



INDUSTRIAL ATTACHMENT LOGBOOK



FOR

BETSERAI VICTOR RWODZI

MIDLANDS STATE UNIVERSITY



Our Hands

Our Minds

Our Destiny

Faculty of Science & Technology
Department of Applied
Mathematics & Statistics

Programme Information

• Programme Name:	Bachelor of Science Honours Degree in Applied Mathematics & Computational Science (SCITECH02)
• Institution:	Midlands State University
• Student Name:	Rwodzi Betserai Victor
• Registration Number:	R2213112C
• Level:	3.1 & 3.2
• Training Period:	23 September, 2024 - August, 2025
• Supervisor(s):	Mr Z Mazhiri (ZIMSTATS) Mr Ndlovu (ZIMSTATS) Mr Shoko (MSU)

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Company Information



Zimbabwe National Statistics Agency

- **Company Name:** ZIMSTATS(Zimbabwe National Statistics Agency)
- **Address:** 20TH FLOOR KAGUVI BUIDLING
CORNER 4TH STREET/
CENTRAL AVENUE HARARE
- **Contact Person:** Mr Z. Mazhiri (Statistician Officer)
- **Cell Phone:** 077 286 4398
- **Manager of Department:** Mr P. Makumbe
- **Director of Department:** Mr A. Mukavhi

Company Representative

Signature.....



Month of September

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 1 23/09/24	On the first day, I participated in an induction session alongside seven other interns from various institutions. During this session, our HR department introduced us to the company & its operations. The next day, I was assigned to my department along with two other male interns, bringing the total number of interns in the department to eleven, consisting of three males & eight females.	I encountered challenges adapting to the new environment & collaborating with unfamiliar colleagues. Due to my late arrival & others already being immersed in their tasks, I had to independently navigate & learn the ropes of the work on my own.
WEEK 1 23/09/24	Within the company, we are allocated time for breaks, lunch, & another short break in the afternoon. Additionally, as the month draws to a close, the company provides us with provisions.	Transporting provisions from Kaguvi Building to Makombe complex posed a challenge, yet proved to be rewarding in the end.
WEEK 2 30/09/24	The nature of our work here is confidential, limiting the details I can disclose in my report. However, I can mention that this week commenced smoothly as I have gained a solid grasp of the primary tasks that need to be addressed.	The heavy lifting & demanding tasks are now being delegated to us, the male interns, but we are more than willing to assist.
WEEK 2 30/09/24	As the month neared its end, we were tasked with verifying our information to ensure accuracy & prevent any errors in the salary allocation process of our overtime work.	Experiencing a delay in receiving payment while others were being paid was disheartening. As a result, I am now eagerly anticipating the upcoming month.

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of October

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 3 07/10/24	<p>I can confidently affirm that I have gained a good understanding of the tasks carried out in the department to which I was assigned, & work is progressing smoothly. Our department's supervisor occasionally visits to oversee our work, & it is evident that he is pleased with the efficiency & speed at which we are now handling our responsibilities.</p>	<p>Working under the watchful eye of the supervisor can be intimidating, yet surprisingly, it accelerates the pace of work. Despite additional heavy lifting tasks, we, as the male interns, continue to tackle them without complaint.</p>
	<p>Our primary task so far evolves around computerizing data from exit cards, which contain information about individuals migrating in & out of the country. These exit cards are divided into three main sections:</p> <ol style="list-style-type: none"> 1. Incoming Individuals: The first part of the exit cards includes details of individuals entering Zimbabwe from various parts of the world. This section captures data such as the amount of money spent by the individual & their country of origin. 2. Short-Term Departures: The second part of the cards focuses on individuals leaving Zimbabwe for a duration of less than a month. This section likely contains specific details about these short-term departures & the associated data. 3. Long-Term Departures: The third part of the exit cards pertains to individuals leaving Zimbabwe for an extended period, specifically more than 12 months. This section likely includes information relevant to long-term departures & may involve different data points compared to the short-term departures section. 	<p>The provided software proves user-friendly, requiring minimal coding knowledge for operation. However, a notable challenge arises in the volume of data entry demanded, necessitating the input of a minimum of 400 cards, with the workload potentially extending up to 800 cards daily. This high volume of data entry poses a substantial task that may impact efficiency & time management within the work process.</p>

