# CTU TRAINING SOLUTIONS WORKPLACE LOGBOOK FOR A NATIONAL CERTIFICATE IN INFORMATION TECHNOLOGY (SYSTEMS DEVELOPMENT): SAQA ID 78965, NQF LEVEL 4, 165 CREDITS

| | |
|---|---|
| **CAMPUS:** | Roodepoort |
| **STUDENT NAME:** | Brandon Goncalves |
| **STUDENT ID NUMBER:** | 0505306472083 |
| **STUDENT NUMBER:** | 20240835 |
| **CTU ACADEMIC PRINCIPAL:** | Lance Krasner |
| **HOST COMPANY:** | |
| **MENTOR AT HOST COMPANY:** | |
| **DATE STARTED:** | 19/9/2024 |
| **DATE ENDED:** | 31/10/2024 |

CONTENTS

## SECTION A: INTRODUCTION

1. **ABOUT THIS WORPLACE GUIDE**

This logbook serves as a record keeping mechanism for the student and his/her mentor/supervisor to record structured duties performed in the workplace in line with the outcomes of the qualification the student is enrolled for. The purpose of this workplace guide is to provide the student with guidelines on the process and scope of work integrated learning (WIL) that is required on the workplace components of the qualification in preparing candidates for final assessment.

This Workplace Guide will enable the mentor/supervisor and the student to follow a structured and targeted mentoring process and document evidence of practical application in the workplace.

**Once completed a copy of the WIL guide must be filed in the student's Portfolio.**

2. **LEARNER INFORMATION**

2.1 **Contact Details**:

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Home:** | | | | | | | | | | |
| **Cell:** | 0 | 8 | 2 | 4 | 2 | 1 | 5 | 1 | 3 | 3 |
| **E-Mail:** | brandongoncalves0505@gmail.com | | | | | | | | | |
| **Postal Address:** | 36 Chevrolet Street, Aureus, Randfontein | | | | | | | | | |
| **Postal code:** | 1 | 7 | 5 | 9 | | | | | | |

2.2 **Contact Details**:

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Name of Person: | Brandon Goncalves | | | | | | | | | |
| Number: | 0 | 8 | 2 | 4 | 2 | 1 | 5 | 1 | 3 | 3 |

**3.** QUALIFICATION INFORMATION

3.1 **Overview**

The following table provides a brief overview of the Software design and development qualification

| No | AREA | DESCRIPTION |
|---|---|---|
| 1. | Purpose of the Programme | The Programming industry is a well-established industry and thus many learners would benefit from qualifications aligned to this career path. The primary purpose of this qualification is to provide learners with:<br><br>• Provide qualified learners with an undergraduate entry into the fields of Information Communication Technology (ICT) and Computer Sciences, specializing in the Systems Development area<br><br>• Prepare qualified learners for initial employment into the ICT and related industries. Qualified learners will have a solid understanding of computer industry concepts and to able to work in areas of Systems Development with intermediate technical complexity.<br><br>• Allow the credits achieved in National Certificates relating to Information Technology at NQF level 4 to be used as prior learning for this qualification, where applicable.<br><br>• Allow people with workplace experience in the Systems Development areas covered, to request assessments and get recognition for prior learning.<br><br>• Allow the qualification to be acquired in the traditional way of formal study as well as in the workplace, through Learnerships Schemes or Recognition of Prior Learning (RPL). |

| | | |
|---|---|---|
| | | • Assist with professionalization across the Information Technology Sector. It is intended to allow qualified learners to gain membership of registered professional bodies in the ICT industry. |
| 2. | Entry Requirements | It is assumed that the learner must be competent in skills gained at the further education and training band, with Computer Studies as an advantage, but not a requirement. A learning assumption of this qualification is foundational skills in communication and mathematical literacy as required by NQF level 4 qualifications. Further learning assumed is the ability to use a personal computer competently. |
| 3. | Exit Level Outcomes | • Communicate effectively with fellow IT staff & users of information systems<br>• Understand the role of technology in the business context.<br>• Demonstrate an understanding of problem solving techniques, and how to apply them in a systems development environment<br>• Demonstrate an understanding of Systems Development, with all its implications<br>• Relate business problems and information technology solutions<br>• Apply the principles of creating computer software |

