GETUIGSKRIF

Tel. 023 347 0476 / 023 347 0499
Faks. 023 347 5021
E-mail: hsmontana@mweb.co.za
Web: www.monties.co.za

Hoërskool Montana
Posbus 1356
Worcester
6849

NAAM	:	***CHARLEEN LIEBENBERG***
GEBOORTEDATUM	:	***26 JULIE 1992***
TYDPERK IN HIERDIE SKOOL	:	***5 JAAR***
PRESTASIES: SKOLASTIES	:	***Kandidaat Nasionale Senior Sertifikaat-eksamen 2010***
SPORT	:	*Netbal o.19B;* *Krieket-tellinghouer*
VERENIGINGS	:	*VSCV*

ALGEMEEN: *Charleen is 'n baie vriendelike en beleefde leerder met 'n spontane en aangename geaardheid. Sy handhaaf sterk en positiewe lewensbeginsels wat 'n goeie opvoeding tuis weerspieël.*

Sy kom baie goed met mense oor die weg, onderwerp haar aan gesag en tree selfbeheersd op.

Charleen kommunikeer spontaan en intelligent en tree met die nodige selfvertroue op.

Op akademiese gebied is sy pligsgetrou en hardwerkend en lewer sy goeie werk.

Al hierdie eienskappe word ook nog gekomplimenteer deur 'n netjiese voorkoms en werk.

Ons beveel haar graag aan vir dit waartoe haar bevoegdhede haar in staat stel.

GD BIESENBACH
SKOOLHOOF
9 NOVEMBER 2010

Beauty by Jess

Shop 16 | Quenets Arcade | Worcester | Tel:023 3472805 Cell 082 566 9292

To whom it may concern.

It is a pleasure for me as owner of Beauty By Jess to give this letter of recommendation to Charleen Liebenberg whom I have known since September 2008.

Since then Charleen has been working for me as an assistant every weekend en every school holiday. Charleen is a very loyal an hard working individual. She takes pride in her appearance and the way she interacts with clients.

Charleen is always prepared to do more than what is expected from her and will walk the extra mile without hesitating. She is up for a new challenge and prepared to learn. Charleen is not afraid to ask questions in regard to her work.

It is an hounour for me to know Charleen and I will recommend her for any position she may apply for.

Kind Regard

Jessica Kinghorn
Owner

9 November 2012

To Whom It May Concern:

Dear Sir/Madam

REGARDING Charleen Liebenberg

Charleen studied at International Academy from 2011 - 2012. She completed a 2 year Health & Skincare Course.

Charleen is a mature, confident and very driven therapist. She is a very hardworking lady and strives to be the best she can possibly be in her field. She is very intelligent and conquers any situation/task set before her. She is also kind and nurturing toward her fellow colleagues and clients.

Charleen will be an asset to any company.

Kind Regards

Anika Smal
Principal

International Academy of
Health & Skin Care (Pty) Ltd

Cape Town
2nd Floor, International Academy Building
Tolbagh Square, Hans Strijdom Ave,
Foreshore, Cape Town,
8001, South Africa.
Telephone: +27(0)21 421 6661
Fax: +27(0)21 425 1880
info@internationalacademy.co.za

Sandton, Gauteng
3rd Floor, South Tower
Nelson Mandela Square,
cnr. 5th & Maude Streets,
Sandton, Gauteng,
2146, South Africa.
Telephone: +27(0)11 883 8033
Fax: +27(0)11 883 7121
info@internationalacademy.co.za

www.internationalacademy.co.za

"Registered with the Department of Education as a private higher education institution under the Higher education Act, 1997 Provisional Reg Certificate No: 2009/1907/001"

