

**CTU TRAINING SOLUTIONS WORKPLACE LOGBOOK FOR A**

**NATIONAL CERTIFICATE IN** **INFORMATION TECHNOLOGY (SYSTEMS DEVELOPMENT): SAQA ID 78965, NQF LEVEL 4, 165 CREDITS**

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| --- | --- |
| **CAMPUS:** | Bloemfontein |
| **STUDENT NAME:** | Themba Ramanamane |
| **STUDENT ID NUMBER:** | 0302045099082 |
| **STUDENT NUMBER:** | 20240358 |
| **CTU ACADEMIC PRINCIPAL:** | Phokeng Motuku |
| **HOST COMPANY:** | CTU training solutions |
| **MENTOR AT HOST COMPANY:** | Karabo Sambo |
| **DATE STARTED:** | 15 July 2024 |
| **DATE ENDED:** | 20 September 2024 |

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# SECTION A: INTRODUCTION

## 1. ABOUT THIS WORPLACE GUIDE

This logbook serves as a record keeping mechanism for the student and his/her mentor/supervisor to record structured duties performed in the workplace in line with the outcomes of the qualification the student is enrolled for. The purpose of this workplace guide is to provide the student with guidelines on the process and scope of work integrated learning (WIL) that is required on the workplace components of the qualification in preparing candidates for final assessment.

This Workplace Guide will enable the mentor/supervisor and the student to follow a structured and targeted mentoring process and document evidence of practical application in the workplace.

**Once completed a copy of the WIL guide must be filed in the student’s Portfolio.**

## 2. LEARNER INFORMATION

2.1 **Contact Details**:

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| **Home:** |  |  |  |  |  |  |  |  |  |  |
| **Cell:** | **0** | **6** | **7** | **0** | **8** | **7** | **5** | **4** | **3** | **1** |
| **E-Mail:** | **thembaramamanamane@gmail.com** | | | | | | | | | |
| **Postal Address:** |  | | | | | | | | | |
| **Postal code:** |  |  |  |  |  | | | | | |

2.2 **Contact Details**:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Person: | Themba Ramanamanane | | | | | | | | | |
| Number: | 0 | 6 | 7 | 0 | 8 | 7 | 5 | 4 | 3 | 1 |

**3.** QUALIFICATION INFORMATION

### 3.1 Overview

The following table provides a brief overview of the Software design and development qualification

|  |  |  |
| --- | --- | --- |
| **No** | **AREA** | **DESCRIPTION** |
| 1. | Purpose of the Programme | The Programming industry is a well-established industry and thus many learners would benefit from qualifications aligned to this career path. The primary purpose of this qualification is to provide learners with:     * Provide qualified learners with an undergraduate entry into the fields of Information Communication Technology (ICT) and Computer Sciences, specializing in the Systems Development area      * Prepare qualified learners for initial employment into the ICT and related industries. Qualified learners will have a solid understanding of computer industry concepts and to able to work in areas of Systems Development with intermediate technical complexity.      * Allow the credits achieved in National   Certificates relating to Information  Technology at NQF level 4 to be used as prior learning for this qualification, where applicable.     * Allow people with workplace experience in the Systems Development areas covered, to request assessments and get recognition for prior learning.      * Allow the qualification to be acquired in the traditional way of formal study as well as in the workplace, through Learnerships Schemes or Recognition of Prior Learning (RPL). |

|  |  |  |
| --- | --- | --- |
|  |  | • Assist with professionalization across the Information Technology Sector. It is intended to allow qualified learners to gain membership of registered professional bodies in the ICT industry. |
| 2. | Entry Requirements | It is assumed that the learner must be competent in skills gained at the further education and training band, with Computer Studies as an advantage, but not a requirement. A learning assumption of this qualification is foundational skills in communication and mathematical literacy as required by NQF level 4 qualifications. Further learning assumed is the ability to use a personal computer competently. |
| 3. | Exit Level Outcomes | * Communicate effectively with fellow IT staff & users of information systems * Understand the role of technology in the business context. * Demonstrate an understanding of problem solving techniques, and how to apply them in a systems development environment * Demonstrate an understanding of Systems Development, with all its implications * Relate business problems and information technology solutions * Apply the principles of creating computer software |