4. **MENTOR INFORMATION**

| | |
|---|---|
| **NAME:** | |
| **QUALIFICATION:** | |
| **POSITION IN THE COMPANY:** | |
| **No. OF YEARS EXPERIENCE:** | |
| **SIGNATURE:** | |

## SECTION B: DUTIES AND RESPONSIBILITIES

1. **Duties and Responsibilities of CTU Training Solutions**

CTU will for the duration of the program:

1) Nominate a Representative who will be responsible for the coordination of the work integrated learning program and the liaison between CTU and the host company.
2) Provide a once-off session for the mentor before the students start with the WIL program.
3) Provide the logbook to the students.
4) Request a report from the mentor consistently regarding the student attendance, student co-operation and progress.
5) Copy the host company on all student communication regarding the WIL program.

2. **Duties and responsibilities of the Host Company/Mentor**

The Host Company will, for the duration of the WIL program:

1) Nominate a Host Company Mentor.
2) Take all reasonable steps to ensure that the intellectual property of CTU is not infringed.
3) Report WIL related problems to the CTU representative within reasonable time after such problem arises.
4) Appoint mentors in collaboration with CTU to fulfill the supervisor's/mentor's role and provide their contact details to the CTU representative. The Host Company Representative must at all-time keep CTU informed should a mentor and/or her/her contact details change.
5) Comply with timelines as per this agreement.
6) Comply with the assessment rules of CTU as set out in the Mentor Guide and WIL logbook.
7) Provide an orientation session where the incoming student is familiarized with the host company's expectations and company structure.
8) Provide the student with meaningful employment related as prescribed in the logbook activities.
9) Ensure that students are covered according to the Workman's Compensation Act of South Africa.
10) Safety in the workplace: In this regard, the employer of our student(s) has to ensure compliance with the requirements of the Occupational Health and Safety Act no 85 of 1993 and the relevant regulations.
11) Verify the student's work as prescribed in the student's logbook.

3. **Duties and responsibilities of the student**

The Learner will for the duration of the WIL program:

1) Understand that their responsibilities extend equally to CTU and to the host company.
2) Conduct themselves in a professional and ethical manner.
3) Sign a partnership agreement which will include a code of conduct and adhere to the rules and regulations as stipulated in the code of conduct.
4) Discuss their progress with the relevant mentor regularly.
5) Contact CTU if the student is unsure of being able to meet the logbook requirements.
6) Conform to host company policies and procedures and follow safety rules explicitly.
7) Submit all assignments and other required documentation including the logbook on or before the given deadlines.
8) Keep copies of all documents submitted to CTU (e.g. log sheet, summary sheets and reports).
9) Treat all relevant information concerning the host company as well as any issues concerning remuneration, confidential.
10) Record the activities and work done in the enclosed logbook.

## SECTION C: ADMINISTRATION

1. **Declaration of Authenticity**

A critical aspect of any assignment is authenticity. The assessor must be convinced that it is all your own work. For this reason you must complete the Declaration of Authenticity and have it countersigned by your supervisor/mentor.

NB

The declaration of authenticity is a legal document and if found that you have made a false declaration then not only will your results be declared null and void, but you could also have criminal charges brought against you. It is not worth taking the risk!

Please complete the declaration of authenticity below:

**DECLARATION OF AUTHENTICITY**

I Brandon Goncalves

(FULL NAME)

hereby declare that the contents of this assignment is entirely my own work with the exception of the following documents: (Attach the documents that were generated in a group to this WPE document).

| Activity | Author of the activity | Date |
|---|---|---|
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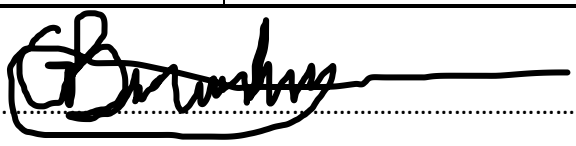
**Signature**:  **Date**: 30/10/2024

***NB: Log sheets must be filled in everyday and handed in to your mentor every Friday. This log sheets will only be valid once both mentor and student have completed it.***

**LOG SHEET FOR PERIOD STARING** ……**202__ …**…….. AND ENDING…….…… **202___**

**Learnership name: ……..**

**Student Name**: ……

**Student No**: ……..

**Program Title**: ……..

**WEEKLY FEEDBACK**

**Problems Encountered**?

……

……

……

……

**How did you resolve the problems mentioned above**?

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**Any other general comments**?