	By computerizing this data, we aimed to streamline the process of recording & analyzing migration patterns, contributing to a more efficient & organized system for tracking individuals entering & leaving the country.	
WEEK 3 07/10/24	Our workday typically commences at 7 am. The first break occurs at 10 am & lasts for 15 minutes. Lunch break spans one hour, starting at 1 pm & concluding at 2 pm. The final break is scheduled for 3 pm & lasts for 15 minutes. Work concludes for the day at 6 pm.	The expenses for transportation are high, & adjusting to early mornings is still a new experience. Waking up early ensures punctuality at work. Conversely, oversleeping results in being tardy.
WEEK 4 14/10/24	This week presented a challenging situation as we had a meeting with the director. We were posed with questions about the company that we struggled to answer. Consequently, the department manager decided that we needed an induction to gain a comprehensive understanding of our department's operations. Initially, during our start, the HR had only provided us with a brief overview of our responsibilities.	The fear of asking questions presented a significant challenge as we had numerous inquiries to make, resulting in us leaving the office with unanswered queries.
WEEK 4 14/10/24	Following our session with the director, we had a meeting with our manager that proceeded smoothly. We effectively addressed the questions posed, & as a mathematics student, I now grasp the essence of demography. I am placed within the Department of Demography & Social Statistics here at Zimstats, focusing specifically on the sub-department of Demography.	Following our meetings this week, I am pleased to report that all is well & on track. The discussions & clarifications provided have instilled a sense of confidence & understanding within the team. We are now better equipped to navigate our tasks efficiently & effectively.
WEEK 5 21/10/24	This week proceeded smoothly in terms of work-related tasks. We have gained a clear understanding of our responsibilities. Our workday begins before 8 am & concludes at 4 pm. If work extends beyond 6 pm, it transitions into overtime; typically, regular days conclude by half past 4. However, due to the bus departing at 5 pm, we must ensure to be at the station before then.	Thanks to the meeting we had last week, I've discovered that the company provides transportation for us through the Public Service Transportation system. My lack of initial interaction with colleagues delayed this knowledge from reaching me. The information shared during last week's meeting has now ensured I am aware of this transportation benefit, which has proven to be a significant convenience. It would have been beneficial to have been informed about this transportation provision from day one.

WEEK 5 21/10/24	<p>Each company offers its unique perks to employees. During my time as a Br& Ambassador for Steward Bank & Econet, I enjoyed benefits such as transportation allowances, electronic gadgets, & branded company merchandise like umbrellas. Transitioning to Zimstats, where we currently receive free transportation, we are eager to explore additional perks. Surprisingly, our manager treated us to lunch at the Holiday Inn as the week unfolded. The experience was delightful & left us craving for more such team outings.</p>	<p>Walking to the Holiday Inn & back to work added a unique twist to our day, especially as we had to bid farewell to some colleagues who work alongside us. The separation was bittersweet, tinged with a sense of loss. Nevertheless, the outing was enjoyable, albeit with some sacrifices. The camaraderie & shared experience strengthened our team bond, making the day memorable despite the challenges.</p>
WEEK 6 28/10/24	<p>As we approach the end of October, work-related matters are progressing smoothly. However, concerns have arisen regarding allowances & provisions. The September allowances have recently been disbursed, but due to my late arrival at the end of September, my allocation was minimal, prompting worries about a similar scenario for the October allowances, potentially distributed today, the last day of next month.</p> <p>Moreover, the anticipated provisions for this month have not been received, raising apprehensions about a potential oversight for October & a consolidated provision for November instead. These uncertainties surrounding financial allocations & benefits are causing some unease & uncertainty among the interns.</p> <p>The delay in receiving allowances & provisions, coupled with the uncertainty surrounding future disbursements, highlights the need for clearer communication & transparency regarding financial matters within the company. Despite these concerns, the team remains committed to their responsibilities & eager to address any challenges that may arise in the coming weeks.</p>	<p>While this month has had its positive moments, the challenges regarding provisions & allowances have been a significant setback for me personally. The delay & uncertainty surrounding these financial matters have created a sense of instability & added stress to an already demanding work environment.</p> <p>As an intern, financial considerations play a crucial role in my ability to focus on my tasks effectively. The unforeseen delays in receiving allowances & provisions have not only impacted my financial planning but have also affected my morale & overall experience within the company.</p> <p>Moving forward, I hope for clearer communication & prompt resolution of these issues to ensure a more stable & conducive working environment for all interns. Addressing these challenges promptly is essential to maintain motivation & productivity among the team.</p>

