



### **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 quarterly report	23 March 2019
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. Nywwee NyweeeH!!

#### **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	Activity	Learning Outcome	Mentor / Coach	Department	Action Required	Due Date		
[name]						By When?		
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]	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		
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]	Windows upgrade	Be able to / to do Windows upgrade	Nobubele vuba	ICT department	Windows upgrade	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]	Scanner problem	Be able to / to do Scanner problem	Nobubele vuba	ICT department	Scanner problem	01/02/2019		
14/01/2019 [Xolisa Tyali]	Password reset	Be able to / to do Password reset	Nobubele vuba	ICT department	Password reset	18/01/2019		
04/02/2019 [Xolisa Tyali]	Scanner problem	Be able to / to do Scanner problem	Nobubele vuba	ICT department	Scanner problem	08/02/2019		
14/01/2019 [Xolisa Tyali]	Lost printer connection	Be able to / to do Lost printer connection	Nobubele vuba	ICT department	Lost printer connection	18/01/2019		
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		
14/01/2019 [Xolisa Tyali]	Scanner problem	Be able to / to do Scanner problem	Nobubele vuba	ICT department	Scanner problem	18/01/2019		
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]	printer connection	Be able to / to do printer connection	Nobubele vuba	ICT department	printer connection	15/02/2019		
14/01/2019 [Xolisa Tyali]	Printer connection	Be able to / to do Printer connection	Nobubele vuba	ICT department	Printer connection	18/01/2019		
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]	E-mail problem	Be able to / to do E-mail problem	Nobubele vuba	ICT department	E-mail problem	15/02/2019		
14/01/2019 [Chumani Boniwe]	Report writting	Be able to / to do Report writting	Nobubele vuba	ICT department	Report writting	18/01/2019		
21/01/2019 [Chumani Boniwe]	Conducting a meeting at aschool	Be able to / to do Conducting a meeting at aschool	Nobubele vuba	ICT department	Conducting a meeting at aschool	25/01/2019		