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**Comments by Supervisor/Mentor**?

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**WORKPLACE LOGBOOK**

| Principles of Programme Design | | | |
|---|---|---|---|
| **Weekly Work Log:** | | | |
| Starting Date: 19/9/2024 | | Ending Date 19/9/2024 | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| **14918**<br>Describe the principles of Computer Programming | Wireframe creation | Check Project Requirements document with the code snippets for my website | 1 Hour |
| | Frontend and Backend Creation | | 48 Hours |
| | Creation of the database, also used SQL | | 2 Hours |
| **14909**<br>Describe the difference between programming in Object Orientated and Procedural Languages | Array creation to store property information | JavaScript code creating arrays, refer to code or Project Requirements document code section | 1 Hour |
| | Inheritance from database to arrays | Databases take information and display it in code, such as properties | 2 Hours |
| | | | |
| **119469**<br>Read/view, analyse and respond to a variety of texts | Ensure databases have user information | Refer to databases and information stored | 1 Hour |
| | Ensure properties in database have all details and analysis required | | 1 Hour |

**WORKPLACE LOGBOOK**

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| | | | |
| | | | |
| **Comments from Student** | | | **Total Hours:** 56 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

**COMPANY TO COMPLETE THE FOLLOWING:**

| **PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
|---|---|---|
| Knowledge | | |
| Application of Skills | | |
| Participation | | |
| Communication | | |
| Punctuality | | |
| Ethical Behaviour | | |
| **Supervisor/Mentor Name**: …… **Date**…… | | **Supervisor/Mentor Signature:** ……<br>**Designation**: …… |

**WORKPLACE LOGBOOK**

| **Digital Literacy & Proficiency** | | | |
|---|---|---|---|
| **Weekly Work Log:** | | | |
| Starting Date: 19/9/2024 | | Ending Date: 31/10/2024 | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 14927<br>Apply problem solving strategies | Used the Internet and YouTube | Reference list will be added to my project requirements document | 3 Hours |
| | Used Office applications to document information | Used Word and such to create PDF document | 1 Hour |
| 7468<br>Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | Used mathematics to calculate data of users | Refer to database, the use of things like id incrementation | 1 Hour |
| | | | |
| 119458<br>Analyse and respond to a variety of literary texts | Creation of descriptive property details and Website information | Applied onto the website | 1 Hour |
| | | | |
| 14919<br>Resolve computer user`s problems. | Ensure there is a login and register system | On the website | 2 Hours |
| | Created essential navigation for the website | On the website | 1 Hour |

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| 9015<br>Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | Ensure properties are placed in multiple locations | Refer to website | 2 Hours |
| | | | |
| | | | |
| **Comments from Student** | | | **Total Hours:** 11 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

**COMPANY TO COMPLETE THE FOLLOWING:**

| **PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
|---|---|---|
| Knowledge | | |
| Application of Skills | | |
| Participation | | |
| Communication | | |
| Punctuality | | |
| Ethical Behaviour | | |
| **Supervisor/Mentor Name**: …… **Date**…….. | | **Supervisor/Mentor Signature:** ……<br>**Designation**: …….. |

**WORKPLACE LOGBOOK**

| Programming With Python | | | |
|---|---|---|---|
| **Weekly Work Log:** | | | |
| Starting Date: 19/9/2024 | | Ending Date 31/10/2024 | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 14910<br>Apply the principles of Computer Programming | Creation of the backend of the website | Refer to database and code in Project Requirements document | 48 Hours |
| | Ensured coding practices such as comments | Refer to code screenshots | 1 Hour |
| | | | |
| 14915<br>Design a computer program according to given specifications | Wireframe creation | Refer to document | 1 Hour |
| | UI/UX designing | Refer to document | 1 Hour |
| | | | |
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**WORKPLACE LOGBOOK**

| | | | |
|---|---|---|---|
| 1194465<br>Write/present/sign texts for a range of communicative contexts | Ensured images and text are given in the website | Refer to website itself | 2 Hours |
| | | | |
| | | | |
| **Comments from Student** | | | **Total-Hours:** 53 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