## 4. MENTOR INFORMATION

|  |  |
| --- | --- |
| **NAME:** |  |
| **QUALIFICATION:** |  |
| **POSITION IN THE COMPANY:** |  |
| **No. OF YEARS EXPERIENCE:** |  |
| **SIGNATURE:** |  |

# SECTION B: DUTIES AND RESPONSIBILITIES

## 1. Duties and Responsibilities of CTU Training Solutions

CTU will for the duration of the program:

1. Nominate a Representative who will be responsible for the coordination of the work integrated learning program and the liaison between CTU and the host company.
2. Provide a once-off session for the mentor before the students start with the WIL program.
3. Provide the logbook to the students.
4. Request a report from the mentor consistently regarding the student attendance, student cooperation and progress.
5. Copy the host company on all student communication regarding the WIL program.

## 2. Duties and responsibilities of the Host Company/Mentor

The Host Company will, for the duration of the WIL program:

1. Nominate a Host Company Mentor.
2. Take all reasonable steps to ensure that the intellectual property of CTU is not infringed.
3. Report WIL related problems to the CTU representative within reasonable time after such problem arises.
4. Appoint mentors in collaboration with CTU to fulfill the supervisor’s/mentor’s role and provide their contact details to the CTU representative. The Host Company Representative must at all-time keep CTU informed should a mentor and/or her/her contact details change.
5. Comply with timelines as per this agreement.
6. Comply with the assessment rules of CTU as set out in the Mentor Guide and WIL logbook.
7. Provide an orientation session where the incoming student is familiarized with the host company’s expectations and company structure.
8. Provide the student with meaningful employment related as prescribed in the logbook activities.
9. Ensure that students are covered according to the Workman’s Compensation Act of South

Africa.

1. Safety in the workplace: In this regard, the employer of our student(s) has to ensure compliance with the requirements of the Occupational Health and Safety Act no 85 of 1993 and the relevant regulations.
2. Verify the student’s work as prescribed in the student's logbook.

## 3. Duties and responsibilities of the student

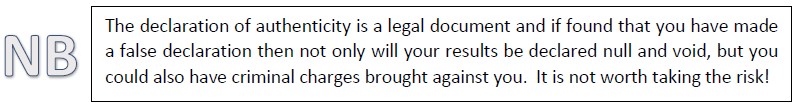
The Learner will for the duration of the WIL program:

1. Understand that their responsibilities extend equally to CTU and to the host company.
2. Conduct themselves in a professional and ethical manner.
3. Sign a partnership agreement which will include a code of conduct and adhere to the rules and regulations as stipulated in the code of conduct.
4. Discuss their progress with the relevant mentor regularly.
5. Contact CTU if the student is unsure of being able to meet the logbook requirements.
6. Conform to host company policies and procedures and follow safety rules explicitly.
7. Submit all assignments and other required documentation including the logbook on or before the given deadlines.
8. Keep copies of all documents submitted to CTU (e.g. log sheet, summary sheets and reports).
9. Treat all relevant information concerning the host company as well as any issues concerning remuneration, confidential.
10. Record the activities and work done in the enclosed logbook.

# SECTION C: ADMINISTRATION

## 1. Declaration of Authenticity

A critical aspect of any assignment is authenticity. The assessor must be convinced that it is all your own work. For this reason you must complete the Declaration of Authenticity and have it countersigned by your supervisor/mentor.



Please complete the declaration of authenticity below:

## DECLARATION OF AUTHENTICITY

I …………………………………………………………………………………………………………………………………………………………

(Themba Ramanamane)

hereby declare that the contents of this assignment is entirely my own work with the exception of the

following documents: (Attach the documents that were generated in a group to this WPE document).