07/01/2019 [Chumani Boniwe]	Create Database	Be able to / to do Create Database	Nobubele vuba	ICT department	Create Database	11/01/2019
07/01/2019 [Chumani Boniwe]	Research on Content to post on social media	Be able to / to do Research on Content to post on social media	Nobubele vuba	ICT department	Research on Content to post on social media	11/01/2019
14/01/2019 [Chumani Boniwe]	Drafting a benner design	Be able to / to do Drafting a benner design	Nobubele vuba	ICT department	Drafting a benner design	18/01/2019
14/01/2019 [Chumani Boniwe]	Getting quotes for banner printing	Be able to / to do Getting quotes for banner printing	Nobubele vuba	ICT department	Getting quotes for banner printing	18/01/2019
21/01/2019 [Chumani Boniwe]	Writting Repors	Be able to / to do Writting Repors	Nobubele vuba	ICT department	Writting Repors	25/01/2019
28/01/2019 [Zenande Majikija]	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
26/12/2018 [Siphosenkosi Ndevu]	installing Cap program and AST Tutor	Be able to / to do installing Cap program and AST Tutor	Nobubele vuba	ICT department	installing Cap program and AST Tutor	30/12/2018
07/01/2019 [Siphosenkosi Ndevu]	assisting students in Labs while they were writing placement test.	Be able to / to do assisting students in Labs while they were writing placement test.	Nobubele vuba	ICT department	assisting students in Labs while they were writing placement test.	11/01/2019
14/01/2019 [Siphosenkosi Ndevu]	installing ITS to Staff Laptop	Be able to / to do installing ITS to Staff Laptop	Nobubele vuba	ICT department	installing ITS to Staff Laptop	18/01/2019
07/01/2019 [Onke Msutu]	Mounted and connected a Hewlett Packard switch	Be able to / to do Mounted and connected a Hewlett Packard switch	Nobubele vuba	ICT department	Mounted and connected a Hewlett Packard switch	11/01/2019
21/01/2019 [Onke Msutu]	Created a server for Leaner Profiler	Be able to / to do Created a server for Leaner Profiler	Nobubele vuba	ICT department	Created a server for Leaner Profiler	25/01/2019
07/01/2019 [Onke Msutu]	Re-connected the patch panel	Be able to / to do Re-connected the patch panel	Nobubele vuba	ICT department	Re-connected the patch panel	11/01/2019
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
14/01/2019 [Onke Msutu]	Created a bootable USB	Be able to / to do Created a bootable USB	Nobubele vuba	ICT department	Created a bootable USB	18/01/2019
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28/01/2019 [Onke Msutu]	Replaced a toner for the Printer	Be able to / to do Replaced a toner	Nobubele vuba	ICT department	Replaced a toner for the Printer	01/02/2019
14/01/2019 [Onke Msutu]	Re-set the Office 365 password	for the Printer  Be able to / to do  Re-set the Office 365 password	Nobubele vuba	ICT department	Re-set the Office 365 password	18/01/2019
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
14/01/2019 [Onke Msutu]	Restarted the firewall and the Rx	Be able to / to do Restarted the firewall and the Rx	Nobubele vuba	ICT department	Restarted the firewall and the Rx	18/01/2019
21/01/2019 [Onke Msutu]	Added user names on the Xerox 7035 printer	Be able to / to do Added user names on the Xerox 7035 printer	Nobubele vuba	ICT department	Added user names on the Xerox 7035 printer	25/01/2019
07/01/2019 [Onke Msutu]	Installed Windows server 2012 R2 standard	Be able to / to do Installed Windows server 2012 R2 standard	Nobubele vuba	ICT department	Installed Windows server 2012 R2 standard	11/01/2019
21/01/2019 [Onke Msutu]	Installed Xerox 5865 printers on the thin-client servers	Be able to / to do Installed Xerox 5865 printers on the thin-client servers	Nobubele vuba	ICT department	Installed Xerox 5865 printers on the thin-client servers	25/01/2019
14/01/2019 [Tembela Jako]	Assist students in computer labs when students create log in and answering all the questions.	Be able to / to do Assist students in computer labs when students create log in and answering all the questions.	Nobubele vuba	ICT department	Assist students in computer labs when students create log in and answering all the questions.	18/01/2019
07/01/2019 [Tembela Jako]	Assist students in computer labs when students create log in and answering all the questions.	Be able to / to do Assist students in computer labs when students create log in and answering all the questions.	Nobubele vuba	ICT department	Assist students in computer labs when students create log in and answering all the questions.	11/01/2019
14/01/2019 [Tembela Jako]	Helping the registration team with photocopying of documents.	Be able to / to do Helping the registration team with photocopying of documents.	Nobubele vuba	ICT department	Helping the registration team with photocopying of documents.	18/01/2019
28/01/2019 [Tembela Jako]	Uninstalling and installing Pastel Accounting Partner into controllers	Be able to / to do Uninstalling and installing Pastel Accounting Partner into controllers	Nobubele vuba	ICT department	Uninstalling and installing Pastel Accounting Partner into controllers	01/02/2019
28/01/2019 [Tembela Jako]	Check all computers that are not working in the labs.	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
15/01/2019 [Mokgobi martha Mosekaleme]	Passed Manipulate Arrays with shift()	Be able to / to do Passed Manipulate Arrays with shift()	Nobubele vuba	ICT department	Passed Manipulate Arrays with shift()	19/01/2019

# **SECTION D: LEARNER DETAILS**

OUTCOME 3.	3: INCREASED A	CESS TO OCCUPAT	IONALLY DIRECTED LE	ARNING PROGRAMMES V	WITHIN THE MICT SEC	TOR																		
NAMES OF THE LEARNER	SURNAME OF THE LEARNER	ID NUMBER OF THE LEARNER	TYPE OF LEARNING PROGRAMME (LEARNERSHIP)	DATE THE LEARNER ENTERED THE LEARNING PROGRAMMME	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	TRAININING 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 DI		IENT AN	D TRANSFO	RMATION
																				RACE	GENDER	AGE	DISABILITY	YOUTH NON-R
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	Majikija	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	Skiti	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 oflkmsvf
- \* vlkmbtfvkm
- \* sbtkkbsd
- \* fmk

Compiled By	: Nobubele Vuba
Date	: 23 March 2019
Signature	