



## QUARTERLY PROGRESS REPORT

*Project:*  
**MEGA LAP LEARNERSHIP IMPLEMENTATION**  
**To be verified**

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

*Report Period:*  
**DECEMBER 2019-15 MARCH 2020**

**Written By**  
**ERNEST HORNE**  
*Project Manager*



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## SECTION 1: PROJECT PROGRESS

### Project Name

MEGA UIF

### 1. Executive Summary

This report will detail the activities that have been undertaken by Lulaway in the quarter of December 2019 to 15 March 2020 towards achieving the key deliverables of implementing the learnerships namely Generic Management NQF 4 and Food and Beverage Handling Processes NQF 1. It must be noted that Lulaway commenced in October already with the program, due to timeline constraints from the host company.

### 2. Overview of the Quarterly Progress

#### 2.1 Achievements of the past Quarter

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

One of the key deliverables was that the service provider would receive databases from Department of Labour to conduct their recruitment with reference to their allocated District and towns. LULAWAY was allocated the Nkangala District and the following towns were chosen by LULAWAY to implement the project for the two learnerships

1. Emalahleni
2. Kwa-Mhlanga
3. Ogies
4. Middleburg

The appointed service provider did the Learner Recruitment Process for the Food and Beverage handling Processes NQF 1 from December 2019 and January 2020. The sourcing of learners was done through the Department of labour, as the funder required this.

The recruitment was done by LULAWAY in the Nkangala district in these in the following towns; Emalahleni, Kwa-Mhlanga, Ogies and Middleburg.

The first stage of recruitment was done with the diagnostic test; all learners who passed the test were chosen to be part of the programme. The assessment tools aim at assessing learners to mainly give them an idea on how to deal with a new working environment, become competent, to check their attitude and behaviour, their ability to take and follow instructions, amongst other issues.

The recruitment for the Generic Management was done by LULAWAY during September 2019. This recruitment process has empowered the potential learners, and those that were selected into the learnership programme. They understand that even though they have been called into the assessment process, it is up to them to showcase their skills, their general behaviour, their understanding of basic areas that enable them to be in the learnership.

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The entire recruitment and selection process is a key tool that minimises dropouts and increases the percentage of learners who become competent in the programme. As LULAWAY recruitment team, we commend all those team members for their effort into making this process be a success.

LULAWAY believe that through this learnership, the learners will participate wholeheartedly into the betterment of their own lives.

## **2.1.2 Theory Training**

### **2.1.2.1 Food and Beverage Handling Processes**

#### **PURPOSE OF THE REPORT**

This report covers a detailed outline on what was taught during the course of training which will highlight the success, challenges and recommendation where needs be as from the 3<sup>rd</sup> February 2020 to 28<sup>th</sup> February 2020.

Furthermore, unit standards, attendance, challenges pertaining the training are covered below

#### **ATTENDANCE**

Please refer to the Site Administration file for a copy of the originally signed class attendance register. The training has achieved a 100% attendance and that is as a commendable attribute as it signals commitment and a positive attitude towards learning by the learners. It also demonstrates the caliber of self-managed group

#### **LIST OF LEARNERS**

Below is the table of the learners who attended the training:

<b>No.</b>	<b>NAMES</b>	<b>SURNAME</b>	<b>LEARNERID NUMBER</b>
1	Promise Thobeko	Duba	9709270338087
2	Tsakane Yaliwe	Chavate	9810020912088
3	Prune	Ndlovu	9304280625085
4	Ayanda	Ndlovu	9710271050085
5	Thandeka Patience	Shabalala	9707240749086
6	Mpendulo	Vilakazi	9403120449084
7	Phindile Pretty	Hlumbane	9604230522088
8	Ana Julius	Linda	9410241245085
9	Gugu Mitta	Adams	9210310546086
10	Nomsa Patricia	Buda	9707190228081

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11	Nelisiwe Nurse	Dibakwana	0008160316082
12	Sizwe	Mabuza	9710271054084
13	Nokuthula Innocentia	Masilela	9309210910085
14	Cynthia Nhlanhla	Masombuka	9505211066088
15	Patience Mimie	Mbonani	8711270515087
16	Nkosinathi Excellent	Mkhwanazi	9612256203087
17	Simon Ntikile	Moloi	9103126207086
18	Gugu Elsie	Mzimba	9802260825088
19	Wandile Siyabonga	Thwala	8909296638087
20	Annah Nomvula	Twala	9510230411083
21	Ntombenhle	Kamfer	0107140942080
22	Beauty	Mahlangu	9611230223088
23	Thandeka Sophie Creseldah	Mahlangu	9812270350084
24	Sonto	Mofokeng	9104140639080
25	Bongi	Theledi	9809150754088
26	Ntobeng Pretty	Chukudu/Selwane	9202230655089
27	Mbali Nelisiwe	Djana	9908120902080
28	Lindiwe Cerol	Dladla	9001050627081
29	Raymond Simangaliso	Kabinde	9901215512088
30	Leago Matron	Kgwedi	9506150970082
31	Patricia	Limoni	9501101037081
32	Ayanda Thembisile	Mabuza	9702020240083
33	Lindiwe Marriam	Mabuza/Mnisi	8210230305085
34	Winnie Tjeo	Magosoane	9102140737086
35	Carol Mbali	Mahlalela	9201150511082
36	Sbusiso Doctor	Mahlangu	9402255394081
37	Happiness	Malatsi	9404180953080
38	Siyanda Dyna	Masangu	9207270382080
39	Lucia Pheladi	Mashaba	9611290855084
40	Patience Nunutsi	Mdluli	9109181315086
41	Shanita	Moloi	9611010438088
42	Thabitha Tebadi	Mosehla	9007190853081
43	Kgotso	Mphethi	9609011102083
44	Precious Bongiwe	Ndaba	9612110582080
45	Portia Mavis	Nkosi	8702130438081
46	Simphiwe Nomfundo	Ntuli	9208210518080
47	Mapharane Violet	Phasha	8708200749083
48	Nompumelelo Faith	Selwane	9505290337087
49	Kgalane Constance	Sithole	8707230382089
50	Nompumelelo Maria	Skosana	9706130267084

