

INTERNSHIP PROGRESS REPORT

SECTION A: INTERNSHIP DETAILS

| | |
|--------------------------------|-------------------------------------|
| Programme | Internship Programme |
| SLA number | MICT/NPVT/Intern/LOI/20172018/00252 |
| Internship NQF Level | Level 5 |
| Report Period (Quarter) | |
| Employer's Name | Border ICT & Cabling Service |
| Date of final report | 26 December 2018 |
| Start date | 02 May 2018 |
| End date | 01 May 2019 |

Project Manager's Details

| | |
|----------------------------------|----------|
| Project Manager Full Name | Nobubele |
| Project Manager Surname | Vuba |

Contact Details

| | |
|--------------------------------------|---|
| Project manager telephone no. | 0430070558 |
| Project manager cell | 0796861943 |
| e-mail address | nobs@borderict.co.za |
| Company's Physical address | 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 [Xolisa Tyali] | Lost printer connection | Be able to / to do Lost printer connection | Nobubele vuba | ICT department | Lost printer connection | 08/02/2019 |
| 28/01/2019 [Xolisa Tyali] | Scanner problem | Be able to / to do Scanner problem | Nobubele vuba | ICT department | Scanner problem | 01/02/2019 |
| 11/02/2019 [Xolisa Tyali] | printer connection | Be able to / to do printer connection | Nobubele vuba | ICT department | printer connection | 15/02/2019 |
| 11/02/2019 [Xolisa Tyali] | E-mail problem | Be able to / to do E-mail problem | Nobubele vuba | ICT department | E-mail problem | 15/02/2019 |
| 04/02/2019 [Xolisa Tyali] | User cannot login using AD credentials | Be able to / to do User cannot login using AD credentials | Nobubele vuba | ICT department | User cannot login using AD credentials | 08/02/2019 |
| 28/01/2019 [Xolisa Tyali] | email problem | Be able to / to do email problem | Nobubele vuba | ICT department | email problem | 01/02/2019 |
| 11/02/2019 [Xolisa Tyali] | operating system upgrade | Be able to / to do operating system upgrade | Nobubele vuba | ICT department | operating system upgrade | 15/02/2019 |
| 04/02/2019 [Xolisa Tyali] | printer problem | Be able to / to do printer problem | Nobubele vuba | ICT department | printer problem | 08/02/2019 |
| 28/01/2019 [Xolisa Tyali] | Pc not booting | Be able to / to do Pc not booting | Nobubele vuba | ICT department | Pc not booting | 01/02/2019 |
| 11/02/2019 [Xolisa Tyali] | bluetooth problem | Be able to / to do bluetooth problem | Nobubele vuba | ICT department | bluetooth problem | 15/02/2019 |
| 04/02/2019 [Xolisa Tyali] | trust relationship | Be able to / to do trust relationship | Nobubele vuba | ICT department | trust relationship | 08/02/2019 |
| 28/01/2019 [Xolisa Tyali] | User cannot login using AD credentials | Be able to / to do User cannot login using AD credentials | Nobubele vuba | ICT department | User cannot login using AD credentials | 01/02/2019 |
| 04/02/2019 [Xolisa Tyali] | Scanner problem | Be able to / to do Scanner problem | Nobubele vuba | ICT department | Scanner problem | 08/02/2019 |
| 28/01/2019 [Xolisa Tyali] | Windows upgrade | Be able to / to do Windows upgrade | Nobubele vuba | ICT department | Windows upgrade | 01/02/2019 |
| 28/01/2019 [Zenande Majikija] | from 7/01/2019 - 10/01/2019 Busy at Lab with captest for new students | Be able to / to do from 7/01/2019 - 10/01/2019 Busy at Lab with captest for new students | Nobubele vuba | ICT department | from 7/01/2019 - 10/01/2019 Busy at Lab with captest for new students | 01/02/2019 |
| 28/01/2019 [Zenande Majikija] | 11/01/2019 We were busy with connection of new printers as the Campus was changing the contract with konica to xerox. | Be able to / to do 11/01/2019 We were busy with connection of new printers as the Campus was changing the contract with konica to xerox. | Nobubele vuba | ICT department | 11/01/2019 We were busy with connection of new printers as the Campus was changing the contract with konica to xerox. | 01/02/2019 |

