

**MONDAY, 17 NOVEMBER 2025**

**Azelis LP | 09:00-14:00 | 5 students**

**1. ATTENDANCE:**

- Present: 4 / 5
- Absent: Khonziwe (Did not report absence)
- Late arrivals: none
- Attendance register: Signed

**2. CONTENT TAUGHT TODAY:**

- Continued compiling files with completed assessments.
- Commencement of module 4. Formative Assessment 119667.

**3. HOW IT WAS TAUGHT:**

- Module 3 – Learner Guide
- Class discussions
- Group discussions

**4. DISCIPLINARY MATTERS:**

- None

**5. OTHER NOTES:**

- Learners will fully commence Module 4 , tomorrow.

**WAHL | 09:00–15:00 | 6 students**

### **1. ATTENDANCE:**

- Present: 2 / 6
- Absent: **Keanen** (Reported in the group that he can't make it to attend due to being sick)  
**Pepu** (Day of work as requested.)  
**Thabani** (Reported due to the rain, his home roof caved in, had to move out and repair damage today.)  
**Avela** (No attendance, did not report)
- Late arrivals: **Sim** (Reported 2 min before 09:00 of late attendance)
- Attendance register: Signed

### **2. CONTENT TAUGHT TODAY:**

- Continued completion of outstanding work.
- Populated files with completed outstanding work.

### **3. HOW IT WAS TAUGHT:**

- Module 3 – Learner Guide
- Class Discussions
- One-on-one discussions

### **4. DISCIPLINARY MATTERS:**

- **Avela Faye** was reprimanded for her attempt to evade completing her coursework.

### **5. OTHER NOTES:**

- **Minenhle** – Did not complete assessments over the course of the weekend as she said she would. Continued completing assessments in class, stayed in to complete file population of all assessments in File.1.

- **Sim** – Did not complete assessments over the course of the weekend. Continued completing assessments in class, stayed in to complete file population of all assessments in File.1.
- Fully commencing Module 4, tomorrow.

**Monteagle | 09:00–15:00 | 4 students**

**1. ATTENDANCE:**

- Present: 4 / 4
- Absent: None
- Late arrivals: Phillie (No report in the group, only reported on arrival after I scolded her.)  
Stembile (Reported directly to me that she was running late.)
- Attendance register: Signed

**2. CONTENT TAUGHT TODAY:**

- Finished up with completions of Module 3 – Workplace Summative Assessment.
- Compiled files with completed assessments.
- Commencement of module 4. Formative Assessment 119667.

**3. HOW IT WAS TAUGHT:**

- Module 3 – Learner Guide
- One-on-one assistance
- Class discussions

**4. DISCIPLINARY MATTERS:**

- Phillie Reprimanded for not reporting late attendance.

**5. OTHER NOTES:**

- Group morning session with completion of POE building for file One.
- Fully commencing Module 4 tomorrow.

**FRIDAY, 14 NOVEMBER 2025**

**Packaging World | 09:00–14:00 | 3 students**

**1. ATTENDANCE:**

- Present: 1 / 3
- Absent: Nonhle (Reported that her father passed away early morning hours, she could not attend.)  
Nelisiwe (Requested Leave to go write an exam)
- Late arrivals: None
- Attendance register: Signed

**2. CONTENT TAUGHT TODAY:**

- Continued with module 2 part 2 – Workplace Summative Assessment.

**3. HOW IT WAS TAUGHT:**

- Module 2 – Learner Guide (Communications)
- One-on-one assistance

**4. DISCIPLINARY MATTERS:**

- None

**5. OTHER NOTES:**

- None

End of Report – Val  
17/11/2025