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### **Work Covered**

<b>Module Name</b>	<b>Module Number</b>
Food and Beverage Handling Process – Level 1	Module 1
Food and Beverage Handling Process – Level 1	Module 2
Food and Beverage Handling Process – Level 1	Module 3

### **Unit Standards Covered**

<b>Standards Names</b>	<b>Unit Standard Title</b>
Demonstrate an understanding of and use the numbering system	14084
Describe and represent objects in terms of shape, space and measurement	119373
Describe and interpret and represent mathematical patterns, functions and algebra	119368
Evaluate and solve data handling and probability problems within given contexts	119364
Engage in a range of speaking/signing and listening interaction for a variety purposes	119635
Identify and respond to selected literary texts	119641
Read/Review and respond to a range of text Types	119640
Write for a variety of different purposes	119636
Demonstrate an understanding of how scientific skills and knowledge could contribute to sustainable use of resources	14111
Demonstrate an understanding of introductory principles of chemistry and physics	120402

### **Logistics and Operational Environment [Training Venue, Equipment & Supplies, Learning Material]**

The Learning Material: Learner Guides/Workbooks, Formative Assessments, Summative Knowledge Tests, Workplace Assignments and Logbooks were delivered on the first day of training before facilitation commenced.

We were also supplied with flipchart paper, Markers, Staplers, Staples removers, scissors, and pens. Each learner received a stationery pack and an A4 Lever Arch File - these were signed for and a copy is attached in the Site Facilitator Administration File.

### **Training Methodology**

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The training was conducted using the different methods. The intention was to promote independent thinking at the same time creating a group that can function together and share ideas. The learners have already undergone previous skills programmes that were carrying some of the same unit standard. Those topics were unpacked in *group discussions* and the learners completed the work in groups and some activities done *individually*.

*Class activities* were all completed, evaluated and the POE was built according to the Formative Review.

### **Weekly Learner Activities – Week 1**

The learners were inducted into the programme; ground rules, behaviour and professionalism were addressed. Expectations regarding learner performance and absenteeism were well emphasised.

Programme overview, requirements regarding assessments was also discussed. Unit standards and modules to be covered for the specified duration were also explained. Unit standards 14084, 119373, 119368, 119362 under module 1 were all covered and explained in detail. Throughout the week learners were split into groups for discussions, presentation of what they understood based on what was taught and activities as well as interaction. Learners interacted well with each other and the use of the flip chart board came in handy for group discussions and the working out of sums.

Summary and recap of all activities for all the unit standards completed during the course of the week, formative assessments, discussions and completion of classroom activities were covered on the last two days of the week.

Summative assessment activities for module 1 discussed; compilation and completion of POE's was explained. Learners were requested to complete given summative assignments for module 1 over the weekend.

### **Weekly Learner Activities – Week 2**

We started with some ice breaking and conducting a re-cap for Module 1 outcomes. Module 1 outcomes were completed on week 1.

All learners participated well in-group discussions during the re-cap. There was a lot of interaction and group diversity was managed accordingly.

Module 2, unit standard 119635 relating to a range of speaking and interaction listening for a variety of purposes was introduced and explained in detail, along with unit standards 119641, 119640 and 119636. Page 9 of 24



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Classroom activities and summative activities were completed by the group. The group demonstrated a lot of patience with each other; team work and cordiality was very visible. Unit standard 119640 and 119636 were facilitated concurrently because their outcomes corresponded to each other and completed in accordance to the outcomes requirements. Formative activities were utilised. On the last day of the week, all learners were assigned the day to complete all summative work/assignments for module 1. Unit standard 14084 and 119373 of Module 1 for all learners and remedial work was discussed and completed accordingly.