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| **Activity** | **Author of the activity** | **Date** |
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**Signature**: …………………………………………………………………………………………. **Date**: ……………………………………… ***NB: Log sheets must be filled in everyday and handed in to your mentor every Friday. This log sheets will only be valid once both mentor and student have completed it.***

## LOG SHEET FOR PERIOD STARING 15 September 2024 ……….. AND ENDING 31 October 2024

**Learnership name: CTU 1st year WIL project**

**Student Name**: Themba Ramanamane

**Student No**: 20240358

**Program Title**: Programming Foundation.

**WEEKLY FEEDBACK**

Week 1

**Problems Encountered:**

Initially struggled to get routing to function correctly in the project. The pages weren't rendering as expected, and navigation between components was inconsistent, likely due to compatibility issues with the old version of routing I had attempted to use.

**How did you resolve the problems mentioned above?**

After researching the current React Router documentation, I imported `BrowserRouter`, `Routes`, `Route`, `RouterProvider`, and `createBrowserRouter` from `react-router-dom`. I then updated the routing setup to rely on `createBrowserRouter` and integrated it with JavaScript instead of the outdated routing approach. This improved page navigation and resolved the issues.

**General Comments:**

Setting up the routing provided a good opportunity to dive into React Router's latest features and get familiar with `RouterProvider`. This solution also highlighted the importance of consulting up-to-date documentation, especially in rapidly-evolving frameworks like React. With this setup, the project has a more scalable foundation, and I'm more confident using React Router for future pages.

**Comments by Supervisor/Mentor**?

**Week 2**

**Problems Encountered:**  
Encountered issues with Firebase authentication setup. User sign-up and login forms weren't connecting to Firebase as expected, and errors occurred when trying to store user credentials.

**How did you resolve the problems mentioned above?**  
Revisited Firebase documentation and checked the configuration setup. Realized the Firebase SDK was not fully initialized due to a missing API key. After correctly setting up firebaseConfig with the required keys, I re-tested the authentication functions and verified successful logins and sign-ups.

**General Comments:**  
This week underscored the importance of correctly configuring Firebase from the start. Authentication is key for user-specific features on the website, so debugging this helped ensure a smoother, secure experience moving forward.

**Comments by Supervisor/Mentor**

**Week 3**

**Problems Encountered:**  
Experienced data retrieval issues when trying to fetch and display property listings from Firebase. The data was loading slowly, and in some cases, it was not rendering on the page.

**How did you resolve the problems mentioned above?**  
Used Firebase’s onSnapshot and getDocs functions to retrieve data in real time and restructured the database to optimize query performance. Added error handling and loading indicators to enhance the user experience and troubleshoot data fetching errors.

**General Comments:**  
Setting up efficient data fetching practices is crucial for a real estate website, where data on property listings needs to be both dynamic and reliable. This process helped me understand Firebase's querying better and improve app responsiveness.

**Comments by Supervisor/Mentor**

**Week 4**

**Problems Encountered:**  
Struggled with implementing search and filtering functions for property listings. Filters based on location, price range, and property type were not consistently returning accurate results.

**How did you resolve the problems mentioned above?**  
Updated the code to use Firebase’s where and orderBy clauses to filter queries. Fine-tuned the search criteria and ensured they matched the database schema. After implementing these changes, the filtering features performed better and returned more accurate results.

**General Comments:**  
This week's challenges taught me about structuring Firestore queries for real-world applications. Ensuring that search results are both fast and accurate is essential for user satisfaction, especially on a property-focused platform.

**Comments by Supervisor/Mentor**

**Week 5**

**Problems Encountered:**  
Encountered styling and layout issues, specifically with card components used to display property details. Cards were not aligning correctly, and responsive design was inconsistent across device sizes.

**How did you resolve the problems mentioned above?**  
Restructured the CSS for the cardcontainer to ensure alignment and added media queries for responsiveness. Integrated CSS Grid and Flexbox to handle different screen sizes and reorganized the components to ensure cards adapt seamlessly on mobile and desktop.

**General Comments:**  
Improving the UI required focusing on responsive design and using modern CSS techniques. This process emphasized the importance of UX/UI considerations in real estate applications, where users might browse on various devices.

**Comments by Supervisor/Mentor**

**Week 6**

**Problems Encountered:**

Ran into issues with deploying the application through Vercel and GitHub. The build initially failed due to configuration issues in the repository and environment variable settings.

**How did you resolve the problems mentioned above?**

To address these issues, I ensured all environment variables were correctly configured on Vercel and updated the GitHub repository settings to match the deployment requirements. After troubleshooting the build errors, I successfully linked the repository to Vercel for automatic deployments, which streamlined future updates.

**General Comments:**

Using Vercel with GitHub for deployment proved to be efficient once configured correctly. Vercel’s integration with GitHub allows for quick and continuous deployment, which is especially useful for a real estate site that requires frequent updates. This experience underscored the importance of managing deployment settings for a smooth CI/CD workflow.

**Comments by Supervisor/Mentor**

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| **Principles of Programme Design** | | | | |
| **Weekly Work Log:** | | | | |
| Starting Date: | | | Ending Date…………………………………………………… | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | | **Hours spent on performing tasks** |
| **14918**  Describe the principles of Computer Programming | **Task** – create a pseudocode algorithm that calculates the final price the customer pays after applying any applicable discount   Ensuring the use of proper syntax and structure of a program   Using decision structures such as if statements and if- else blocks   Using the appropriate logic operators   Representing Numbers and words | Refer to **Proof of assessments** | | Estimated: 6 Hours |
| **Task -** Using a provided UML diagram for student library, create the tables and their fields in Microsoft Access.   Ensuring table columns are of the most appropriate data type   Create appropriate relationships between related entities   Enter dummy data and perform some operations  to test the database | Refer to **Proof of assessments** | | 8 Hours |
| **Task -** Create the tables and their fields and relationships for the real estate website using postgresql   Ensuring table columns are of the most appropriate data type   Create appropriate relationships between related entities  Enter dummy data and perform some  operations to test the database | Refer to **WIL Project Documentation** | | 8 Hours |
| **14909**  Describe the difference between programming in Object  Orientated and Procedural Languages | **Task** – write a python program to calculate the total cost of eggs, given the prices for singles and batches | Refer to **Proof of assessments** | | 2 Hours |
| **Task** – research and report the principles of Object Oriented programming in detail. | Refer to **Proof of assessments** | | 4 Hours |
| Task – Create a python application to manage stores and their products | Refer to **Proof of assessments** | | 20 Hours. Spent a lot of time debugging errors |
| **119469**  Read/view, analyse and respond to a variety of texts | **Task -** documented the systems requirements from the given scenario in the  provided project document | Refer to project documentation | | 2 Hours |
| **Task -** Determined what tech stack I will be using to implement the solution for the |  | | 2 Hours |

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| **Comments from Student** |  | | | | **Total Hours:**52 hours  **Signed:** ………………………………………  **Date**: 19 july |
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| **COMPANY TO COMPLETE THE FOLLOWING:** | | | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | | **Comments from Supervisor/Mentor** | | |
| Knowledge | |  |  | | |
| Application of Skills | |  |  | | |
| Participation | |  |  | | |
| Communication | |  |  | | |
| Punctuality | |  |  | | |
| Ethical Behaviour | |  |  | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. | | | **Supervisor/Mentor Signature:** …………….……………………    **Designation**: ………………………………………………………….. | | |

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| **Digital Literacy & Proficiency** | | | | | | |
| **Weekly Work Log:** | | | | | | |
| Starting Date: 22 July 2024 | | | | | Ending Date:26 July 2024 | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | | | | |
| **Outcome/Unit Standards** | **Tasks** | | | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | | **Hours spent on performing tasks** |
| 14927  Apply problem solving strategies | **Task -** Two software applications were conflicting and causing the computer to crash. I identified the conflicting programs, updated their drivers, and adjusted compatibility settings to  resolve the issue. | | |  | | 2 Hours |
| **Task:** A programming error was preventing the website from running correctly. I used debugging tools to step through the code, identify the error, and correct the code to ensure the program  functioned as intended. | | | Refer to Proof of Assessments | | 4 Hours |
| 7468  Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | **Task** – I was tasked with creating a household budget using excel spreadsheets | | | Refer to Proof of Assessments | | 2 Hours |
|  | | |  | |  |
| 119458  Analyse and respond to a variety of literary texts |  | | |  | |  |
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| 14919  Resolve computer user`s problems. | **Task –** My computer started running slowly. I checked for malware disabled startup programs, and increased the virtual memory. The computer’s performance has improved significantly. | | |  | | 1 Hour |
| Task - I needed to install  some new software to assist  with the project, ensuring I  had the necessary  permissions as it did need  admin permissions to make  changes to my pc and that  there were no conflicts with  existing software | | |  | | 1 Hour |
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| 9015  Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | Task – I was tasked with creating a household budget using excel spreadsheets | | |  | | 2 Hours |
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| **Comments from Student** |  | | | | | **Total Hours:** 12 hours  **Signed:** ………………………………………  **Date**:26 july |
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| **COMPANY TO COMPLETE THE FOLLOWING:** | | | | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | | **Comments from Supervisor/Mentor** | | | |
| Knowledge | |  |  | | | |
| Application of Skills | |  |  | | | |
| Participation | |  |  | | | |
| Communication | |  |  | | | |
| Punctuality | |  |  | | | |
| Ethical Behaviour | |  |  | | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. | | | **Supervisor/Mentor Signature:** …………….……………………    **Designation**: ………………………………………………………….. | | | |

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| **Programming With Python** | | | | | |
| **Weekly Work Log:** | | | | | |
| Starting Date: 29 July 2024 | | | | Ending Date: 02 August 2024 | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | | | |
| **Outcome/Unit Standards** | **Tasks** | | | **Briefly list the evidence documents created by you to achieve tasks**  **(Copies of job cards or work tickets)** | **Hours spent on performing tasks** |
| 14910  Apply the principles of Computer Programming | design the database structure and entities. | | | See project documentation | 2 Hours |
| create database tables and relationships using firebase. setup authentication process. | | | See project source files | 8 Hours |
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| 14915  Design a computer program according to given specifications | Task – Create a python application to manage stores and their products   Design the classes and methods for each object: (shop, product)   Use the appropriate visibility for each method and control when and who can invoke the methods. | | | Refer to **Proof of assessments** | 20 Hours. Spent a lot of time debugging errors |
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| 1194465  Write/present/sign texts for a range of communicative contexts |  | | |  |  |
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| **Comments from Student** |  | | | | **Total-Hours: 40 hours**  **Signed:** ………………………………………  **Date**: 02 August |
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| **COMPANY TO COMPLETE THE FOLLOWING:** | | | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** | | | **Comments from Supervisor/Mentor** | | |
| Knowledge | |  |  | | |
| Application of Skills | |  |  | | |
| Participation | |  |  | | |
| Communication | |  |  | | |
| Punctuality | |  |  | | |
| Ethical Behaviour | |  |  | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. | | | **Supervisor/Mentor Signature:** …………….……………………    **Designation**: ………………………………………………………….. | | |

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| **Core Web Development** |
| **Weekly Work Log:** |

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| Starting Date: 05 August | | Ending  Date: 09 August | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of**  **job cards or work**  **tickets)** | **Hours spent on performing tasks** |
| 14933  Demonstrate an understanding of creating multimedia/web-based computer applications with scripting | **Task** – Creating a full stack web application project based on the Real Home real estate website scenario.   Identified target users and main objectives of the website to formulate a plan   Identified the set of technologies needed to implement the project namely, react, supabase, openstreetmaps, shadcn, zustand and tailwindcss   Setup my development environment (VS Code) and getting all the tools and  extensions necessary for the project | See project files and deployed url  See project documentation | 100+ Hours |
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| 14930  Demonstrate an understanding of the principles of developing software for the internet | Task – Implementing authentication with firebase user management and session management services and APIs   Write logic to store the session details for the user in the local session storage for quicker and fewer api requests   Using react and zustand allowing for change in state or information to only cause a refresh on the components that consume that information   Made use of only royalty free photos from  pexels or pixabay, keeping in mind the issue of copyright laws .   Website adapts its layout and content to different screen sizes and devices  (e.g., desktops, tablets, smartphones). |  |  |
| **Task -** Implemented git and github for version control.Although I had an issue with publishing my  branches and could only keep a local copy of the actual versions |  | 2 hours |
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| 9016  Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts |  | | |  |  |
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| **Comments from Student** |  | | | | **Total-Hours:**  102 hours  **Signed:**  ……………………………………  **Date**:  09 August |
| **COMPANY TO COMPLETE THE FOLLOWING:** |  | | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** |  | | **Comments from Supervisor/Mentor** | | |
| Knowledge |  |  |  | | |
| Application of Skills |  |  |  | | |
| Participation |  |  |  | | |
| Communication |  |  |  | | |
| Punctuality |  |  |  | | |
| Ethical Behaviour |  |  |  | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. |  | | **Supervisor/Mentor Signature:**  ……….……………………    **Designation**:  …………………………………………………….. | | |

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| **Ethics and Network Architecture** |  |  | |
| **Weekly Work Log:** |  |  | |
| Starting Date: 12 August |  | Ending  Date: 19 August | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** |  |  | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of**  **job cards or**  **work**  **tickets)** | **Hours spent on performing tasks** |
| 14913  Explain the principles of computer networks | Task – Created a front end web app that acts as a client in a client – server setup with supabase as the server/service providing backend services | WIL project files and documentation | 2 Hours |
| Task – Design a basic LAN setup with 5 computers, a switch and a router. | Refer to **Proof of assessments** | 3 hours |
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| 14944  Explain how data is stored on computers | Task – Creating state variables in the WIL project such as storing an array for property objects, storing strings for IDs of a logged in user. | Refer to project source files | 10 Hours |
| Task – writing the logic to insert, update and delete items from a list or array and writing code to manipulate the data using functions such as extracting single characters from strings to display the users initials as a  placeholder while their profile image is loading | Refer to project source files. | 2 Hours |
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| 118028  Supervise customer service standards | **Task:** Design and administer a survey to gather feedback from current and past customers about  their experiences with the web app. | | | Refer to project documentation | 3 Hours |
| **Task:** Create an about us page outlining the organization's commitment to excellent customer service, including specific standards and expectations. This also makes the website look more professional and polished | | | Refer to project source files | 3 Hours |
|  | | |  |  |
| 14915  Design a computer program according to given specifications | **Task:** Create a decision tree to represent the logic used to filter properties based on user input | | | Refer to project documentation | 1.5 hours |
| **Task:** Review the code for the property search functionality, identify potential issues, and test for  accuracy. | | | Refer to project source files | 10 hours, This was a continuous process. |
| 120379  Work as a project team member | Task – Creating the Home page for the CTU Buddy website   I did the research for homepage designs and layouts   Color scheme and royalty-free photos were collected by me to use on this project   I built most of the pages for the ctu buddy website | | | Refer to proof of assessments | 8 Hours |
|  | | |  |  |
| **Comments from Student** |  | | | | **Total-Hours:**  42.5 hours  **Signed:**  ……………………………………  **Date**:  19 August |
| **COMPANY TO COMPLETE THE FOLLOWING:** |  | | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** |  | | **Comments from Supervisor/Mentor** | | |
| Knowledge |  |  |  | | |