| **COMPANY TO COMPLETE THE FOLLOWING:** | | |
|---|---|---|
| **PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
| Knowledge | | |
| Application of Skills | | |
| Participation | | |
| Communication | | |
| Punctuality | | |
| Ethical Behaviour | | |
| **Supervisor/Mentor Name**: …… **Date**…….. | | **Supervisor/Mentor Signature:** ……<br>**Designation**: …… |

| **Core Web Development** |
|---|
| **Weekly Work Log:** |

**WORKPLACE LOGBOOK**

| Starting Date: 19/9/2024 | | | Ending Date…… 31/10/2024 |
|---|---|---|---|
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 14933<br>Demonstrate an understanding of creating multimedia/web-based computer applications with scripting | Media usage | Refer to website | 2 Hours |
| | Interactive elements in website | Refer to website | 5 Hours |
| | | | |
| 14930<br>Demonstrate an understanding of the principles of developing software for the internet | Web Technology usage | Refer to code screenshots | 2 Hours |
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**WORKPLACE LOGBOOK**

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|---|---|---|---|
| 9016<br>Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts | Use of blocks and styles | Refer to website to see design | 3 Hours |
| **Comments from Student** | | | **Total-Hours:** 12 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

**COMPANY TO COMPLETE THE FOLLOWING:**

| **PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
|---|---|---|
| Knowledge | | |
| Application of Skills | | |
| Participation | | |
| Communication | | |
| Punctuality | | |
| Ethical Behaviour | | |
| **Supervisor/Mentor Name**: …… **Date**…….. | | **Supervisor/Mentor Signature:** ……<br>**Designation**: …… |

**WORKPLACE LOGBOOK**

| **Ethics and Network Architecture** | | | |
|---|---|---|---|
| **Weekly Work Log:** | | | |
| Starting Date: 19/9/2024 | | Ending Date…… 31/10/2024 | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 14913<br>Explain the principles of computer networks | Encryption | Refer to database | 1 Hour |
| | Data managing | Database usage | 2 Hours |
| | | | |
| 14944<br>Explain how data is stored on computers | SQL | Database creation | 1 Hour |
| | XAMPP & PHP | Database storing and management | 2 Hours |
| | | | |

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|---|---|---|---|
| | | | |
| 118028<br>Supervise customer service standards | Login ensured | Refer to website | 1 Hour |
| | | | |
| | | | |
| 14915<br>Design a computer program according to given specifications | Website design | Refer to website | 1 Hour |
| | | | |
| | | | |
| 120379<br>Work as a project team member | N/A | | Individual task |
| | | | |
| | | | |
| **Comments from Student** | | | **Total-Hours:** 8 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

| **COMPANY TO COMPLETE THE FOLLOWING:** | | |
|---|---|---|
| **PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
| Knowledge | | |

**WORKPLACE LOGBOOK**

| | | |
|---|---|---|
| Application of Skills | | |
| Participation | | |
| Communication | | |
| Punctuality | | |
| Ethical Behaviour | | |
| **Supervisor/Mentor Name**: …….. **Date**…….. | | **Supervisor/Mentor Signature:** …….<br>**Designation**: …….. |

| **Cloud Fundamentals** | | | |
|---|---|---|---|
| **Weekly Work Log:** | | | |
| Starting Date: 19/9/2024 | | Ending 30/10/2024 Date…… | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 12154<br>Apply comprehension skills to engage oral texts in a business environment | Presentation of website | Comments of code will be used | 1 Hour |

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| | | | |
| 114636<br>Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment | Deployment on cloud server | Website hosting | 2 Hours |
| | Encryption | Refer to code, uses md5 encryption method | 1 Hour |
| | | | |
| | | | |
| **Comments from Student** | | | **Total-Hours:** 4 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

**COMPANY TO COMPLETE THE FOLLOWING:**

| **PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
|---|---|---|
| Knowledge | | |
| Application of Skills | | |
| Participation | | |
| Communication | | |
| Punctuality | | |

**WORKPLACE LOGBOOK**

| | | |
|---|---|---|
| Ethical Behavior | | |
| **Supervisor/Mentor Name**: …… **Date**…….. | | **Supervisor/Mentor Signature:** …… **Designation**: …… |

| **Computer Architecture** | | | |
|---|---|---|---|
| **Weekly Work Log:** | | | |
| Starting Date: 19/9/2024 | | Ending Date: 30/10/2024 …… | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 14917<br>Explain computer architecture concepts | Use of Idea of this being a client-server architecure | The website in itself is a client-server architecture, as it provides resource to users | 2 Hours |
| | Web interaction with XAMPP database | Refer to website and its database, look at code screenshots | 3 Hours |
| 119462<br>Engage in sustained oral/signed communication and evaluate spoken/signed texts | Receive feedback on website | Need to receive feedback on website and how it functions | 1 Hour |
| | | | |