### **Weekly Learner Activities – Week 3**

The first day of this week was dedicated to the summary and re-caps of module 2 unit standards. Assignments, learner expectation and assessment requirements were discussed and explained. All module 2 summative assignments were to be completed. Carrying on with the week, course outline and course expectations were discussed and explained for unit standard 14111 and 120402. The learners were afforded group discussions which included general ideas and examples from them. Panel discussion was introduced to the learners and they partook to the discussion. There was interaction, questions and team spirit from all parties was well demonstrated. Summary and re-cap of outcomes was completed through formative activities. For the last 2 days of the week, summary and revision of unit standards 120402 and 14111 outcomes was conducted. Summative assignment activities for 120402 from learner work book were discussed. Completed module 2 assignments for unit standard – 119635 were also marked at this point. POE building was discussed. Remedial work, learner competency levels and learner requirements and expectation during assessment process was discussed and clarified. Planning and preparation of assessment checklists was completed in learner work books by all candidates, this was only for module 1. Module 1 summative assignments were completed by candidates, marked and signed off. Remedial action for the assignments was also completed through group discussions. The week's classes stopped here.

### **Weekly Learner Activities – Week 4**

This was the last week of facilitation with the learners and the activities that took place are as follows.  
Day 1- Summative assessments and remedial were completed and summarised for Module 1-unit standards and outcomes. All learners achieved module 1 outcomes successfully.  
Day 2 and 3 - Summative assessments and remedial work were completed and summarised for Module 2-unit standards and outcomes. All learners achieved module 2 outcomes.  
Learners are still busy with Module 3 summative assignments which will be completed at a later stage. Formative activities for Module 3 were conducted in class to test learner understanding and knowledge of outcomes completed.

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Day 4 and 5 – Summary of Module 5 summative assignments, learner expectations and reference resources for completion of assignments were discussed. 4 weeks of theory came to a close. Learners await advice on workplace.

### **Learner's POEs**

All learners have submitted their POEs so that we can check for gaps to be addressed when learners return to do theory.

## **Generic Management NQF 4**

### **PURPOSE OF REPORT**

This report provides a detailed account on what was facilitated during the implementation of training for the project. It will highlight the successes, challenges and recommendation required where needs be. Furthermore, it will also provide the unit standards covered attendance record of learners and any challenges pertaining to the training are covered below

### **ATTENDANCE**

Please refer to the attached attendance register for a copy of the originally signed class attendance register. The training has achieved a 95% attendance and that is as a commendable attribute as it signals commitment and a positive attitude to the learning. It also demonstrates the caliber of self-managed group.

### **LIST OF LEARNERS**

Below is the table of the learners who attended the training

NO.	NAMES	SURNAME	LEARNER I.D NUMBER
1	ALBERT KEKETSO	LETELE	9504086089085
2	THABANG KAGISO BENEDICT	KHUMALO	9906105319080
3	THULISILE PRECIOUS	MTHIMUNYE	9208290587088
4	MANQOBA	SITHOLE	9006236168082
5	ROSINAH KEDIBONE	MAREDI	8602240457080
6	MAHLATSE	SERAKWANE	9711210650084
7	INNOCENTIA	TSATSI	8611261357087
8	HLONIPHILE MARRY	KHUMALO	9302020811080
9	JOYCE HLENGIWE	MAHLANGU	9706210227081

10	NCAMSILE CYNTHIA	KHOSA	9009181380082
11	AYANDA PERSEVERANCE	KHANYE	9502070468083
12	REFILWE RUTH	THAMANGA	9209120530082
13	ZINHLE BATHOBILE FORTUNATE	NDLANGAMANDLA	9403090295087
14	MOTSATSI DELINAH	RAMASELELE	9201120130088
15	LINAH	MOYANA	9303250843082
16	CONSTANCE	MABENA	9305160305086
17	BENEDICT MASEGO	KEKANA	9803220611089
18	JERRY THAPELO	MASHILANGWAKO	9704285840086
19	NOKULUNGA ENNOCENT	MALAZA	9411150572089
20	MANDISA SONILE	MABENA	9809050084081
21	NOKUTHULA PRUDENCE	NTULI	9703010528081
22	VIGINIA NUMUZA	THWALA	8601020387087
23	MBALI PURITY	NGIDI	9011300592084
24	EKGADIMANE LEOGANG	MOLOTO	9801201057082
25	ISACK SOPA	MOHLALA	8911085464089
26	REFILOE SIPHIWE	SIBIYA	9310150562084
27	PONTSO JEFFREY	MAGANE	9805035636086
28	SEBENZILE PORTIA	MAHUNGELE	9403170482084
29	SBONGILE PROMISE	MAHAMBA	9201180529088
30	MBALI PAMELLA	SHABANGU	9002050272084
31	NOFUNDO PRISCILLAH	MAILA	9706080854089
32	MODIEGI ELSIE	MAKHUDU	9407130984089
33	THEMBA MANQOBA	NKOSI	9503235017088
34	VUSIMUZI MTHOKOZISI	NHLANHLA	9407055484081
35	NQOBILE EHUDE	MASHININI	0001125035087
36	CHILLIBOY BONGANI	NHLEKO	8807115427080
37	LINDOKUHLE MAXWELL	SKOSANA	9410215672082
38	INNOCENT THABO	MAHLANGU	9408235621089
39	PATRIC TSEPO	MAHLANGU	9204156429085
40	MORRIES	UBISI	9501016410084
41	BONGANI	MTHOMBENI	9402145481080
42	SIPHO MICHAEL	NTULI	9201015818086
43	HARRIS MXOLISI	MASANGO	9507045838088
44	DESLEY	CHOMA	8707055650081
45	LUCKY GIFT MADODA	MAHLANGU	9603135018085
46	VUSUMUZI LAWRENCE	RASEBOTSE	9202295544087
47	SIBUSISO HENDRY	NTULI	9511275416086
48	NTOBEEKO MONGEZI	CHILI	9503135288086
49	MIKE FRANS	MASOMBUKA	8901285395084
50	NTSAKO GEORGE	NKUNA	9702165365083
51	KGOPOTSO THALAGA	MMAKANYANE	9103216076086
52	JACOB	NTULI	9103066065080
53	NGOATO EMET	LESHABA	9302075737081