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| Application of Skills |  |  |  | | |
| Participation |  |  |  | | |
| Communication |  |  |  | | |
| Punctuality |  |  |  | | |
| Ethical Behaviour |  |  |  | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. |  | | **Supervisor/Mentor Signature:**  ……….……………………    **Designation**:  …………………………………………………….. | | |
| **Cloud Fundamentals** |  | |  | | |
| **Weekly Work Log:** |  | |  | | |
| Starting Date: 19 August |  | | Ending  Date: 23 August | | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** |  | |  | | |
| **Outcome/Unit Standards** | **Tasks** | |  | **Briefly list the**  **evidence**  **documents**  **created by you to**  **achieve tasks**  **(Copies of job cards or work**  **tickets)** | **Hours spent on performing tasks** |
| 12154  Apply comprehension skills to engage oral texts in a business environment | Task – Create a feasiblility study report based on the scenario given for WeTest labs. | |  | See proof of Assessments | 8 Hours |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Task – Create a migration plan report based on the scenario given for WeTest Labs | | | See proof of Assessments | 14 Hours |
|  | | |  |  |
| 114636  Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment |  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| **Comments from Student** |  | | | | **Total-Hours:**  22 Hours  **Signed:**  ……………………………………  **Date**:  23 August. |
| **COMPANY TO COMPLETE THE FOLLOWING:** |  | | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** |  | | **Comments from Supervisor/Mentor** | | |
| Knowledge |  |  |  | | |
| Application of Skills |  |  |  | | |
| Participation |  |  |  | | |
| Communication |  |  |  | | |
| Punctuality |  |  |  | | |
| Ethical Behavior | |  |  | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. | |  | **Supervisor/Mentor Signature:**  ……….……………………    **Designation**:  ……………………………………………………….. | | |

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| --- | --- | --- | --- | --- |
| **Computer Architecture** | | | | |
| **Weekly Work Log:** | | | | |
| Starting Date: 26 August | | | Ending Date: 30 August | |
| **DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES** | | | | |
| **Outcome/Unit Standards** | **Tasks** | **Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)** | | **Hours spent on performing tasks** |
| 14917  Explain computer architecture concepts | Task - Disassembled a computer to identify and label its components, including the CPU, motherboard, RAM, storage devices, and peripherals. Explained the function of each component  and how they work together. | Refer to proof of Assessment | | 4 Hours |
|  |  | |  |
| 119462  Engage in sustained oral/signed communication and evaluate spoken/signed texts | Task – I Prepared and delivered a formal presentation to an audience, using clear and concise language, appropriate body language, and visual aids. The presentation was well- structured, informative, and engaging on the CTU Buddy  website project | Refer to proof of Assessment | | 3 Hours |
| Task – During the CTU Buddy project I Actively participated in a group discussion,  contributing thoughtful and  relevant comments. Listened attentively to others' perspectives and engaged in  respectful dialogue. | Refer to proof of Assessment | | 6 Hours |