**WORKPLACE LOGBOOK**

| | | | |
|---|---|---|---|
| 14908<br>Demonstrate an understanding of testing IT systems against given specifications | Test functionality of website | Use of website to ensure it can be functional | 1 Hour |
| | Test website security and performance | Use of encryption and security best practices for website | 2 Hours |
| 14921<br>Describe the types of computer systems and associated hardware configurations | Version control | Use of Git and Github to ensure version control | 1 Hour |
| | Mobile responsiveness | Ensure website can be used on mobile devices | 1 Hour |
| | | | |
| 114636<br>Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment | Use of encryption | Ensure best secure practices in website, even like covering password input | 1 Hour |
| | Ensure Version Control | Ensure the website can be updated for in future purposes | 1 Hour |
| | | | |
| **Comments from Student** | | | **Total Hours:** 13 Hours<br>**Signed:** B.G<br>**Date**: 30/10/2024 |

| **COMPANY TO COMPLETE THE FOLLOWING:** | | |
|---|---|---|
| **PERFORMANCE RATING OF STUDENT**<br>**(Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | **Comments from Supervisor/Mentor** |
| Knowledge | | |
| Application of Skills | | |

**WORKPLACE LOGBOOK**

| | | |
|---|---|---|
| Participation | | |
| Communication | | |
| Punctuality | | |
| Ethical Behaviour | | |
| **Supervisor/Mentor Name**: …… **Date**…….. | | **Supervisor/Mentor Signature:** ……<br><br>**Designation**: …….. |

**Student to complete the form below once the WIL program has been completed and submit to your WIL coordinator at CTU Training Solutions**.

**WIL: STUDENT FEEDBACK**

Course: Programming Foundation

Name of Student: Brandon Goncalves

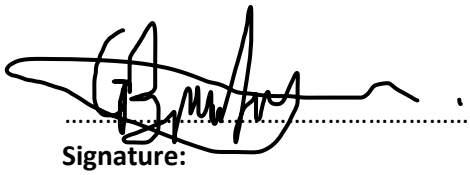
Name of Mentor: .....

Name of Host Company: .....

WIL Coordinator: .....

| | 5 = Strongly Agree | 4 = Agree | 3 = Partially Agree | 2 = Disagree | 1 = Not Acceptable |
|---|---|---|---|---|---|
| 1. The orientation lectures adequately prepared me for the workplace. | | | X | | |
| 2. The placement procedures of CTU were satisfactory. | | | X | | |
| 3. The inputs of the CTU coordinator contributed to my WIL experience. | | | X | | |
| 4. The assessment of my WIL was done in a fair manner. | | | | | X |
| 5. The WIL program developed my communication skills. | | X | | | |
| 6. The WIL program developed my problem solving/critical thinking skills. | | | X | | |
| 7. The WIL program developed my ability to work in a team. | | | | | X |
| 8. The WIL program developed my ability to plan and organize my tasks effectively. | | X | | | |
| 9. The workstation provided me with the scope of work to successfully complete my WIL assignments. | | | X | | |
| 10. My learning followed an upward curve during my stay at this workstation. | | X | | | |
| 11. Average number of hours worked per week | 10 Hours | | | | |
| 12. Gross monthly remuneration (if applicable) | | | | | |
| 13. Method of employment (please ✓) | Contract | | Permanent | | None ✓ |

| General Comments: |
| --- |
| |



…… 31/10/2024 ……

**Signature:** **Date:**

**HOST COMPANY/WORKPLACE TO COMPLETE THE FOLLOWING:**

| | |
|---|---|
| Name of Host Company: | …… |
| Contact person of Host Company: | …… |
| Telephone number of Host Company: | …… |
| Fax number of Host Company: | …… |
| E-mail address of Host Company: | …… |
| Physical address of Host Company: | …… |
| | …… |
| | …… |
| | …… |

Stamp of Host Company: