



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



mictseta

MEDIA, INFORMATION AND COMMUNICATION TECHNOLOGIES
SECTOR EDUCATION TRAINING AUTHORITY

Accelerating quality skills towards an information savvy society

SITE VISIT REPORT

INTERNSHIP PROGRAMME



Date

14 March 2018

ADMINISTRATION INFORMATION

1 st Site Visit <input checked="" type="checkbox"/>	2 nd Site Visit <input type="checkbox"/>	3 rd Site Visit <input type="checkbox"/>	4 th Site Visit <input type="checkbox"/>	Final Site Visit <input type="checkbox"/>	Follow-up <input type="checkbox"/>
Name of Lead Employer	Little Pig				
Contact Person	Lulamisa Kama				
Telephone	043 726 2864				
Email Address	lulamisa@littlepig.cc				
Name of Hosting Employer and Number of Learners Hosted	Little Pig – 3 Learners				
Services Level Agreement Number	MICT/NPVT/intern/2017/18/31/07/18266C				
Learning Programme Intervention	Internship Programme				
Select Province & Provide Programme Geographic Location:	Eastern Cape				

Duration of Programme	12 months	Start Date	10 January 2018	Termination Date	09 January 2019
Current Programme Status:	RED YELLOW GREEN	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>			

Number of Learners in Programme During this Quarter: 1												
Age Group	African		Coloured		Asian		White		Total		Of Whom disabled	
	M	F	M	F	M	F	M	F	M	F	M	F
Number of Learners in progress	1	2	0	0	0	0	0	0	0	0	0	0
Number of Learners Dropped Out			0	0	0	0	0	0	0	0	0	0
Learners Replaced	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	3	0	0	0	0	0	0	0	3	0	0

SELECTED LEARNERS FOR INTERVIEW DURING SITE VISIT

Context	On Site <input checked="" type="checkbox"/>		Off –Site <input type="checkbox"/>
Name and Surname	Name and Surname	Name and Surname	Name and Surname
Anelisa Tuswa	Asavela Fekema	Duduzile Dumana	

1. Introduction

We have recently completed the site visit on behalf of the MICT Seta at your company. The site visit was based on the SLA number **MICT/NPVT/Intern/2017/18/31/07/18266C**. Enclosed for your information is our report in respect of this site visit.

2. Site Visit Objective

The objective of the site visit was to assess and evaluate compliance with the requirements of the SLA and Approved Learning Programme and where appropriate, to make recommendations for effective (functioning as intended) implementation of the approved MICT Learning Programme (s).

3. Learner interviews

Learner's experience attending the programme:

- Graphic Designer: Learnership posters, Internship posters, Logos, Front End checklist, Dreamware, Web development, Valentines Day Flyer
- Customer Relations Officer Intern: Event branding, report writing, SCI marketing, speed networking, writing articles, admin work, sales,
- Interns have learned so much in terms of enhancing their writing skills and also learning how things are conducted in the work place.

Personal feedback from interns:

- Learnt on how to work as a team
- Learnt communication skills
- Interaction with different characters

- Scrum fundamentals and Scrum Master certification
- Presentations
- They have not faced any challenges so far.
- They are able to work under pressure
- They are able to solve problems given to them.
- They work well with their mentor
- Learnt how to use Trello programme for communication

4. Project Manager/ SDF (Employer) Questionnaire

Interns are progressing and Journalists are currently working on writing articles. Graphic Designer is currently designing posters and flyers. Since it's their first three months, they are still finding their feet within the organisation. They are applying themselves and producing results that are positive.

5. Findings

- This was the first visit
- They are being developed by means of training (Trello and Visual and Graphic Design training)
- There are no drop outs.

Areas interns were exposed to:

- Visual and Graphic Design
- Trello
- Scrum

Feedback from mentors:

Siviwe Kwatsha: Mentor for all interns

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6. Recommendations/ Remedial actions/ Developmental Plans

None

7. Conclusion

This was the first monitoring visit. The programme is doing well.



OFFICE USE

The employer is complying with the SLA requirements:

I **Nompumelelo Maweni** hereby confirms that all is in order. I therefore recommend ☒ or not recommend ☐ that the employer be granted disbursement amount of **R42 000** that is due on the **29** Month **March** Year **(2018)**

Signature of:

The Employer and MICT SETA representative both signed the final outcome giving commitment of correct implementation as per SLA.

Employer Representative:		MICT Seta Advisor:	
Full Name	Siviwe Kwatsha	Full Name	Nompumelelo Maweni
Capacity	Managing Director	Capacity	Regional Advisor
Signature		Signature	
Date	14 March 2018	Date	14 March 2018

Report Verified by

Learning Programme Manager:	
Full Name	
Signature	
Date	