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| --- | --- | --- | --- | --- | --- |
| 14908  Demonstrate an understanding of testing IT systems against given specifications | Task - Tested the web application's features and functionality to ensure they met the specified requirements. Verified that the application performed as expected under different conditions and inputs.  Especially the forms and filter component |  | | Refer to proof of Assessment | 6 Hours |
|  |  | |  |  |
| 14921  Describe the types of computer systems and associated hardware configurations |  |  | |  |  |
| **Task** - Disassembled a desktop computer to identify and label its components, including the CPU, motherboard, RAM, storage devices, and peripherals. Explained the function of each component  and how they work together |  | | Refer to **proof of assessment** | 3 Hours |
| **Task -** Installed and configured necessary hardware and software on a laptop computer, including the operating system, drivers, and applications. Optimized settings for battery life,  performance, and security.  Explained the different types of computer networks (e.g., LAN, WAN, internet) and their characteristics. Described the hardware components (e.g., routers, switches, modems) used in network  configurations. |  | | Refer to **proof of assessment** | 4 Hours |
| 114636  Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment | **Task –** I Performed routine maintenance tasks on my computer hardware, such as cleaning components, checking for physical damage, and updating drivers. This helps prevent hardware failures and ensures optimal performance. Especially when my PC started  running slow. |  | |  | 6 Hours. Once a week for 6 Weeks |
| Task – I applied software updates such as operating system patches, application updates, to address security vulnerabilities, improve performance, and add new  features. |  | |  | 3 Hours |
|  |  | |  |  |
| **Comments from Student** |  |  | | | **Total Hours:** 34 Hours  **Signed:** ………………………………………  **Date**: 30 August |
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|  |  | | |
|  |  | | |
| **COMPANY TO COMPLETE THE** | | **FOLLOWING:** | | | |
| **PERFORMANCE RATING OF STUDENT**  **(Scale 1 – 10: 1 = Poor, 10 = Excellent)** | |  | **Comments from Supervisor/Mentor** | | |
| Knowledge | |  |  | | |
| Application of Skills | |  |  | | |
| Participation | |  |  | | |
| Communication | |  |  | | |
| Punctuality | |  |  | | |
| Ethical Behaviour | |  |  | | |
| **Supervisor/Mentor Name**: …………………………………………………………….…. **Date**………………………….. | |  | **Supervisor/Mentor Signature:** …………….……………………    **Designation**: ………………………………………………………….. | | |

**Student to complete the form below once the WIL program has been completed and submit to your WIL coordinator at CTU Training Solutions**.

**WIL: STUDENT FEEDBACK**

Course: Programming Foundation

Name of Student: Themba Ramanamane

Name of Mentor: ……………………..……..............................................................................................................

Name of Host Company: CTU training solutions

WIL Coordinator: Thabang Mashile

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5  = Strongly Agree | 4  = Agree | 3  = Partially Agree | 2  = Disagree | 1  = Not Acceptable |
| 1. The orientation lectures adequately prepared me for the workplace. |  |  |  |  |  |
| 2. The placement procedures of CTU were satisfactory. |  |  |  |  |  |
| 3. The inputs of the CTU coordinator contributed to my WIL experience. |  |  |  |  |  |
| 4. The assessment of my WIL was done in a fair manner. |  |  |  |  |  |
| 5. The WIL program developed my communication skills. |  |  |  |  |  |
| 6. The WIL program developed my problem solving/critical thinking skills. |  |  |  |  |  |
| 7. The WIL program developed my ability to work in a team. |  |  |  |  |  |
| 8. The WIL program developed my ability to plan and organize my tasks effectively. |  |  |  |  |  |
| 9. The workstation provided me with the scope of work to successfully complete my WIL assignments. |  |  |  |  |  |
| 10. My learning followed an upward curve during my stay at this workstation. |  |  |  |  |  |
| 11. Average number of hours worked per week |  | | |  | |
| 12. Gross monthly remuneration (if applicable) |  | | |  | |
| 13. Method of employment (please ✓) | Contract Pe | | | rmanent None | |

General Comments:

…………………………………………………… ……………………………………………….. **Signature:** **Date:**

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**HOST COMPANY/WORKPLACE TO COMPLETE THE FOLLOWING:**

|  |  |
| --- | --- |
| Name of Host Company: | CTU Training Solutions |
| Contact person of Host Company: | Karabo Sambo |
| Telephone number of Host Company: | 012 470 9515 |
| Fax number of Host Company: | N/A |
| E-mail address of Host Company: | Karabo.sambo@ctutraining.co.za |
| Physical address of Host Company: | 2 Pro Park, 31 Benard Drive |
| Bendor Park |
| Polokwane |
| 0700 |

Stamp of Host Company:

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| --- |
|  |

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