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54	NKULULEKO THEMBELIHLE	LAMOLA	9805195649085
55	KHETHIWE PHETHILE	SIBEKO	8805241136088
56	SPHIWE SARAH	MOKWENA	9603230849087
57	NOMTHANDAZO	MOKWENA	9906160396080

### **WORK COVERED**

Module Name	Module Number
The role of the manager	Module 1
Business communication	Module 2
Occupational learning and second language communication	Module 3
Problem-solving	Module 4
Leading and motivating a team	Module 5
The code of conduct and customer service standards	Module 6
Time management	Module 7
Performance management	Module 8
Budgeting	Module 9

### **UNIT STANDARDS COVERED**

Unit Standards Names	Unit Standard SAQA ID
Describe the relationship of junior management to other management roles	242818
Identify responsibilities of a team leader in ensuring that organisational standards are met	242821
Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	13952
Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462
Read/view, analyse and respond to a variety of texts	119469
Write/present/sign for a wide range of contexts	119459
Use language and communication in occupational learning programmes (2nd language)	119467
Accommodate audience and context needs in oral/signed communication (2nd language)	119472
Interpret and use information from texts (2nd language)	119457
Solve problems, make decisions and implement solutions	242817
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015
Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016
Apply leadership concepts in a work context	242824
Motivate and Build a Team	242819
Conduct a structured meeting	242816

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Apply the organisation's code of conduct in a work environment	242815
Monitor the level of service to a range of customers	242829
Prioritise time and work for self and team	242811
Employ a systematic approach to achieving objectives	242822
Explain the contribution made by own area of responsibility to the overall organisational strategy	242813
Manage individual and team performance	11473
Manage Expenditure against a budget	242810
Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468

### **Brief discussion and topics summarized**

An overview and discussion about the problem-solving module were done and the learners seemed to understand techniques used in the formulation of the problem and how to verify that there is a problem. Learners had a discussion on how to generate and critique problem solutions. On this session, learners did not know much about probabilities and it took us more time to get to a point where they understood. Furthermore, they learned about different techniques to generate possible solutions to a problem.

Furthermore, we had discussions on the importance of motivating a team and how to apply theories of motivation and group dynamics. They understood how to implement a plan of action to strengthen the team and the evaluation of leadership techniques applied.

The learners did a presentation of what they understand about vision, mission and setting objectives of how the team will function. Then they wrote summative assessment that was also submitted for marking and feedback was given.

Learners were educated about time management in an organization. They also learnt how to formulate a plan to meet objectives and how to write a statement of general intent specifying the aim, according to identified needs. Learners were mostly split into groups to be able to discuss and present on their findings.

They were also educated on implementing the plan and monitoring the implementation of the plan, respectively. The learners had discussions in groups. Throughout the week, learners showed understanding and keenness to learn and apply themselves. They were educated on the overall strategy of the organisation and on how to utilise feedback mechanisms.

Performance goals and quantity performance measures were also explained in detail to the learners; along with the importance of formulating development plan. Learners showed interest and excitement when taught about simple and compound interest. It took them a lot of time to understand but with the assistance provided, they caught on.

Drafting of their own budget and corporate budget was taught. Most learners needed help on how to monitor and control actual expenses against the budget. They asked

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questions where they did not understand and this showed a lot of interest from their side which helped with their learning.

Learners were also given laptops and internet access for 3 days in order to update their portfolios with research evidence.

Quality assurance on all portfolios were done in order to insure that the files are in order as before learners departed to their various hosting sites. The QA team were satisfied and upheld all the assessor decisions.

Learners were evaluated about the entire Generic management program and about the facilitators that were assisting them throughout.

Activity 1- 6 was done in groups. Each group give feedback on the topics. Homework: \* Find an article in Afrikaans that they find interesting. (Act. 8) to prepare as a Speech. \* Prepare for an audio-advert. (Act. 9.2) Audio-advert for presentation in the class Activity

7.1 Notas oor reaksie in 'n gesprek. Verwys na oogkontak en reaksie Work in groups.

Activity 7.2 Voer 'n onderhoud oor hoe jy kan verseker dat interaksie plaasvind in 'n groepsituasie. Learners worked in pairs / groups. The learners wrote down questions and answers for the interview considering benefits, effective communication and teamwork.