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of November

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 7 4/11/24	<p>The beginning of the new month didn't bring about sadness, but it failed to uplift the spirits of many. As the week unfolded, anticipation grew among the team members awaiting compensation for the previous month, yet no payments materialized. The only notable change was the arrival of a new colleague in our department, expanding our cohort to a total of 12 interns within the demography & statistics division.</p> <p>The demographic breakdown within our sub-departments now stands at 5 girls & 2 boys in the demography department, while the social statistics department comprises 4 girls & 1 boy. Despite the lack of expected remuneration, the addition of a new team member introduces fresh dynamics to our working environment, further diversifying our team composition & potentially enriching our collaborative efforts.</p>	<p>Throughout the recent weeks, the pace at the internship remained relatively calm, punctuated by occasional bus mishaps & a general sense of waiting for tasks to materialize. While the highlight was guiding a new female intern who joined the team, there was a feeling of inertia in our department, with a lack of progress in skill development compared to peers in other departments who were actively learning & refining their expertise.</p> <p>Despite this stagnation, there is a hopeful outlook that Zimstats will unveil more opportunities & assignments in the near future. The anticipation for upcoming challenges & projects is high, offering a chance for personal growth & skill enhancement within the organization. This period of waiting & relative inactivity is seen as a precursor to potential growth & development on the horizon.</p>
WEEK 8 11/11/24	<p>"Exit cards" remain the focal point of our activities this month as we persist in the data capturing process. Reflecting on our journey from the beginning, it seems that we have accomplished approximately 80% of the task. The workload accumulated, likely due to a lack of continuity in data processing, possibly stemming from the departure of previous interns before our arrival.</p>	<p>The long-awaited allowances finally arrived, providing a boost of motivation to the team. However, a significant challenge arose due to the depreciation of the local currency, known as 'Zimbabwean Gold' or Zig, which loses value weekly or fortnightly. To mitigate this issue, a shift was made to a more stable currency, the United States Dollar (USD\$), to safeguard the value of our earnings.</p>

