

INTERNSHIP PROGRESS REPORT

SECTION A: INTERNSHIP DETAILS

Programme	Internship Programme
SLA number	MICT/NPVT/Intern/LOI/20172018/00188
Internship NQF Level	Level 5
Report Period (Quarter)	
Employer's Name	Little Pig CC
Date of quarterly report	25 March 2019
Start date	02 May 2018
End date	01 May 2019

Project Manager's Details

Project Manager Full Name	Lulamisa
Project Manager Surname	Kama

Contact Details

Project manager telephone no.	0437262864
Project manager cell	0834601927
e-mail address	lulamisa@littlepig.cc
Company's Physical address	11 William Avenue, Vincent, East London, 5247

SECTION B: INTERNSHIP QUARTER OVERVIEW

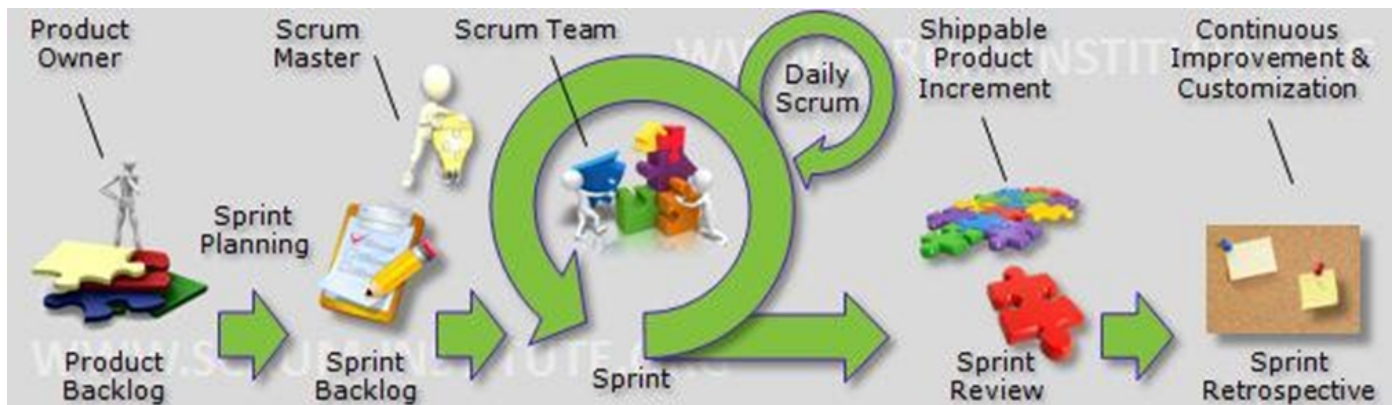
Introduction

This report comprises the fourth and final report for Little Pig CC's internship programme on Contract Number: MICT/NPVT/Intern/LOI/20172018/00188. It reviews the outcomes of assignments that the interns had been working on.

Project Implementation Methodology

The project implementation methodology adopted by Little Pig CC is Scrum. It is a lightweight Agile project management framework that focuses on a collaborative, iterative and incremental approach for the development of a product or service.

Scrum Diagram



The Scrum Framework implements the cornerstones defined by the Agile Manifesto which emphasises the value of:

The Scrum Framework implements the cornerstones defined by the Agile Manifesto which emphasises the value of:

- * Individuals and interactions (communication) over processes and tools
- * Working software over comprehensive documentation
- * Customer collaboration over contract negotiation
- * Responding to change over following a plan

The main components of Scrum Framework are:

- * The three roles: Scrum Product Owner, Scrum Master and the Scrum Team
- * A prioritized Backlog containing the end user requirements
- * Sprints
- * Scrum Events: Sprint Planning Meeting (WHAT-Meeting, HOW-Meeting), Daily Scrum Meeting, Sprint Review Meeting, Sprint Retrospective Meeting.

Important in all Scrum projects are self-organization and communication within the team. In the Scrum Framework the Scrum Product Owner and the Scrum Master share the responsibilities that would otherwise be those of a project manager in a classical sense.

However, in the end, the team decides what and how much they can do in a given Sprint, which

typically is a period of between 2 - 4 weeks. The importance of this is that it maximises release output, while making sure that errors are identified early enough for direction to be modified where deemed necessary.