Activity 9:2 Played a Radio- advert to the learners as an example. Homework: Design an audio-advert in pairs/ groups. Prepare for the speech (act. 8) Reduce the time from 5 minutes to 1 minute. Prepare for Act. 10.4 Write a paragraph about a matter of concern. Start completing the Summative on your own.

Activity 10: Houdings, oortuigings en bedoelings: The activity took a bit of time, as the content had to be translated and explained to the learners. Unfortunately, there were no dictionaries in class, the learners who had data, used their cell phones. Learners presented the audio-advert. They enjoy the activity and the learners were recorded on video. Homework: Do research about \* Neighbourhood watch to be used in (Activity 11.2) \* One of SA public Holidays (Activity 14.2) \* Bring a Newspaper to be used for Act. 14.1

Activities 10: Houdings, oortuigings en bedoelings It took a bit long because the content must be translate and explained to the learners. Activity 11.1 & 11.2 Skryf 'n paragraaf oor waarom buurtwag tot almal se voordeel is. Activity 12: Instruksies aan jou huiswerker. ( Worked in groups) Activity 13: Notas oor "Gratis skoolopleiding:" (Worked in groups and gave feedback.) Homework: Learners had to complete the knowledge questions in their Summative Assessment

We completed Class Activity 14:1 Skryf vir 'n spesifieke gehoor en doel. Not all of the learners could get hold off a newspaper the previous day as there was no shop near the training venue.

Activity 15: 2 Beskryf hoe een van die prosesse of metodes in die werksplek werk.vir gebruik tydens Entrepreneursdag. Gijima Training Centre was used as the workplace, unless the learner had previous experience in another field like a crèche.

Class Activity 16: Skryf 'n opstel oor die werksplek. Doen navorsing. The Training centre was used as the workplace unless the learner had previous experience of another workplace.



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Class Activity 15:2 Skryf die inleidende en slot paragrawe van die opstel wat jy beplan oor jou werksplek. The learners were advised to use the introduction and conclusion of activity 16. Class Activity 8: Effektiewe spreker was completed. A video was taken of each learner. All of the learners tried very hard but they really struggled with pronunciation, which was a stressful experience for all. It caused the learners to be less interactive and limited use body language. This was notably different from when they interacted in their own language/ English.

Learners were eager to learn and showed their dedication, full support was given and an extra time was offered to them where needed be. They are ready for overall assessment.

### **Logistics and Operational Environment [Training Venue, Equipment & Supplies, Learning Material]**

The Learning Material: Learner Guides/Workbooks, Formative Assessments, Summative Knowledge Tests, Workplace Assignments and Logbooks were delivered on the first day of training before facilitation commenced. Learners were also supplied with flipchart paper, Markers, Staplers, Staples removers, scissors, and pens. Each learner received a stationery pack and an A4 Lever Arch File - these were signed for and a copy is attached in the Site Facilitator Administration File. The venue is conducive for training, quite, furnished and well ventilated. There was sufficient ablution for the learners and they were maintained at a good hygienic standard.

### **Training Methodology**

The training was conducted using the different methods. The intention was to promote independent thinking at the same time creating a group that can function together and share ideas.

Class activities were all completed, evaluated and the POE was built according to the Formative Review.

### **Assessment Activities for the period**

Written Summative knowledge tests were written and evaluated at the end of each Module and the learners performed above 80%. This demonstrated knowledge and understanding of the assessed topics and gave an overall competence of the learners.

The Unit Standards were more skill and attitude than knowledge and understanding. The topics and outcomes required learners to demonstrate competence – skill – in Communication, which was evaluated throughout the skills programme.

All formative and summative knowledge assessments were conducted as per the monthly plan. Learners were all declared competent all the activities.

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### **Learner's POEs**

All learners have submitted their POEs which are currently been assessed by the assessors
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### **Progress against planned Outputs for past quarter**

Outputs planned between December 2019-March 2020 are as follows:

Target- Key Activities	Progress to date	Outstanding Activities	Proposed completion date
Identify eligible learners and host companies	Have to date recruited, trained and placed 50 learners for Food and Beverage Handling Processes NQF Level 1 and 57 learners for Generic Management NQF Level 4	As of 15 March 2020, we have not reached the target for the learners to be recruited, we need to recruit 25 for Food and Beverage Handling processes NQF Level 1 and 68 Learners Generic Management NQF Level 4	The completion date will have to be reviewed as there has been delays in the start of other towns

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

Facilitator Name	Training	Training Venue	Date
Mr Bongani Mathebula	Module 3-5	To be confirmed	25/05/2020-19/06/2020
Mr Bongani Mathebula	Module 5-6	To be confirmed	14/09/2020-09/10/2020

### **SECTION 2: HOST EMPLOYERS THAT ARE HOSTING THE LEARNERS CURRENTLY ARE:**

The training of all 50 learners by the end of the first week and retaining the 50 learners until the end of the theory classes for Food and beverage Handling Processes NQF 1

Training of 57 learners for the theory classes for Generic Management NQF 4

Getting Learners placed in the workplaces as per employer requests

The Learning Material: Learner Guides/Workbooks, Formative Assessments, Summative Knowledge Tests, Workplace Assignments and Logbooks were delivered on the first day of training before facilitation commenced.