| | | | | | | |
|------------------------------|---|---|---------------|----------------|---|------------|
| 28/01/2019 [Onke Msutu] | Made an On Demand Job Overwrite | Be able to / to do Made an On Demand Job Overwrite | Nobubele vuba | ICT department | Made an On Demand Job Overwrite | 01/02/2019 |
| 28/01/2019 [Onke Msutu] | Replaced a toner for the Printer | Be able to / to do Replaced a toner for the Printer | Nobubele vuba | ICT department | Replaced a toner for the Printer | 01/02/2019 |
| 28/01/2019 [Onke Msutu] | Activated an operating system | Be able to / to do Activated an operating system | Nobubele vuba | ICT department | Activated an operating system | 01/02/2019 |
| 04/02/2019 [Tembela Jako] | Re-installing N computing into controllers and adding users to the main server. | Be able to / to do Re-installing N computing into controllers and adding users to the main server. | Nobubele vuba | ICT department | Re-installing N computing into controllers and adding users to the main server. | 08/02/2019 |
| 28/01/2019 [Tembela Jako] | Check all computers that are not working in the labs. wmkds | Be able to / to do Check all computers that are not working in the labs. | Nobubele vuba | ICT department | Check all computers that are not working in the labs. | 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 |
| Chumani | Boniwe | 9212185894088 | Internship | 02-May-18 | 02-May-18 | 252201 | Level 6 | Systems Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 26 | No | Yes | RSA Citizen |
| Nelisiwe | Gantsa | 8511280927086 | Internship | 20-Aug-18 | 02-May-18 | 351301 | Level 5 | Computer Network Technician | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 33 | No | Yes | RSA Citizen |
| Zovuyo | Gxididi | 9004081016084 | Internship | 02-May-18 | 02-May-18 | 251201 | Level 6 | Software Developer | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 28 | No | Yes | RSA Citizen |
| Tembela | Jako | 8608075895088 | Internship | 04-Jun-18 | 02-May-18 | 251201 | Level 6 | Software Developer | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 32 | No | Yes | RSA Citizen |
| Keitumetse | Lentsela | 9512190386081 | Internship | 03-Sep-18 | 02-May-18 | 252101 | Level 6 | Database Designer and Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 23 | No | Yes | RSA Citizen |
| Lwando | Ludude | 9402115619087 | Internship | 02-May-18 | 02-May-18 | 251201 | Level 4 | Software Developer | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 25 | No | Yes | RSA Citizen |
| Zenande | Majikja | 9501041082080 | Internship | 02-May-18 | 02-May-18 | 251201 | Level 6 | Software Developer | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 24 | No | Yes | RSA Citizen |
| Rene | Marais | 9301150084088 | Internship | 22-Oct-18 | 02-May-18 | 351301 | Level 6 | Computer Network Technician | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 26 | No | Yes | RSA Citizen |
| Mokgobi martha | Mosekaleme | 9305180932083 | Internship | 22-Oct-18 | 02-May-18 | 351301 | Level 6 | Computer Network Technician | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 25 | No | Yes | RSA Citizen |
| Onke | Msutu | 9205076223086 | Internship | 02-May-18 | 02-May-18 | 251101 | Level 7 | ICT Systems Analyst | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 26 | No | Yes | RSA Citizen |
| Siphosenkosi | Ndevu | 9406025798083 | Internship | 02-May-18 | 02-May-18 | 252201 | Level 6 | Systems Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 24 | No | Yes | RSA Citizen |
| Ziyanda | Nqumba | 9206070398080 | Internship | 19-Nov-18 | 02-May-18 | 243103 | Level 6 | Marketing Practitioner | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 26 | No | Yes | RSA Citizen |
| Sothembela | Nxusa | 9306085175083 | Internship | 02-May-18 | 02-May-18 | 252201 | Level 6 | Systems Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 25 | No | Yes | RSA Citizen |
| Xabisa | Shenxane | 8304280297084 | Internship | 02-May-18 | 02-May-18 | 122101 | Level 6 | Sales and Marketing Manager | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 35 | No | Yes | RSA Citizen |
| Phakama | Sigcau | 8904291076086 | Internship | 02-May-18 | 02-May-18 | 252201 | Level 4 | Systems Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 29 | No | Yes | RSA Citizen |
| Alapha | Simanga | 9608110701084 | Internship | 02-May-18 | 02-May-18 | 121905 | Level 6 | Programme or Project Manager | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 22 | No | Yes | RSA Citizen |
| Noxolo | Skili | 8609270856081 | Internship | 02-May-18 | 02-May-18 | 252201 | Level 6 | Systems Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 32 | No | Yes | RSA Citizen |
| Nwabisa | Thibane | 8007140361087 | Internship | 02-May-18 | 02-May-18 | 242101 | Level 6 | Management Consultant | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Female | 38 | No | No | RSA Citizen |
| Xolisa | Tyali | 9101256086080 | Internship | 02-May-18 | 02-May-18 | 252201 | Level 6 | Systems Administrator | Border ICT & Cabling Service | L780780583 | 0430070558 | | | | | Eastern Cape | Amathole District Municipality | East London | Urban | Black | Male | 28 | No | Yes | RSA Citizen |

| No. of learners attended All lectures | No. of learners absent | No. of learners absconded /resigned/dropped |
|---------------------------------------|------------------------|---|
| 20 | 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 : 26 December 2018

Signature :