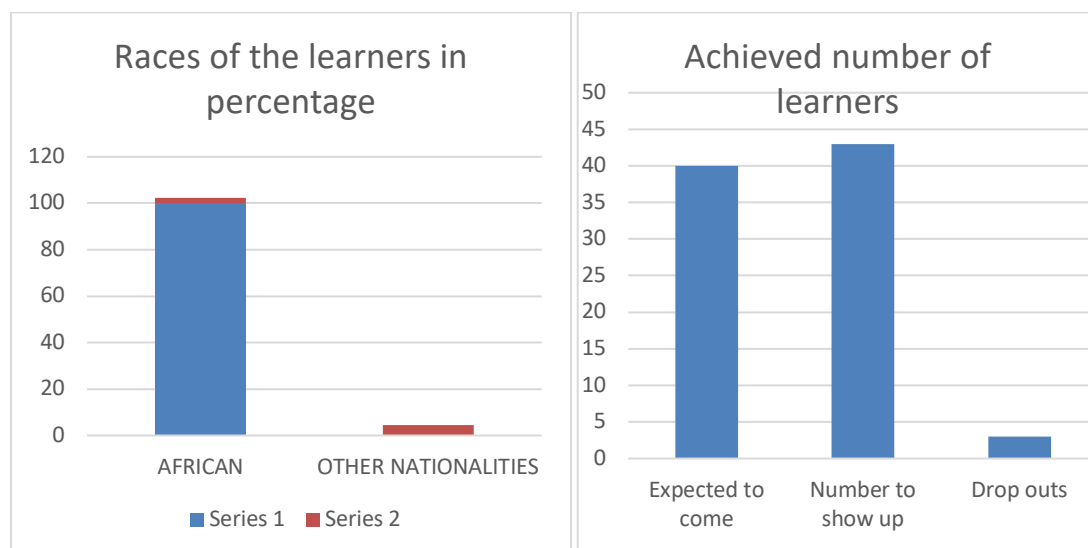
### 2. Overview of the Quarterly Progress

#### 2.1 Achievements of the first Quarter

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

- Learners signed the learnership agreement forms
- Facilitation and learning started as per the given time and we have so far managed to cover up to ten (10) Unit standards
- In Shabalala site the learners who attended on the first month were 32 instead of 40 due to the number that did not show up, but managed to have 40 learners before the end of the quarter.

Below are the graphs that show some demographical distribution of the learners that has been trained to date:



---

## 2. 2 Challenges experienced

### Anticipated Challenges

- The learner's arrival time was expected to be late because some still needed to find directions to the training venue.
- Some learners received calls later so they will keep on showing up a time went on.

### Unexpected Challenges

- The number of learners expected to be less than expected because of the transport problem since most of them needs to travel to come to class.
- Learners could not follow properly on lessons as some have stated that they have not been in class for a very long period, so they needed time to adjust to being on the environment of learning.

## 2.3 Successes

- The training of 40 learners on the Food and Beverage Handling Processes learnership
- Getting Learners to do their Assessments both Formative and Summative and submit in the right time as requested.
- Planning of the tasks by the facilitator and made sure learners understood what was expected of them.

Below is the program that was followed during the class lessons for the Food and Beverage Handling processes learners for the first quarter.

<b>Learning Program Outline</b>
---------------------------------

The Unit Standards that are covered up to so far are as follows:

	<b>Unit Standard ID</b>	<b>Unit Description</b>	<b>Standard</b>	<b>Total Credits per Unit Standard</b>	<b>Dates</b>	<b>Type of Unit Standard</b>
1	12513	Plan and manage time in the workplace		4	03 – 05 February 2020	Core
2	120410	Clean and sanitize food manufacturing equipment and surfaces manually		4	06– 07 February 2020	Core
3	14659	Demonstrate an understanding of factors that contribute towards healthy living		4	10 – 11 February 2020	Core
4	14656	Demonstrate an understanding of sexuality and sexually transmitted		5	12– 14 February 2020	Core

		infections including HIV/AIDS			
5	14664	Demonstrate knowledge of diversity within different relationships in the South African society	3	17-21 February 2020	Core
6	120404	Maintain personal hygiene, health and presentation in a food handling environment	4	24- 28 February 2020	Core
7	120398	Measure the temperature of food products and evaluate the readings	2	02-06 March 2020	Core
8	15091	Plan to manage one`s time	3	09-13 March 2020	Core
9	120402	Demonstrate an understanding of introductory principles of chemistry and physics	5	16 – 20 March 2020	Core
10	14084	Demonstrate an understanding of and use the numbering system	1	23-24 March 2020	Fundamental

### 3. Progress against planned Outputs for past quarter

Outputs planned between February to March 2020 are as follows:

Target- Key Activities	Progress to date	Outstanding Activities	Proposed completion date
Learners still have to come to class and do daily activities as requested by the facilitator	Have to date identified 40 learners to undergo the training at Eagles Christian Centre	As per 03 February 2020 the number of learners was short by 8 because some did not show up and some came once and never came back due to unknown reasons.	The learners were replaced with the additional from the Department of Labour and made up the required number of 40
Learners struggling with their Assessments are encouraged to consult with their facilitator 1 on 1 this will help them in understanding better.	We have several learners that have contacted so far and have seen progress since this method started.	Assessment of Unit Standard number 14084 is still in progress	Learners are waiting for their results and they will therefore be provided with as soon as Assessment is done

---

**Pre-Assessment Assessment Process to be followed:**

Before learners began with their Assessments it was clearly explained what was expected from them. The Assessment preparation checklist was used for this process and the correct measures to be followed if the learner had queries was not satisfied with his/her mark and/if the learner is found to be incompetent.

DATE	HOST EMPLOYER	MENTOR/CONTACT PERSON	PHYSICAL ADDRESS	DISTRICT
25/03/2020	Mpumalanga Department of Education	Buyisile Ndinisa	White Hazy circuit P O Box 760, White River	Ehlanzeni

**Next scheduled contact training sessions are as follows:**

Facilitator Name	Training	Training Venue	Date
Ms. Buyisile Ndinisa	Food and Beverage handling processess	Eagles Christian Centre	20/04/ 2020

**SECTION 3: HOST EMPLOYERS THAT ARE HOSTING THE LEARNERS CURRENTLY ARE:**

District	Name of Company	Physical Address	Contact Person	No of Learners Required	No of Learners Confirmed	Comments
Ehlanzeni District	Mpumalanga Department of Education	White Hazy Circuit	Buyisile Ndinisa	40	40	N/A
<b>Total</b>				<b>40</b>	<b>40</b>	