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We also supplied with flipchart paper, Markers, Staplers, Staples removers, scissors, and pens. Each learner received a stationery pack and an A4 Lever Arch File - these were signed for and a copy is attached in the Site Facilitator Administration File. Learners were provided with laptops and internet access in order for them to compile evidence for their portfolios.

The Learning Material: Learner Guides/Workbooks, Formative Assessments, Summative Knowledge Tests, Workplace Assignments and Logbooks were delivered on the first day of training before facilitation commenced.

The venue is conducive for training, quite, furnished and well ventilated. There was sufficient ablution for the learners and they were maintained at a good hygienic standard. After the recruitment process, the learners were inducted into the programme and they signed their code of conduct together with their contracts.

The first stage of recruitment was done with the diagnostic test; all learners who passed the test were chosen to be part of the programme. The assessment tools aim at assessing

Industry accredited training done by Lulaway only for Generic Management candidates included, Private Security Industry related Grade E – C, Private Security Industry related Special Events and Work readiness training.

## **2.2 Challenges experienced**

### **Anticipated Challenges**

- Dropout of learners due to that they are no longer interested on the program and not happy with the stipend been offered.
- Learners on the databases not interested to take part on the learnership and the cell numbers provided are not working.
- Employers no longer interested in hosting the learners as the learnerships are taking longer to be started; they have given the opportunities to other services providers who are running different learnerships.

### **Unexpected Challenges**

- That the number of learners to show up on the day of the training will be less as all learners had actually confirmed that they will show up
- Delayed databases form DOL which has delayed the start of the other sites for both learnerships

## **2.3 Successes**

- The training of all 50 learners by the end of the first week and retaining the 50 learners until the end of the theory classes for Food and beverage Handling Processes NQF 1
- Training of 57 learners for the theory classes for Generic Management NQF 4

- Getting Learners placed in the workplaces as per employer requests

### Learning Program Outline

The 2-Day Work Readiness Programme is as follows:

US. No.	US Level	US Credits Value	US Name	Module Type	Total Credits per Module	Time in hours per module
110021	4	6	Achieve personal effectiveness in business environment	Work Readiness Programme	10	8hrs
15234	5	4	Apply efficient time management to the work of a department/division/section			8hrs

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

Outputs planned as per passed quarter

Target- Key Activities	Progress to date	Outstanding Activities	Proposed completion date
Identify eligible learners and host companies for both learnerships allocated to LULAWAY.	Have to date only identified 107 learners, awaiting more candidates list from UIF. Progress is very slow.	As per 15 March 2020 we had n learners who dropped off from the program	
Commence with Food and Bev Learnership	Started with 50 learners who have now completed modules 1-2 successfully.	Module 3-5 to be completed as per training plan	TBD
Place learners at host companies and in uniform to be able to work and serve customers professionally.	Uniforms we issued and learners were all successfully placed at host companies.	N/A	
Commence with Generic Management Learnership	Started with 57 learners who have now completed modules 1-9 successfully.	On site and workplace Mentoring to be completed as per training plan submitted	Ongoing

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

Our project team has undergone an induction session pertaining to the roll out of the intended Learnership Programmes in order to ensure a smooth and successful implementation of the intended program. We trust that this program will be a success and that the relationship between MEGA and ourselves will prosper and grow moving forward.

We hope that this project plan meets your expectation. Should you have any questions or queries, please feel free to contact us at any given time.

We have chosen to follow the following process. We have administered the tool provided by the department as it. There reason is that when evaluating the tool, it was found to be a good tool to find out the learner's own opinion of the skills that they have. Following that, we will do an intervention with the learners through technical training in which learners will be training on the unit standards

Below is the detailed plan of action for the month

The project manager Ernest Horne will be responsible for mentoring workplace supervisors in the following areas:

- The roles and responsibilities of Mentors/Learners/Training Provider within the Work and Skills Programme,
- Any other issues relating to the training and development of learners

<b>HOST EMPLOYER</b>	<b>MENTOR/CONTACT PERSON</b>	<b>PHYSICAL ADDRESS</b>	<b>DISTRICT</b>
Saveway Superspar	Ms. Annelien	OR Tambo Toad, Nelson Mandela drive, Die Heuwel Emalahleni	Nkangala
Delmas Sasol Safari	Mr. Bennie	54 Sarel Cilliers Street Delmas	Gert Sibande
Delmas Steers	Mr. Makho	3 Samuel Road Delmas	Gert Sibande
Springs Mall Cappuccinos	Mr. Jan	19 Jan Smuts Road, Selection Park Springs	Gert Sibande
Springs Mall Wimpy	Ms. Sue	19 Jan Smuts Road, Selection Park Springs	Gert Sibande
Springs Mall Mugg & Bean	Mr. Christopher	19 Jan Smuts Road, Selection Park Springs	Gert Sibande
Bidvest Protea Coin	Mr. Stephan Terreblanche	222 Witch-Hazel Ave, Techno Park	Nkangala

Next scheduled contact training sessions are as follows:

Facilitator Name	Training	Training Venue	Date
Bongani Mathebula	FoodBev	TBC	TBC
Learners are in workplace and completed all theory.	Generic Management	N/A	N/A

## 8. Financial Report

### 8.1 Actual Income

An amount of R 3,329,568 was received to date for the project

### 8.2 Expenditure Incurred

Expenditure that has been incurred to date is as follows:

LULAWAY EXPENDITURE TO DATE			
Service Provider	Unit Description	Expenditure to Date	Budget
P Bier Busdienste	Transportation of Learners	R15 500,00	R3 314 068,00
P Bier Busdienste	Transportation of Learners	R9 800,00	R3 304 268,00
1975 Dynamic Media Projects	Printing	R92 500,00	R3 211 768,00
Alleyne Opperman	Petrol	R2 922,67	R3 208 845,33
Alleyne Opperman	Training Costs	R18 961,46	R3 189 883,87
NYDP	Training Costs	R85 000,00	R3 104 883,87
NYDP	Petrol	R4 008,10	R3 100 875,77
The Human Capitalist	Training Costs	R45 000,00	R3 055 875,77
Martie Botha	Training Costs	R54 000,00	R3 001 875,77
Martie Botha	Petrol	R6 800,00	R2 995 075,77
Nellah Mugwena	Training Costs	R4 000,00	R2 991 075,77
Raesibe Peje	Training Costs	R14 000,00	R2 977 075,77
Sharon Chigede	Training Costs	R19 825,42	R2 957 250,35
Victor Khangale	Training Costs	R22 000,00	R2 935 250,35
Victor Khangale	Petrol	R5 213,15	R2 930 037,20
Zukiswa Mngqibisa	Training Costs	R30 000,00	R2 900 037,20
Zukiswa Mngqibisa	Petrol	R2 000,00	R2 898 037,20
AG	Training Costs	R40 487,83	R2 857 549,37
Alleyne Opperman	Training Costs	R21 384,00	R2 836 165,37
Alleyne Opperman	Petrol	R3 813,84	R2 832 351,53
NYDP	Training Costs	R85 000,00	R2 747 351,53
NYDP	Petrol	R4 991,67	R2 742 359,86
The Human Capitalist	Training Costs	R45 000,00	R2 697 359,86
Martie Botha	Training Costs	R54 000,00	R2 643 359,86

Martie Botha	Petrol	R6 800,00	R2 636 559,86
Nellah Mugwena	Training Costs	R4 000,00	R2 632 559,86
Raesibe Peje	Training Costs	R14 000,00	R2 618 559,86
Sharon Chigede	Training Costs	R19 825,42	R2 598 734,44
Victor Khangale	Training Costs	R22 000,00	R2 576 734,44
Victor Khangale	Petrol	R3 060,74	R2 573 673,70
Zukiswa Mngqibisa	Training Costs	R30 000,00	R2 543 673,70
Zukiswa Mngqibisa	Petrol	R2 000,00	R2 541 673,70
Hoffanheun	Facilitators Accommodation	R9 600,00	R2 532 073,70
Agsa	Training Costs	R38 025,50	R2 494 048,20
1975 Dynamic Media Projects	Printing	R92 500,00	R2 401 548,20
Alleyne Opperman	Training Costs	R21 384,00	R2 380 164,20
NYDP	Training Costs	R85 000,00	R2 295 164,20
NYDP	Petrol	R2 375,58	R2 292 788,62
The Human Capitalist	Training Costs	R45 000,00	R2 247 788,62
Martie Botha	Training Costs	R54 000,00	R2 193 788,62
Martie Botha	Petrol	R6 800,00	R2 186 988,62
Nellah Mugwena	Training Costs	R4 000,00	R2 182 988,62
Raesibe Peje	Training Costs	R14 000,00	R2 168 988,62
Sharon Chigede	Training Costs	R19 825,42	R2 149 163,20
Victor Khangale	Training Costs	R22 000,00	R2 127 163,20
Victor Khangale	Petrol	R3 340,67	R2 123 822,53
Zukiswa Mngqibisa	Training Costs	R30 000,00	R2 093 822,53
Zukiswa Mngqibisa	Petrol	R2 172,70	R2 091 649,83
Agsa	Training Costs	R36 656,25	R2 054 993,58
Alleyne Opperman	Training Costs	R18 384,00	R2 036 609,58
Alleyne Opperman	Petrol	R648,64	R2 035 960,94
NYDP	Training Costs	R85 000,00	R1 950 960,94
NYDP	Petrol	R5 069,94	R1 945 891,00
The Human Capitalist	Training Costs	R45 000,00	R1 900 891,00
Martie Botha	Training Costs	R54 000,00	R1 846 891,00
Martie Botha	Petrol	R6 800,00	R1 840 091,00
Nellah Mugwena	Training Costs	R4 000,00	R1 836 091,00
Raesibe Peje	Training Costs	R14 000,00	R1 822 091,00
Sharon Chigede	Training Costs	R19 825,42	R1 802 265,58
Victor Khangale	Training Costs	R22 000,00	R1 780 265,58
Victor Khangale	Petrol	R3 738,99	R1 776 526,59
Zukiswa Mngqibisa	Training Costs	R30 000,00	R1 746 526,59
Zukiswa Mngqibisa	Petrol	R2 200,00	R1 744 326,59
Hoffanheun	Facilitators Accommodation	R12 350,00	R1 731 976,59
Palmerton Cartridges	Stationery	R5 364,76	R1 726 611,83
Palmerton Cartridges	Stationery	R1 621,50	R1 724 990,33
Palmerton Cartridges	Training Costs	R4 485,00	R1 720 505,33
Alleyne Opperman	Training Costs	R18 000,00	R1 702 505,33
Alleyne Opperman	Petrol	R6 478,58	R1 696 026,75
NYDP	Training Costs	R100 000,00	R1 596 026,75
NYDP	Petrol	R3 378,89	R1 592 647,86