Another cornerstone of the Scrum Framework is communication. To this effect, Scrum consists of a daily stand-up meeting that is time-boxed to 15 minutes (Daily Scrum). In the meeting, each team member answers the following 3 questions:

1. What they did the day before?
2. What they plan to achieve today?
3. Do they foresee any obstacles?

In the end, the Scrum Framework itself is very simple. It defines only some general guidelines with only a few rules, roles, artifacts and events. However each of these components is important, it serves a specific purpose and is essential for a successful usage of the framework.

Strategic Plan

The programme is in the XXXXX quarter so far it is going well. Of the original intake of 45 interns, XX interns have been employed somewhere else. And a replacement was taken on. All interns are working on various projects as mentioned in the work plan section below.

Evaluating and Monitoring the interns will continue to be a major aspect of Little Pig CC's contribution to their empowerment and preparation for meaningful employment, hopefully internally and definitely externally. The monthly assessments carried out ensure that the work and projects they have been engaged in are effective and of high quality. They also give the company, through mutual feedback, ideas on how to improve things for the current and prospective interns's intake.

Work Placement

Most of our interns are currently placed at different partner companies to broaden their skills and expertise in a different context. They are given different projects to work on and we monitor them every month by doing weekly reports, monthly assessments and we do site visits.

The company, through Little Pig CC Recruitment Agency, is vigorously searching for job opportunities for, and encouraging the remaining interns to apply for those work openings that have been identified. The endeavour is ongoing.

SECTION C: LESSON PLAN TIME SCHEDULE

Activities which are undertaken for workplace learning; when and how these were done in this quarter.

Date [name]	Activity	Learning Outcome	Mentor / Coach	Department	Action Required	Due Date
						By When?
18/02/2019 [Onela Woko]	Formating Reports and Forms	Be able to / to do Formating Reports and Forms	Siviwe kwatsha	ICT department	Formating Reports and Forms	22/02/2019
18/02/2019 [Onela Woko]	Test form functionality to ensure it's working correctly	Be able to / to do Test form functionality to ensure it's working correctly	Siviwe kwatsha	ICT department	Test form functionality to ensure it's working correctly	22/02/2019
18/02/2019 [Onela Woko]	Test form functionality to ensure it's working correctly	Be able to / to do Test form functionality to ensure it's working correctly	Siviwe kwatsha	ICT department	Test form functionality to ensure it's working correctly	22/02/2019
18/02/2019 [Onela Woko]	Creating Reports	Be able to / to do Creating Reports	Siviwe kwatsha	ICT department	Creating Reports	22/02/2019
18/02/2019 [Onela Woko]	Creating Reports	Be able to / to do Creating Reports	Siviwe kwatsha	ICT department	Creating Reports	22/02/2019
18/02/2019 [Onela Woko]	Formating Reports and Forms	Be able to / to do Formating Reports and Forms	Siviwe kwatsha	ICT department	Formating Reports and Forms	22/02/2019
28/01/2019 [Zambia Diko]	registration	Be able to / to do registration	Siviwe kwatsha	ICT department	registration	01/02/2019
28/01/2019 [Yanga Mkiva]	Registration	Be able to / to do Registration	Siviwe kwatsha	ICT department	Registration	01/02/2019
28/01/2019 [Thulisa Tembani]	fix network point	Be able to / to do fix network point	Siviwe kwatsha	ICT department	fix network point	01/02/2019
28/01/2019 [Thulisa Tembani]	User persona task	Be able to / to do User persona task	Siviwe kwatsha	ICT department	User persona task	01/02/2019
28/01/2019 [Anathi Bili]	WENT TO THE RESIDENCE TO FIX INTERNET	Be able to / to do WENT TO THE RESIDENCE TO FIX INTERNET	Siviwe kwatsha	ICT department	WENT TO THE RESIDENCE TO FIX INTERNET	01/02/2019
18/02/2019 [Xolani Mbombo]	Articles. Photograph. Digital Media	Be able to / to do Articles. Photograph. Digital Media	Siviwe kwatsha	ICT department	Articles. Photograph. Digital Media	22/02/2019
04/02/2019 [Xolani Mbombo]	Orientation	Be able to / to do Orientation	Siviwe kwatsha	ICT department	Orientation	08/02/2019
04/02/2019 [Kyler le Roux]	Final Script Adjustments For Trello Tutorial Video	Be able to / to do Final Script Adjustments For Trello Tutorial Video	Siviwe kwatsha	ICT department	Final Script Adjustments For Trello Tutorial Video	08/02/2019
11/02/2019 [Kyler le Roux]	Tutorial Video for Trello (My side)	Be able to / to do Tutorial Video for Trello (My side)	Siviwe kwatsha	ICT department	Tutorial Video for Trello (My side)	15/02/2019
28/01/2019 [Kyler le Roux]	Checking up on Trello at the progression	Be able to / to do Checking up on Trello at the progression	Siviwe kwatsha	ICT department	Checking up on Trello at the progression	01/02/2019