Reg. No. 2004/006245/07
Chief Executive Officer: Mala Grewe

INTERNATIONAL ACADEMY of HEALTH and SKIN CARE

Certificate

THIS IS TO CERTIFY THAT

Sharleen Liebenberg

HAS SUCCESSFULLY COMPLETED A COURSE IN THE THEORY AND PRACTICE OF

Permanent Make - up

A. Smal
Principal

CERT NO: 46/4/2012
DATE: 10/2012

INTERNATIONAL ACADEMY of HEALTH and SKIN CARE

Certificate

THIS IS TO CERTIFY THAT

Sharleen Lichtenberg

HELD THE IMPORTANT POSITION AS A MEMBER OF THE HOSTEL COMMITTEE
AS THE HOSTEL

Hostel Committee

A. Ismal
Principal

CERT NO: 4726/012
DATE: 11/2012

AHAVA

Essential Dead Sea Treatment

THIS IS TO CERTIFY THAT

Charleen Liebenberg

ATTENDED AND SUCCESSFULLY PASSED A

Face & Body

AHAVA TRAINING

Dated at JULY 2012

Trainer PAULETTE ELIASON

jane iredale

University

Certificate of Completion

Charleen Liebenberg

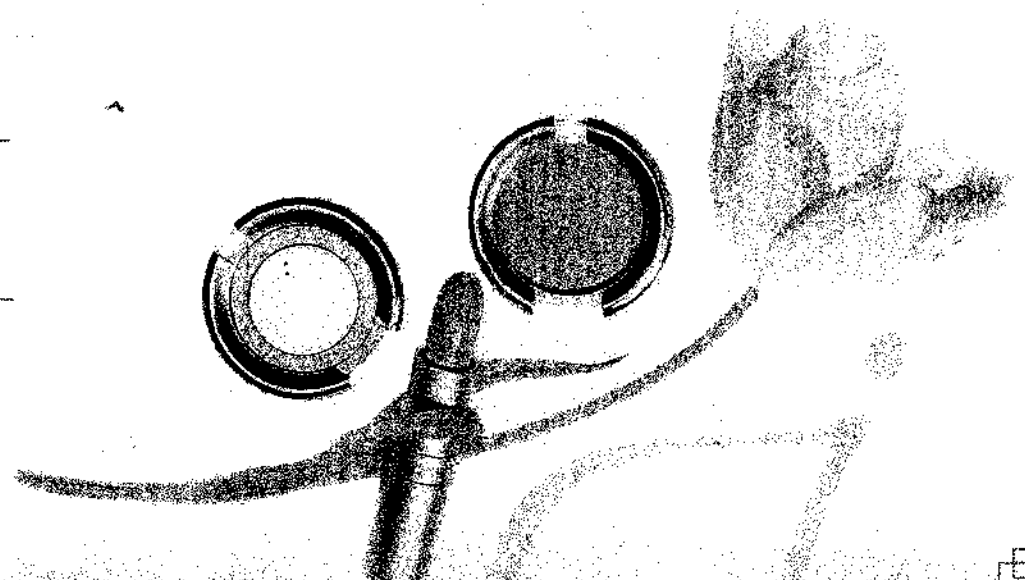
has successfully completed the

jane iredale THE SKIN CARE MAKEUP Undergraduate Course

Educator: _____
South Africa

Date: 27 · 07 · 2017

jane iredale
THE SKIN CARE MAKEUP®



bold NAILITE beautiful

THIS IS TO CERTIFY THAT

Charleen Liebenberg

HAS SATISFACTORILY COMPLETED A COURSE IN
THE USE AND APPLICATION OF

Nailite Mani/Pedi Products

HANDS DOWN
The Professionals Choice

J Tretenius
Education Director
May 2011

ENVIRON™

Certificate

Of attendance

This is to certify that

Charleen Liebenberg

has attended the
Environ Introductory course

Environ Trainer

May, 2011

Date Issued

DEPILEVE

Attendance Certificate

This is to certify that

CHARLEEN LIEBENBERG

has attended the prescribed **DEPILEVE** *Product training and demonstration of Professional applications.*

Dedicated to Body Care.

Awarded on the **27** day of **JUNE** 20**11**

Depileve Professional Educator

depileve®

ENVIRON

Certificate

Of attendance

This is to certify that

Charleen Liebenberg

has attended the Environ Workshop

Student Professional

Environ Trainer

April, 2012

Date of Training

CERTA/01/11

ENVIRON™

Certificate

Of competence

This is to certify that

Charleen Liebenberg

has successfully completed the
Environ Retail Training course
and is competent to sell Environ Skincare

Environ Trainer

April, 2012

Date of Training

CERTR/01/13

SKNLOGIC
skincare

Certificate of Achievement

AWARDED TO:

Charleen Liebenberg

FOR COMPLETION OF:

the **SKNLOGIC** Theory & Practical Training

Karin Bier	06/02/2012	SKN12/02/095
TRAINER	DATE	CERTIFICATE NO.

GATINEAU

PARIS

INTERNATIONAL DIPLOMA

This is to certify that

Charleen Liebenberg

has successfully passed the Gatineau examination
and is qualified to practise with , and advise on, the application of Gatineau products.

Grade
- Advanced ☐
- Intermediate ☐
- Student ☑

Dated: 2012

A Geldenhuys

Gatineau Training Manager South Africa

vitaderm

This is to certify that

Charleen Liebenberg

has completed
the necessary training in

Basic Spa/Body Therapy

K. Bower

Trainer

Feb 2012

Date

vitaderm

This is to certify that

Charleen Liebenberg

has completed
the necessary training in

Basic Product Knowledge

K. Bower

Member

Feb 2012

Date

SKNLOGIC
skincare

Certificate of Achievement

AWARDED TO:

Charleen Liebenberg

FOR COMPLETION OF:

the **SKNLOGIC** Theory Training

Karin Bier	02/08/2012	SKN12/08/018
TRAINER	DATE	CERTIFICATE NO.

THERAVINE™
STELLENBOSCH

THIS IS TO CERTIFY THAT

Charleen Liebenberg

HAS SUCCESSFULLY COMPLETED
THE FOLLOWING PRACTICAL AND THEORETICAL
PROFESSIONAL TRAINING IN THERAVINE™

Student Basic Body Care

Feb 2012

DATE

LISA SMIT

salonCare™

professional skincare range
developed for beauty therapists
& medical practitioners

Certificate

This is to certify that

Charleen Liebenberg

has satisfactorily completed the product training course on the SalonCare Skin Improvement System.

John Edwards BSc
DIRECTOR

Date *23 February 2011*

Joan Nortje and Associates

This is to certify that

Charleen Liebenberg

ID Number: 920726 0129 087

On 14 August 2012

Certificate Number B4976

Has been assessed and declared competent in

First Aid

Level One

Assessor

Facilitator

Joan Nortje & Associates

Approved under General Safety Regulations 3 (4) of the Occupational Health & Safety Act (Act 85 of 1993) CI400

Valid for three years from date of issue
Issued without erasure or alteration

Health & Welfare SETA
Registered Training Provider
HW592PA0400044

Diploma

in Health and Skincare Therapy

(NQF Level 5) SAQA ID: 36063

Awarded to

Charleen Liebenberg

Number: 190-2012
Date: 12.2012

Principal: Maja Grewe

Steiner

PERFORMANCE REVIEW

Complete form in black pen, NO PENCIL, using legible, block capitals. Complete all areas on form. Ensure Employee's details are entered as required. I.E : Full name of Employee.

Employee Name :	Charleen Liebenberg	**Vessel:**	CCL FASCINATION
		Position:	Ionithermist
Manager's Name :	Hayley Warman	**Joining Date :**	1/28/13
Contract No :	1	**Appraisal Date :**	4/19/13

PURPOSE

- ☐ To review Employee progress & provide performance feedback.
- ☐ To plan for the future.
- ☐ To provide for Employee development.

GENERAL INSTRUCTIONS

- ☐ Evaluate Employee's performance on each of the 8 factors overleaf.
- ☐ Complete the discussion section of this page to support your grades.
- ☐ Obtain Employee's written comments and signature acknowledging appraisal.
- ☐ Sign and send the original to Steiner Transocean Miami, C/O Office address.
- ☐ Further comments should be on a separate sheet, signed by both parties.

To be completed by Employee: Discuss with manager.

What does the Employee feel is necessary to improve his / her overall evaluation ?
Want to be fully booked from start of cruise (embark) already!! Retail more bar massage guests as well when having them booked in.

Is the Employee satisfied with his / her job ? If not, state plan of action to resolve.
yes, Im very satisfied with my treatment column, recall just to be on top

What plans does the Employee have to advance from their current position with the Company ?
would really like to be in a Manager's position, hard worker so I know I will be needing to draw before I will run. Start from bottom to work up

To be completed by Manager:
Evaluate the Employee's potential for the position stated above and list the on-board training the Manager has organized to fulfill this role. Please include training schedules. Charleen has had group Trainings one on ones and Training with Vic and Son. She has very good potential in the Ionithermist Role further training is required to ensure Charleen reaches the best of her ability. I'm confident in a time she will achieve this.

Employee's comments:
Even thought I can speak anytime with Hayley this came just in the right time because it answered a lot of my questions.

Manager's Signature Hayley Warman **Employee's Signature :** Liebenberg

Date: 19/4/13	EXCELLENT 5	VERY GOOD 4	GOOD 3	FAIR 2	POOR 1	GRADE
WORK PERFORMANCE	Has shown high level of effectiveness, initiative & quality in all aspects of work.	Has shown acceptable ability in all work related duties & acts responsibly.	Works well, but effectiveness can be improved.	Lacks ability in some aspects of work & needs frequent supervision.	Shows little or no willingness to improve in work related matters.	4/3
DISCIPLINE	Shows a high level of discipline & punctuality, is an example to others.	Has adapted well to discipline & is always punctual.	Accepts discipline in good spirit and is punctual.	Sometimes resents discipline & is occasionally late for duty.	Frequently resents discipline & can be a bad influence.	4
INTEGRITY	Always shows a high level of trustworthyness, honesty and dependability.	Has been generally very trustworthy & dependable.	Shows a satisfactory level of loyalty & dependability	Needs improvement in related areas where trust is important.	Has frequently found to be disloyal & cannot be trusted	5
COMPATIBILITY	Always goes the extra mile to ensure team spirit and is conscientious about work.	Works well in a team & is cooperative when changes are needed	Has shown ability to work as a team member & is not resistant to changes	Has on occasions resisted changes & does not always work well with others.	Is not a team player & frequently tries to disturb team spirit.	4
CUSTOMER SERVICE	Has an excellent manner with the passengers in & out of work & is very professional in their approach to treatments with a high level of favorable comments	Has a very good rapport with all the passengers & is professional in their treatments with above average favorable comments.	Is always pleasant to the passengers & receives favorable comments on the level of treatments	Only occasionally exerts extra effort to satisfy the passengers & occasionally receives good comments on the level of treatments	Does not exert any effort to satisfy the passengers & consistently receives poor comments on service & standard of work	4
PROMOTIONS and SERVICES	Has a very high level of of requests, upsells, re-bookings & cross promotes her clients w with other staff. Service revenue is above target consistently.	Has a a good rate of requests, upsells & re-bookings and makes efforts to cross promote. Service revenue is often above target.	Has consistently with upsells, requests and rebookings with satisfactory rate of success. Reaches target consistently.	Needs to make improvements to improve on requests, re-bookings and cross promotion & upsell. Service revenue is below or close to target in general.	Rarely makes efforts to rebook, & upsell. Has a minimal amount of requests and does little to cross promote. Service revenue always below target.	3
RETAIL	Is professional in approach to retail sales & consistently achieves above target.	Is professional in approach to retail & always achieves target occasionally going above.	Has a good approach to retail & consistently reaches target.	Needs to improve on retail, is generally below target but makes effort at times.	Makes no effort to retail, rarely achieves home care sales.	3
OVERALL EVALUATION	Is an asset to the Company. Should be considered for promotion	Is a very good Employee & is suitable for promotion in time	Recommended for continued employment	Is an unsatisfactory performer. Needs training & ongoing supervision	Cannot be recommended for future employment	4/3

Manager's Signature: [illegible] Staff Member's signature: [illegible]

Steiner

PERFORMANCE REVIEW

Complete form in black pen, NO PENCIL, using legible, block capitals. Complete all areas on form. Ensure Employee's details are entered as required. I.E : Full name of Employee.

Employee Name :	Charleen Liebenberg	**Vessel:**	Carnival Fascination
		Position:	Ionithermist
Manager's Name :	Samantha Cooke-Munroe	**Joining Date :**	January 29,2013
Contract No :	1	**Appraisal Date :**	23-Oct-13

PURPOSE

- ☐ To review Employee progress & provide performance feedback.
- ☐ To plan for the future.
- ☐ To provide for Employee development.

GENERAL INSTRUCTIONS

- ☐ Evaluate Employee's performance on each of the 8 factors overleaf.
- ☐ Complete the discussion section of this page to support your grades.
- ☐ Obtain Employee's written comments and signature acknowledging appraisal.
- ☐ Sign and send the original to Steiner Transocean Miami, C/O Office address.
- ☐ Further comments should be on a separate sheet, signed by both parties.

To be completed by Employee: Discuss with manager.

What does the Employee feel is necessary to improve his / her overall evaluation ?
Never to loose focus and why I am here for.

Is the Employee satisfied with his / her job ? If not, state plan of action to resolve.
Yes, I am. Just wished to have learned what I learned at the end of my contract at the beginning

What plans does the Employee have to advance from their current position with the Company ?
I would like to be working myself up towards manager's position

To be completed by Manager:
Evaluate the Employee's potential for the position stated above and list the on-board training the Manager has organized to fulfill this role. Please include training schedules.
Charleen can be a very hard working individual but I believe sometimes looses her focus & goal. Training: Spa tours, Solution Sales, Objection, Presumptive close, Product knowledge, Consultation.

Employee's comments:
Will always work to improve from now on and will not let negative people influence my positivity. looking forward on a good next contract.

Manager's Signature : _____ **Employee's Signature :** Liebenberg

Date: 10/23/2013	EXCELLENT 5	VERY GOOD 4	GOOD 3	FAIR 2	POOR 1	GRADE
WORK PERFORMANCE	Has shown high level of effectiveness, initiative & quality in all aspects of work.	Has shown acceptable ability in all work related duties & acts responsibly.	Works well, but effectiveness can be improved.	Lacks ability in some aspects of work & needs frequent supervision.	Shows little or no willingness to improve in work related matters.	4
DISCIPLINE	Shows a high level of discipline & punctuality, is an example to others.	Has adapted well to discipline & is always punctual.	Accepts discipline in good spirit and is punctual.	Sometimes resents discipline & is occasionally late for duty	Frequently resents discipline & can be a bad influence	4
INTEGRITY	Always shows a high level of trustworthyness, honesty and dependability.	Has been generally very trustworthy & dependable	Shows a satisfactory level of loyalty & dependability	Needs improvement in related areas where trust is important	Has frequently found to be disloyal & cannot be trusted	4
COMPATIBILITY	Always goes the extra mile to ensure team spirit and is conscientious about work	Works well in a team & is cooperative when changes are needed	Has shown ability to work as a team member & is not resistant to changes	Has on occasions resisted changes & does not always work well with others	Is not a team player & frequently tries to disturb team spirit	4
CUSTOMER SERVICE	Has an excellent manner with the passengers in & out of work & is very professional in their approach to treatments with a high level of favorable comments	Has a very good rapport with all the passengers & is professional in their treatments with above average favorable comments	Is always pleasant to the passengers & receives favorable comments on the level of treatments	Only occasionally exerts extra effort to satisfy the passengers & occasionally receives poor comments on the level of treatments	Does not exert any effort to satisfy the passengers & consistently receives poor comments on service & standard of work	3
PROMOTIONS and SERVICES	Has a very high level of of requests, upsells, re-bookings & cross promotes her clients w with other staff. Service revenue is above target consistently.	Has a a good rate of requests, upsells & re-bookings and makes efforts to cross promote. Service revenue is often above target.	Has consistency with upsells, requests and rebookings with satisfactory rate of success. Reaches target consistently.	Needs to make improvements to improve on requests, re bookings and cross promotion & upsell. Service revenue is below or close to target in general.	Rarely makes efforts to rebook, & upsell. Has a minimal amount of requests and does little to cross promote. Service revenue always below target.	2
RETAIL	Is professional in approach to retail sales & consistently achieves above target.	Is professional in approach to retail & always achieves target occasionally going above	Has a good approach to retail & consistently reaches target.	Needs to improve on retail, is generally below target but makes effort at times.	Makes no effort to retail, rarely achieves home care sales.	3/2
OVERALL EVALUATION	Is an asset to the Company. Should be considered for promotion	Is a very good Employee & is suitable for promotion in time	Recommended for continued emplyment	Is an unsatisfactory performer. Needs training & ongoing supervision	Cannot be recommended for future employment	4/3