	<p>While substantial progress has been made, it is essential to acknowledge that our work is ongoing, considering the continuous influx of individuals migrating on a daily basis. As we transition into November, having concluded work on the previous months' data, our focus now shifts towards capturing & computerizing the data for the current month, highlighting the dynamic & ever-evolving nature of our responsibilities in handling migration data.</p>	<p>While this move ensured protection against currency devaluation, the exchange to USD resulted in a loss of 40% of our allowance due to the stronger value of the US dollar. For instance, if we were paid \$100 USD but received it in Zig, after converting back through money changers, we end up with only \$60 USD, reflecting the impact of currency fluctuations on our earnings. This financial maneuver, though necessary for stability, highlights the complexities & challenges of dealing with currency devaluation in our financial transactions.</p>
<p>WEEK 9 18/11/24</p>	<p>"When the cats are away, the mice will play" - a classic saying indeed! The absence of our seniors, who ventured off to a workshop in Bulawayo, presented an opportunity for us, the students, to hold down the fort. While tasks in the Demography department were relatively light, the workload in the Social Statistics department surged in their absence, demanding our attention & diligence.</p> <p>In this scenario, the responsibility fell upon me to man the reception desk, catering to various needs & queries that arose during this period. This experience provided a chance to step into a different role & showcase adaptability & versatility in handling diverse tasks within the organization.</p>	<p>Serving at the reception desk was a surprising turn of events for me, not something I had anticipated as part of my internship duties. Despite the unexpected nature of the role, I found it to be an enjoyable experience, albeit with its fair share of challenges. Many visitors posed questions & requests that I was not fully prepared to address. However, I did my best to assist them to the best of my abilities, stepping in where I could to help & provide support during their visits. This experience not only tested my adaptability but also allowed me to engage with a diverse range of individuals & situations, contributing to my overall growth & development during the internship.</p>
<p>WEEK X 25/11/24</p>	<p>As we approach the final week of November, everything is running smoothly within the office. I have been reassigned from reception duties & have returned to my office, where I discovered my colleagues with idle hands as the workload for the month has been successfully completed. With our seniors back from their workshop, we find ourselves in a state of readiness, patiently awaiting new tasks & projects to be assigned. This period of relative calm & anticipation marks a brief interlude before we delve into fresh challenges & opportunities that lie ahead in the coming new month & weeks.</p>	<p>The only gripe I have is the lack of tasks to occupy our time. Apart from this minor concern, our team is doing well in the office, maintaining a positive outlook while eagerly awaiting new assignments to dive into. The current lull in workload provides us with a moment to regroup & prepare for upcoming challenges, fostering a sense of readiness & anticipation for the tasks that lie ahead.</p>

WEEK X 25/11/24	This week brought a new task into focus: entering "Return Cards". In the absence of exit cards to process, we shifted our attention to documenting the details of individuals returning to Zimbabwe. Apart from this new responsibility, our activities were relatively quiet, with a focus on verifying & updating our banking information. This period of routine tasks allowed us to ensure our administrative details were in order while adapting to the shift in data processing from exits to returns.	
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Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of December

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 11 2/12/24	This week has been unusually quiet, despite marking the start of a new month. Our managers are present at the workplace, yet there have been no new activities or tasks assigned. Each day, we arrive with anticipation, hoping for fresh challenges or projects to engage with. The lingering sense of anticipation & the lack of new assignments have created a period of waiting & readiness for the upcoming tasks that we expect will materialize in due time.	No issues were encountered this week, given that no tasks were undertaken in the first place. The absence of activities meant a lack of challenges or obstacles to navigate, providing a brief respite from the usual workflow. This period of inactivity allowed for a moment of rest & preparation for the potential tasks & responsibilities that may arise in the near future.
WEEK 12 9/12/24	Activities remained scarce this week, with the primary focus shifting towards reviewing past work & rectifying errors in survey questionnaire responses for accurate data entry. This task involved meticulously correcting inaccuracies in the answers provided to ensure that they are entered correctly into the system. Despite the lack of new projects, this attention to detail in refining existing data sets contributes to maintaining data integrity & efficiency within our workflow.	I have little to complain about as work is progressing smoothly. With a two-week break ahead of us, my only concern is retaining the knowledge & skills we have acquired. I hope that the break does not dull our memory of what we have learned, & that we can return refreshed & ready to continue our work seamlessly when we reconvene next year.
WEEK 15 30/12/24	Nothing much was done except chat about what we did during our two weeks away & unlock the doors to the offices we left. As the year draws to a close, we anticipate fresh experiences in the coming year.	Despite the lack of work, we found ourselves unable to leave the premises unattended due to the presence of the director diligently working. Our routine was to wait until 4 pm before departing, even though we were eager to leave earlier. This situation required us to maintain a presence & be available until the designated time, ensuring that the office was not left unguarded in the director's presence.

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



2025

Month of January

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 1 06/01/25	Receiving our long-awaited provisions for October & November in the form of cash, rather than goods, was a welcome development. This boost in morale comes at a crucial time as we kick-start the new year of 2025. The financial resources provided will undoubtedly help set a positive tone for the year ahead, enabling us to approach our work with renewed energy & enthusiasm.	Receiving cash instead of provisions may present a challenge, as individuals might opt to spend the money on personal needs rather than on work-related necessities. This situation could potentially lead to difficulties in ensuring that essential items for work are acquired. It may be important to communicate the intended use of the funds clearly to encourage responsible spending & prioritize work-related purchases to support productivity & efficiency within the team.
WEEK 2 13/01/25	Once again, we find ourselves left behind as the seniors have departed for a workshop. While we may also desire to venture out, our current responsibilities tether us to the workplace. This scenario echoes a sense of longing for new experiences & opportunities outside the confines of our usual routine, yet duty compels us to remain diligent & focused on the tasks at h&.	The prospect of having to pay a specific amount to our public service commission could potentially pose a challenge, as individuals may opt to utilize private transportation instead. This shift in preference towards private transport could arise from the financial burden imposed by the payment to the public service commission. Such a situation may lead to reduced usage of public transportation services, impacting accessibility & potentially causing logistical issues for commuters. It is essential to consider the implications of such fees on transportation choices & strive to maintain a balance that ensures the continued viability of public transport services.

WEEK 3 20/01/25	Returning to the reception desk signifies a shift back to a familiar & essential role within the workplace. This position often serves as the hub of communication & first point of contact for visitors, clients, & colleagues. As I resume my duties at the reception desk, I am entrusted with managing inquiries, directing traffic, & maintaining a welcoming atmosphere. Embracing this responsibility once again highlights the importance of my role in ensuring smooth operations & fostering positive interactions within the workspace.	Continuing to face the obstacle of not knowing names can prove particularly challenging when inquiries arise about the whereabouts of specific individuals. The ability to associate names with faces & roles is crucial in effectively responding to such queries & facilitating seamless communication within the workplace. Despite these ongoing difficulties, I recognize the importance of actively working towards overcoming this hurdle to enhance my effectiveness in assisting with locating individuals & navigating daily operations efficiently.
WEEK 4 27/01/25	Engaging in tasks such as correcting information on return cards may seem routine, but it plays a vital role in maintaining the flow of work & ensuring the continuous influx of new tasks. By diligently attending to these details, we contribute to the efficiency & accuracy of our processes, ultimately paving the way for a steady stream of work. Neglecting these seemingly minor tasks could potentially lead to stagnation, hindering progress & leaving us at a standstill. Therefore, by staying proactive & meticulous in our work, we can cultivate a dynamic environment that fosters productivity & growth.	

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of February

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 5 03/02/25	<p>In a household setting, imagine being a statistician responsible for providing essential information to the breadwinner. Your primary task involves reporting the total number of individuals in the household to ensure that each person's needs are adequately met. This includes details such as who is attending school & who is employed, as well as keeping track of dates when relatives are visiting to adjust daily routines accordingly. Additionally, you gather statistics on various aspects like the monthly fuel consumption requirements & grocery expenses to maintain accurate records.</p> <p>Extending this example to a national level, similar data collection becomes vital for a country, encompassing crucial statistics such as birth rates, death rates, & other demographic indicators. By analysing & interpreting this data, policymakers can make informed decisions to address the needs & requirements of the population effectively. It's funny how long it has taken me to truly understand the work we do here at Zimstats; this realization came to light during a workshop I attended last week as part of a Data to Policy Program.</p>	<p>The realization that infrequent attendance at workshops may have hindered my learning progress is a valuable insight. Had I been more consistent in attending such events, I might have acquired knowledge of essential concepts like those discussed in the Data to Policy Program workshop from last year. Regular participation in workshops not only facilitates the acquisition of new information & skills but also provides opportunities to stay abreast of industry trends & developments. Moving forward, prioritizing attendance at relevant workshops can significantly contribute to my professional growth & enhance my understanding of the work we do at Zimstats.</p>
WEEK 6 10/02/25	<p>This week, our focus has been on comparing data from the previous two years as part of our preparation for upcoming reports. By analyzing & contrasting information from the past years, we aim to gain insights that will inform our future reports & strategic planning. This process of examining trends & patterns over the years is crucial for identifying key areas of progress, challenges, & opportunities.</p>	<p>Engaging in statistics often involves working with substantial amounts of data & numbers. Initially, the work may seem enjoyable, almost like solving intricate puzzles or playing games that stimulate the mind. However, as the complexity of the data & analyses intensifies, it can lead to challenges & frustrations that may strain our efforts & capabilities.</p>

	Through this comparative analysis, we lay the groundwork for producing comprehensive & data-driven reports that will guide our actions & decision-making in the period ahead.	The journey through statistical analysis, while intellectually stimulating, can also be demanding & exacting, requiring attention to detail, patience, & perseverance. Despite the potential hardships, mastering the art of working with large datasets can yield valuable insights & drive informed decision-making in various fields & industries.
WEEK 7 17/02/25	Balancing responsibilities between tasks like manning the reception desk & fulfilling obligations assigned to other students highlights a common challenge. The dynamic nature of working in a reception office can make it difficult to juggle diverse tasks simultaneously. While attending to individuals at the front desk, the need to handle demographic statistics or other assignments adds another layer of complexity to the workload. This dual role can be demanding & may lead to divided attention & potential difficulties in managing time & priorities effectively. It's understandable why some individuals may find the reception office overwhelming, given the constant shifts in focus & the necessity to multitask efficiently to meet the demands of both roles. Achieving a balance & establishing effective strategies for managing concurrent responsibilities is essential to ensure productivity & maintain a high standard of service across all tasks.	Experiencing a week dominated by mistakes can indeed be quite challenging & demotivating. When tasks start piling up amidst a backdrop of errors, the situation can quickly become overwhelming, leading to increased levels of stress & frustration. It's important to remember that making mistakes is a natural part of the learning process, often serving as opportunities for growth & improvement. However, when a pattern of mistakes emerges & work keeps accumulating, it becomes crucial to take a step back, reassess priorities, & devise effective strategies for managing the workload. Seeking support from colleagues or supervisors, delegating tasks whenever possible, & breaking down assignments into smaller, more manageable steps can all help in easing the burden of piled-up work & reducing the impact of errors. It's essential to keep in mind that setbacks are temporary, & with resilience & a proactive approach, it's possible to overcome challenges, leading to personal & professional growth.
WEEK 8 24/02/25	This week was quiet other from updating tables for reports, which kept us occupied	We would undoubtedly receive a life sentence if it were illegal to relax during break time.

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of March

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK 9 03/03/25	<p>Our seniors were away, but they returned during a week last month and then left again. In their absence, our supervisor ensures that we come to work and complete our tasks. This week, the focus remains on updating tables, which is the primary task at hand. The deadline for this task is approaching soon, highlighting the importance of completing it in a timely manner. Under the guidance of our supervisor, it is crucial that we prioritize this assignment and work diligently to meet the impending deadline.</p>	<p>As we await our allowances, the impact of delayed payments extends beyond the workplace, affecting our lives outside of work. The January provisions received last month were insufficient, barely amounting to half of what we received in September last year. As we anticipate the February and March provisions, the financial strain persists, with the impending February allowances likely to be allocated towards settling the debts accumulated from the previous month.</p> <p>Balancing financial responsibilities becomes increasingly challenging as we navigate through these uncertain times, emphasizing the need for effective budgeting and financial planning to manage expenses and debts effectively.</p>
WEEK X 10/03/25	<p>During the recent week, my main duties involved reception work while being overseen by both the director and manager. Their presence led to a faster work pace, resulting in shorter breaks compared to periods without their direct supervision. Tasks originally allocated for a two-week period were efficiently completed within just a few days, highlighting the team's ability to adapt and deliver promptly under closer scrutiny. This experience emphasized the significance of maintaining focus and productivity in the workplace, showcasing the team's capability to meet and surpass expectations within tight timelines.</p>	<p>While carrying out our tasks, we were anticipating the possibility of attending workshops as the attachment program nears its conclusion. I suggested that instead of sending us in large groups, smaller groups of four individuals would be sufficient for the workshops.</p>