11/02/2019 [Kyler le Roux]	Hard copy of Presentation (Mobile Game Dev)	Be able to / to do Hard copy of Presentation (Mobile Game Dev)	Siviwe kwatsha	ICT department	Hard copy of Presentation (Mobile Game Dev)	15/02/2019
04/02/2019 [Kyler le Roux]	Recording for Trello Tutorial	Be able to / to do Recording for Trello Tutorial	Siviwe kwatsha	ICT department	Recording for Trello Tutorial	08/02/2019
28/01/2019 [Kyler le Roux]	Create a memo for Test	Be able to / to do Create a memo for Test	Siviwe kwatsha	ICT department	Create a memo for Test	01/02/2019
04/02/2019 [Kyler le Roux]	Meetings For The Trello Tutorial Video	Be able to / to do Meetings For The Trello Tutorial Video	Siviwe kwatsha	ICT department	Meetings For The Trello Tutorial Video	08/02/2019
04/02/2019 [Ntombizanele Tshazibana]	Sentrifugo	Be able to / to do Sentrifugo	Siviwe kwatsha	ICT department	Sentrifugo	08/02/2019
28/01/2019 [Ntombizanele Tshazibana]	ADM Consulting Services Invoice	Be able to / to do ADM Consulting Services Invoice	Siviwe kwatsha	ICT department	ADM Consulting Services Invoice	01/02/2019
04/02/2019 [Ntombizanele Tshazibana]	Jabu Monthly Rental Spreadsheet	Be able to / to do Jabu Monthly Rental Spreadsheet	Siviwe kwatsha	ICT department	Jabu Monthly Rental Spreadsheet	08/02/2019
28/01/2019 [Ntombizanele Tshazibana]	LPC_BICT_Learnership Costing Spreadsheet	Be able to / to do LPC_BICT_Learnership Costing Spreadsheet	Siviwe kwatsha	ICT department	LPC_BICT_Learnership Costing Spreadsheet	01/02/2019
04/02/2019 [Ntombizanele Tshazibana]	LPC Rework Spreadsheet	Be able to / to do LPC Rework Spreadsheet	Siviwe kwatsha	ICT department	LPC Rework Spreadsheet	08/02/2019
28/01/2019 [Ntombizanele Tshazibana]	LPC MICT SETA May Interns Invoice	Be able to / to do LPC MICT SETA May Interns Invoice	Siviwe kwatsha	ICT department	LPC MICT SETA May Interns Invoice	01/02/2019
04/02/2019 [Ntombizanele Tshazibana]	LPC_BICT Costing Spreadsheet	Be able to / to do LPC_BICT Costing Spreadsheet	Siviwe kwatsha	ICT department	LPC_BICT Costing Spreadsheet	08/02/2019
28/01/2019 [Ntombizanele Tshazibana]	DOT Auditors Invoice	Be able to / to do DOT Auditors Invoice	Siviwe kwatsha	ICT department	DOT Auditors Invoice	01/02/2019
28/01/2019 [Ntombizanele Tshazibana]	BICT MICT SETA May Interns Invoice	Be able to / to do BICT MICT SETA May Interns Invoice	Siviwe kwatsha	ICT department	BICT MICT SETA May Interns Invoice	01/02/2019
28/01/2019 [Ntombizanele Tshazibana]	Termination of Account Letter	Be able to / to do Termination of Account Letter	Siviwe kwatsha	ICT department	Termination of Account Letter	01/02/2019
04/02/2019 [Ntombizanele Tshazibana]	BICT Expense Spreadsheet	Be able to / to do BICT Expense Spreadsheet	Siviwe kwatsha	ICT department	BICT Expense Spreadsheet	08/02/2019
28/01/2019 [Nokuphila Ntozakhe]	Helping students who were writing captst in labs.	Be able to / to do Helping students who were writing captst in labs.	Siviwe kwatsha	ICT department	Helping students who were writing captst in labs.	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	Connecting new printers	Be able to / to do Connecting new printers	Siviwe kwatsha	ICT department	Connecting new printers	01/02/2019