Manager's Signature:
Print Name Samantha Cooke-Munroe

Staff Member's signature:
Print Name Charleen Liebenberg

Date 10/23/2013

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY OM WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS GEEN NIE 'N VERSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGSNOMMER POLICE NUMBER: 22227

RANG RANK: W/O

NAAM IN DRUKSKRIF NAME IN PRINT: W-S Swart

SUID-AFRIKAANSE POLISIEDIENS
STAATSPROKUREUR
VERGELEIER
2012 -12- 10
STATE PROCURATOR
SOUTH AFRICAN POLICE SERVICE

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek- of distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

1

I.D.No. 920726 0129 08 7

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME
LIEBENBERG

VOORNAME/FORENAMES
CHARLEEN

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH
SUID-AFRIKA

GEBOORTEDATUM/
DATE OF BIRTH
1992-07-26

DATUM UITGEREIK
DATE ISSUED
2008-05-08

UITGEREIK OP GESAG VAN DIE DIREKTEUR-GENERAAL: BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL: HOME AFFAIRS

Carnival

Carnival

CERTIFICATE OF DISCHARGE
FROM BAHAMIAN SHIP

Name of Ship and Official Number, Port of Registry, Horse Power and Gross Tonnage	Description of Voyage	Surname of Seaman
CARNIVAL FASCINATION GRT.: 70,538 BHP.(Kw): 42,240 Port of Registry: NASSAU Official Number # 732041 I.M.O. # 9041253	OCEAN GOING	LIEBENBERG
		First Name(s) of Seaman CHARLEEN
		Rank of Rating 462310 - HAIRDRESSER/ THERAPIST - SALON
Date of Engagement: 28-Jan-13	Place of Engagement: JACKSONVILLE, FL	
		Passport # and Country of issue A00680073 SOUTH AFRICA
Date of Discharge: 24-Oct-13	Place of Discharge: JACKSONVILLE, FL	
		Date and Place of Birth 26-Jul-92

I certity that the above particulars are correct and that the above named Seaman was discharge accordingly.

Date this 24 **day of** October, 2013

CARNIVAL CRUISE LINES MASTER IMO9041253 NASSAU CARNIVAL FASCINATION

Signature of Master or other authorized person

CARMELO MARINO - MASTER

Signature of Seaman

S.H.R.(03/22/13)

Carnival

Passport / Passeport

REPUBLIC OF SOUTH AFRICA / REPUBLIQUE D'AFRIQUE DU SUD

Type / Type: PA

Country code / Code du pays: ZAF

Passport No / No du passeport: A006800073

Surname / Nom: LIEBENBERG

Given names / Prénoms: CHARLEEN

Nationality / Nationalité: SOUTH AFRICAN / SUD AFRICAIN

Date of birth / Date de naissance: 26 JUL 1992

Identity No / No d'identité: 9207260129087

Sex / Sexe: F

Place of birth / Lieu de naissance: ZAF

Date of issue / Date de délivrance: 05 FEB 2010

Date of expiry / Date d'expiration: 04 FEB 2020

Authority / Autorité: DEPT OF HOME AFFAIRS

Holder's signature / Signature du titulaire

PAZAFLIEBENBERG<<CHARLEEN<<<<<<<<<<<<<<<<<<<<

A006800730ZAF9207260F2002042920726012908 7<52