

FRIDAY, 14 NOVEMBER 2025

FLINT LP | 09:00–14:00 | 11 students

1. ATTENDANCE:

- Present: 9 / 11
- Absent: Londeka – Report without valid reason for absence.
Noluthando – No report
- Late arrivals: none
- Attendance register: Signed

2. CONTENT TAUGHT TODAY:

- Continued POE session
- Commenced Module 3 workplace summative

3. HOW IT WAS TAUGHT:

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

4. DISCIPLINARY MATTERS:

- None

5. OTHER NOTES:

- Workplace Summative to be completed as homework over the course of the weekend.
- I plan to close off flint group file.1 (50% of coursework) and commence module.4 File.2 by Monday 17/11/2025.
- Learners populated all POE assessments up until module.3 summative 114974, signed and dated all LAGs from module 1 to 3.

WAHL | 09:00–15:30 | 6 students

1. ATTENDANCE:

- Present: 3 / 6
- Absent: Simthembile – Leave
Keanen – Leave
Pepu – Day of work as requested.
- Late arrivals: None to my knowledge.
- Attendance register: Signed

2. CONTENT TAUGHT TODAY:

- The 3 attending learners completed up to 114974 as instructed.
- They then proceeded to continue completion of outstanding assessments.
- Commenced compiling of POE's /POE building.

3. HOW IT WAS TAUGHT:

- Module 3 – Learner Guide
- Class Discussions

4. DISCIPLINARY MATTERS:

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

5. OTHER NOTES:

- Learners requested time to continue completion of outstanding assessments of which I granted considering Friday being their last day for submissions of outstanding assessments (**as per your strict instructions**) and considering that they've completed the unit standard assessments as per the completion timetable dates scheduled for Wednesday 12/11/2025 until Friday 14/11/2025 as I instructed on Tuesday. Being the Formative and Summative assessments for the unit standard 114974.

- I commenced POE building one-on-one instead of a group session, thus allowing me to check that all submitted assessments are complete to date.

Learner POE status feedback as of submission deadline 14/11/2025:

- **Avela Faye** submitted incomplete assessments and skipped, she assumed I wouldn't have gone through her file with a fine-tooth comb. Therefore, she failed to complete as per your request, deductions to be made. I strongly suggest that Avela should attend every day until completion, because of her continuous lack of interest and disregard of the importance of the strategic completion plan. Her behaviour in class is a clear indication that she is not interested in completing her homework assessments at home but rather play on "TikTok".
- **Minenhle Mthembu** approached Keshnee after the counselling session, apologising and taking accountability for her falling behind, she explained that balancing work and studies has been a challenge for her in respect of her time management regarding submissions. During her one-on-one, I found that she is 3 work assessments behind, therefore failing to submit on time. Despite her humbled approach on trying to justify her not being up to date, she was **well aware and informed!** of the importance of the **STRATEGIC COMPLETION PLAN TIMETABLE** of which I clearly explained to them at commencement of the plan, I provided sufficient aid, tools and constant communication, assisting them as much as possible to complete their assessments and also availing myself for contact at any time, (e.g. Azelis – John even WhatsApp'd me at 3am, of which I immediately responded to his request). During the convocation around "the days" she claims Toby approved for her to work, she assured me that her working would not delay her submission of coursework as per completion plan, and that she will keep on track with her work, and for that I feel she needs to be deducted from.
- **Simthembile Sikhosana** despite his good attendance and reporting, he was found out of/ and admitted having been lying to me about completing of his assessments that were instructed to be completed for homework, of which I earlier reprimanded him about. He has since been catching up and completing his assessments accordingly.

- Sim requested leave from Keshnee, to tend to a serious and personal family matter of which has required three days of absence, it was agreed that he will email outstanding assessments by COB Friday 14/11/2025.
- Before Sim left on Tuesday 11/11/2025, his outstanding assessments to date according to his online folder concluded that Module-2 Pt.2 Communications Workplace Assessment was not complete, and up until Friday 14/11/2025, now includes formative and summative assessments for 114974, as I have not received any submission email of his completed assessments as agreed. I have sent him a message reminding him that he has failed to submit as per the deadline date and requested him to mail his completed assessments. Deductions to be made.
- **Keanen Mzwandile** I am happy to report that as of Tuesday 11/11/2025 submissions, of which concludes 50% completion of his course material.
- **Thabani Msimango** as of Friday morning session has also fully completed 50% of his course material.
- Completion of POE building, as well close off file.1 and commencement of module.4. File.2. to take place on Monday. The learners were advised to complete whatever outstanding assessments this weekend to ensure we stay ahead.

Kelpack | 09:00–14:00 | 8 students

1. ATTENDANCE:

- Present: 1 / 7
- Absent: Celimpilo – Reported sick after 9am.
Happy – No report
Fezeka – No report
Lulamile – No report
Sanelisiwe – No report
Zola – No report
Bongeka – Reported late arrival.
- Late arrivals: 1 Bongeka
- Attendance register: None

2. CONTENT TAUGHT TODAY:

- None

3. HOW IT WAS TAUGHT:

- None

4. DISCIPLINARY MATTERS:

- I confronted all learners in the group, the office was informed

5. OTHER NOTES:

- Bongeka left shortly after arriving without notifying me.

End of Report – Val
14/11/2025