28/01/2019 [Nokuphila Ntozakhe]	Registration	Be able to / to do Registration	Siviwe kwatsha	ICT department	Registration	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	Cleaning RAM	Be able to / to do Cleaning RAM	Siviwe kwatsha	ICT department	Cleaning RAM	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	connecting printers	Be able to / to do connecting printers	Siviwe kwatsha	ICT department	connecting printers	01/02/2019
18/02/2019 [Yonela Thungana]	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Be able to / to do Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Siviwe kwatsha	ICT department	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	22/02/2019
11/02/2019 [Yonela Thungana]	Attended GIS training	Be able to / to do Attended GIS training	Siviwe kwatsha	ICT department	Attended GIS training	15/02/2019
11/02/2019 [Yonela Thungana]	Attended GIS training	Be able to / to do Attended GIS training	Siviwe kwatsha	ICT department	Attended GIS training	15/02/2019
18/02/2019 [Yonela Thungana]	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Be able to / to do Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Siviwe kwatsha	ICT department	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	22/02/2019

SECTION D: LEARNER DETAILS

OUTCOME 3.3: INCREASED ACCESS TO OCCUPATIONALLY DIRECTED LEARNING PROGRAMMES WITHIN THE MICT SECTOR																									
NAMES OF THE LEARNER	SURNAME OF THE LEARNER	ID NUMBER OF THE LEARNER	TYPE OF LEARNING PROGRAMME (LEARNERSHIP)	DATE THE LEARNER ENTERED THE LEARNING PROGRAMME	ACTUAL START DATE OF THE LEARNING PROGRAMME	OFO CODE VERSION 2012	NQF LEVEL (NQF ACT)	QUALIFICATION AS PER OFO CODE/DESCRIPTION OF THE QUALIFICATION	NAME OF THE EMPLOYER	EMPLOYER REGISTRATION/SDL NUMBER	EMPLOYER CONTACT DETAILS	NAME OF THE TRAINING PROVIDER	TRAINING PROVIDER AGREDITATION NUMBER	TRAINING PROVIDER CONTACT DETAILS	IS TRAINING PROVIDER PRIVATE /PUBLIC (YES/NO)	LEARNER PROVINCE	LEARNER LOCAL/DISTRICT MUNICIPALITY	SPECIFY LEARNER RESIDENTIAL AREA	IS THE LEARNER RESIDENTIAL AREA URBAN / RURAL(YES/NO)	KEY DEVELOPMENT AND TRANSFORMATION IMPERATIVES					
																				RACE	GENDER	AGE	DISABILITY	YOUTH	NON-RSA CITIZEN
Asaduma	Baloyi	8510200325082	Internship	15-Oct-18	02-May-18	243103		Marketing Practitioner	Little Pig CC	L780780583	0437262864									Black	Female	33	No	Yes	RSA Citizen
Anathi	Bill	9410070995081	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	24	No	Yes	RSA Citizen
Zambia	Diko	9211151033085	Internship	02-May-18	02-May-18	252101		Database Designer and Administrator	Little Pig CC	L780780583	0437262864									Black	Female	26	No	Yes	RSA Citizen
Asemahle	Diniso	9511110809081	Internship	02-May-18	02-May-18	243201		Communication Coordinator	Little Pig CC	L780780583	0437262864									Black	Female	23	No	Yes	RSA Citizen
Thandeka	Dlamini	9309271536084	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	25	No	Yes	RSA Citizen
Cebokazi	Feni	9008260743087	Internship	02-May-18	02-May-18	243201		Communication Coordinator	Little Pig CC	L780780583	0437262864									Black	Female	28	No	Yes	RSA Citizen
Zukile	Gagu	9602071068088	Internship	02-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Female	23	No	Yes	RSA Citizen
Nokonwaba	Godlo	9110091094084	Internship	02-May-18	02-May-18	216601		Graphic Designer	Little Pig CC	L780780583	0437262864									Black	Female	27	No	Yes	RSA Citizen
Zingca	Kopo	9401010609080	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	25	No	Yes	RSA Citizen