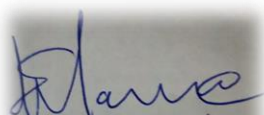
The Human Capitalist	Training Costs	R45 000,00	R1 547 647,86
Martie Botha	Training Costs	R54 000,00	R1 493 647,86
Martie Botha	Petrol	R6 800,00	R1 486 847,86
Nellah Mugwena	Training Costs	R4 000,00	R1 482 847,86
Raesibe Peje	Training Costs	R14 000,00	R1 468 847,86
Sharon Chigede	Training Costs	R19 825,42	R1 449 022,44
Victor Khangale	Training Costs	R22 000,00	R1 427 022,44
Victor Khangale	Petrol	R2 394,75	R1 424 627,69
Zukiswa Mngqibisa	Training Costs	R33 000,00	R1 391 627,69
Zukiswa Mngqibisa	Petrol	R2 024,15	R1 389 603,54
Hoffanheun	Facilitators Accommodation	R1 200,00	R1 388 403,54
HURU	ITC Checks	R13 760,00	R1 374 508,54
FNB	Bank Charges	R135,00	R1 374 508,54
FNB	Bank Charges	R135,00	R1 374 373,54
FNB	Bank Charges	R135,00	R1 374 238,54
Bidvest Protea Coin	Tools of Trade	R10 000,00	R804 238,54
Chad Employment Bureau	Protective Clothing	R960,00	R780 238,54
Chad Employment Bureau	Protective Clothing	R960,00	R756 238,54
Lulaway Holdings	In-house Project Management	R190 080,00	R566 158,54
Lulaway Holdings	Stipend Repayment	R63 128,52	R503 030,02
Lulaway Holdings	Stipend Repayment	R17 262,63	R485 767,39
Bidvest Protea Coin	Stipend Repayment	R114 000,00	R371 767,39
Bidvest Protea Coin	Stipend Repayment	R214 000,00	R157 767,39
Bidvest Protea Coin	Stipend Repayment	R214 000,00	-R56 232,61
Bidvest Protea Coin	Stipend Repayment	R214 000,00	-R270 232,61
<b>Total</b>	<b>Expenditure per each line item</b>	<b>R3,391,049,46</b>	

### Narratives to financial expenditure:

Expenditure incurred to date is mostly linked to the training of learners in the Learnership and Work Readiness Program and is linked to actual training of learners, travelling, venue hire and accommodation.

### 8.3 Financial Position of the project bank account

The position of the bank account as of 25 March 2020 was a R1, 411,539,36



Signed by:  
**Ernest Horne**  
Project Manager

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

<b>District</b>	<b>Name of Company</b>	<b>Physical Address</b>	<b>Contact Person</b>	<b>No of Learners Required</b>	<b>No of Learners Confirmed</b>
Gert Sibande	Delmas - Cappuccinos Springs Mall	19 Jan Smuts Road, Selection Park Springs	Mr. Jan (011) 812 0399 springs@cappuccinos.co.za	6	6
Gert Sibande	Delmas - Mug and Bean Springs Mall	19 Jan Smuts Road, Selection Park Springs	Mr. Christopher 0840468716 mbspringsmall@gmail.com	2	2
Gert Sibande	Delmas - Sasol Safari Motors	54 Sarel Cilliers Street Delmas	Mr. Bennie 0829214434 bennie@sasolsafari.co.za	10	10
Gert Sibande	Delmas - Steers	3 Samuel Road Delmas	Mr. Makho 0732447804 makho@mynote.co.za	2	2
Gert Sibande	Delmas - Wimpy Springs Mall	19 Jan Smuts Road, Selection Park Springs	Ms. Sue 0836516118 wimpyspringsmall@gmail.com	5	5
Nkangala	Emalahleni - Saveway Spar	OR Tambo Toad, Nelson Mandela drive, Die Heuwel Emalahleni	Ms. Annelien 013 690 1173 payroll@savewaysuperspar.co.za	25	25
Nkangala	TBC	TBC	TBC	25	0
Nkangala	Bidvest Protea Coin	222 Witch-Hazel Ave, Techno Park	Stephan Terreblanche 0823249989	125	57
<b>Total</b>				<b>200</b>	<b>107</b>