WEEK11 17/03/25	After missing the workshops, I suggested to the director that, since there are 12 of us, we could send 4 participants at a time until everyone has had a chance to attend. He agreed, but to my surprise, we were overlooked again, and the bosses, along with our supervisors, went to another workshop, leaving us with no tasks to complete.	We missed the workshops and proposed a rotation system to the director, but were overlooked again as management and supervisors attended another workshop, leaving our team without tasks; therefore, a clearer communication system should be implemented to ensure all members are included in future workshops and that tasks are assigned to those not attending.
WEEK12 24/03/25	With no assigned tasks, we found ourselves idle at work. The only purpose for coming in was to sign the attendance register. Aside from that, we were preparing for other projects, including a report due in June for the second assessment of students from MSU in Harare.	No problems encountered, other than getting late for work as our bus for work left us this week as it was coming sooner to the bus station.

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of April

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK13 07/04/25	We started the new month on a positive note, with our duties involving sorting exit cards. When we arrived last year, the cards were already removed from their bags and organized on the desks for us to input into our computers. Additional sorting was necessary at that time, such as organizing them by date, ports, and countries. This time, however, all the tasks were assigned to us, including lifting the bags, removing the cards, sorting them, and finally entering the information	We started the month well, but this time we were responsible for every step in sorting exit cards, from lifting bags to data entry; to enhance our workflow, we should implement a system where initial preparations are completed prior to our arrival, allowing us to focus on data entry and analysis.
WEEK14 14/04/25	Sorting remains our primary task as we continue to process cards that have arrived from September of last year up to the present.	No problems encountered this week.
WEEK15 21/04/25	The Easter holiday felt too brief, as we wished for more time to relax.	Holiday durations should be considered to be extended to allow for adequate relaxation and recharge.
WEEK16 28/04/25	As I came to work here at Zimstats, I wasn't issued a computer from work, so I had to use mine, which broke down with my data in it. With that, I had to start all over the work for the month, using a computer from a fellow colleague who apparently had finished off their work	Expenses to fix my computer fall on me as the company will not help me out. Students upon arriving at work, should be issued working computers so the company does not fall back.

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of May

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK17 05/05/25	Trying to receive data from immigration was something I was working out last week, and to my amaze, the director of the department was nowhere to be found. We finally met, and I am yet to go again on a journey as I have to walk to get the data from them and back to my workplace.	After receiving the data at last, I realised that something has to be done, in terms of communications and retrieval methods.
WEEK18 12/05/25		
WEEK19 19/05/25		
WEEK20 26/05/25		

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of June

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK21 02/06/25		
WEEK22 09/06/25		
WEEK23 16/06/25		
WEEK24 23/06/25		
WEEK25 30/06/25		

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of July

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK26 07/07/25		
WEEK27 14/07/25		
WEEK28 21/07/25		
WEEK29 28/07/25		

Remarks by Supervisor	
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Supervisor Signature.....

Date.....



Month of August

PERIOD	WORK & ACTIVITIES DONE	PROBLEMS ENCOUNTERED & RECOMMENDATIONS
WEEK30 04/08/25		
WEEK31 11/08/25		
WEEK32 18/08/25		
WEEK33 25/08/25		

Remarks by Supervisor	
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Supervisor Signature.....

Date.....