

## INTERNSHIP PROGRESS REPORT

### SECTION A: INTERNSHIP DETAILS

<b>Programme</b>	Internship Programme
<b>SLA number</b>	MICT/Testing
<b>Internship NQF Level</b>	Level 5
<b>Report Period (Quarter)</b>	
<b>Employer's Name</b>	Border ICT & Cabling Service
<b>Date of final report</b>	01 March 2019
<b>Start date</b>	18 January 2019
<b>End date</b>	14 August 2019

### Project Manager's Details

<b>Project Manager Full Name</b>	Nobubele
<b>Project Manager Surname</b>	Vuba

### Contact Details

<b>Project manager telephone no.</b>	0430070558
<b>Project manager cell</b>	0796861943
<b>e-mail address</b>	nobs@borderict.co.za
<b>Company's Physical address</b>	16 King Street, Southernwood, East London, 5201

## **SECTION B: INTERNSHIP QUARTER OVERVIEW**

### **Introduction**

All our interns seem to be working well considering this their first work experience. They have shown great interest and enthusiasm, and the response we get from them and their mentors show that they are getting the required experience.

### **Project Implementation Methodology**

Through the use of Scrum project management methodology, learners complete detailed description on how everything will be done, what they have done, what they are planning to do on their projects, and their obstacles. We have chosen this methodology because the interns will work independently and also in teams to provide to them the best outcome for allocated projects. This will help them know the best solutions needed for the problems presented to them.

### **Strategic Plan**

To have a sustainable internship programs, the learners are given tasks or project that will give them the required experience and to enhance their ICT/Marketing skills. These tasks are rotated so all interns can have the knowledge required at the end of the program. Each intern will be given a chance to meet or work with our clients in order to assist them and provide live environment experience in dealing with real time issues.

### **Work Placement**

Interns are placed at partner companies where they are given individual and group projects. As Border ICT and Cabling Service we follow up on how they are progressing, and also assist with any issues that might require our intervention when problems arise which might cause setbacks on their work. Every Fridays all our interns are required to submit full report detailing all the tasks completed, including problems encountered. They are also required to submit monthly assessments.

## 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?
04/02/2019 [Luyolo Yiba]	Staff Meeting	Be able to / to do Staff Meeting	Nobubele vuba	ICT department	Staff Meeting	08/02/2019
04/02/2019 [Luyolo Yiba]	Sentrifugo Assessment	Be able to / to do Sentrifugo Assessment	Nobubele vuba	ICT department	Sentrifugo Assessment	08/02/2019
04/02/2019 [Luyolo Yiba]	Piggy Bank Meeting	Be able to / to do Piggy Bank Meeting	Nobubele vuba	ICT department	Piggy Bank Meeting	08/02/2019
28/01/2019 [Luyolo Yiba]	System Support learnership	Be able to / to do System Support learnership	Nobubele vuba	ICT department	System Support learnership	01/02/2019

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
Aviwe	Griffiths	8912290746088	Internship	13-Feb-19	18-Jan-19	216301	Level 6	Fashion Designer	Border ICT & Cabling Service	L780780583	0430070558					Eastern Cape	Amathole District Municipality	East London	Urban	Black	Female	29	No	Yes	RSA Citizen
Zusiphe	Peza	9503120497080	Internship	18-Jan-19	18-Jan-19	243102	Level 6	Market Research Analyst	Border ICT & Cabling Service	L780780583	0430070558					Eastern Cape	Amathole District Municipality	East London	Urban	Black	Female	24	No	Yes	RSA Citizen

No. of learners attended All lectures	No. of learners absent	No. of learners absconded /resigned/dropped
2	0	0

## **SECTION E: SIGNIFICANT ACHIEVEMENT THIS QUARTER**

**Learners have achieved the following:**

- \* Scrum Fundamental and scrum Master
- \* Newsletters for previous months
- \* Installation of Oracle Virtual Box machine
- \* Installation of Statistical Package for the Social Sciences (SPSS) on student computers

Compiled By : Nobubele Vuba

Date : 01 March 2019

Signature : .....