Nonhlanhla	Luthuli	9008270535085	Internship	02-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Female	28	No	Yes	RSA Citizen
Amanda	Mafu	9012170614081	Internship	04-Jun-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Female	28	No	Yes	RSA Citizen
Xolani	Mbombo	9207025347081	Internship	02-May-18	02-May-18	243101		Advertising Specialist	Little Pig CC	L780780583	0437262864									Black	Male	26	No	Yes	RSA Citizen
Nolitha	Mcothshana	9302220179080	Internship	16-Jul-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Female	26	No	Yes	RSA Citizen
Lunga	Mdekana	9607185431080	Internship	02-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Male	22	No	Yes	RSA Citizen
Mthandazuvive	Mgwangqa	9405075459083	Internship	02-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Male	24	No	Yes	RSA Citizen
Mesuli	Mhlahlo	8809036016083	Internship	02-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Male	30	No	Yes	RSA Citizen
Yanga	Mkiva	9706101241084	Internship	02-May-18	02-May-18	252101		Database Designer and Administrator	Little Pig CC	L780780583	0437262864									Black	Female	21	No	Yes	RSA Citizen
Lusizo	Mngqakababa	9303256318089	Internship	02-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Male	26	No	Yes	RSA Citizen
Thandekile	Mnyalatyo	9412180231084	Internship	22-May-18	02-May-18	251101		ICT Systems Analyst	Little Pig CC	L780780583	0437262864									Black	Female	24	No	Yes	RSA Citizen
Lamantambo	Ndadana	8901285617081	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Male	30	No	Yes	RSA Citizen
Khunjulwa	Ndamase	9402260707087	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	25	No	Yes	RSA Citizen
Baxolise	Ndlobongo	9501190638088	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	24	No	Yes	RSA Citizen
Mthunzi	Ngono	9310305302089	Internship	02-May-18	02-May-18	252901		ICT Security Specialist	Little Pig CC	L780780583	0437262864									Black	Male	25	No	Yes	RSA Citizen
Zanele	Noxeke	8509251079085	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	33	No	Yes	RSA Citizen
Sphelele	Nqabeni	8806225656083	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Male	30	No	Yes	RSA Citizen
Nokuphila	Ntozakhe	9311190964082	Internship	01-Oct-18	02-May-18	251201		Software Developer	Little Pig CC	L780780583	0437262864									Black	Female	25	No	Yes	RSA Citizen
Bongiswa	Pamle	9402050219087	Internship	10-Sep-18	02-May-18	251201		Software Developer	Little Pig CC	L780780583	0437262864									Black	Female	25	No	Yes	RSA Citizen
Sisamkele	Ponye	9502135980080	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Male	24	No	Yes	RSA Citizen
Sazi	Rozani	9712245820080	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Male	21	No	Yes	RSA Citizen
Anam	Sangu	9301030459088	Internship	02-May-18	02-May-18	251201		Software Developer	Little Pig CC	L780780583	0437262864									Black	Female	26	No	Yes	RSA Citizen
Malakhiwe	Siyata	9106221131085	Internship	04-Jun-18	02-May-18	216601		Graphic Designer	Little Pig CC	L780780583	0437262864									Black	Female	27	No	Yes	RSA Citizen
Thulisa	Tembani	9105171111089	Internship	02-May-18	02-May-18	252201		Systems Administrator	Little Pig CC	L780780583	0437262864									Black	Female	27	No	Yes	RSA Citizen
Bongiwe	Zako	9406010303089	Internship	02-May-18	02-May-18	252101		Database Designer and Administrator	Little Pig CC	L780780583	0437262864									Black	Female	24	No	Yes	RSA Citizen

No. of learners attended All lectures	No. of learners absent	No. of learners absconded /resigned/dropped