

**Wednesday, 21 JAN. 26**

**MONTZELITY (LP) | 09:00–14:00 | 14 students**

**1. ATTENDANCE: (City Logistics)**

- Present: 12/ 14
- Absent: Saahil (Leave, discussed with Keshneee)  
Thandazile (Absconded)
- Late arrivals: None
- Attendance register: Signed

**2. CONTENT TAUGHT TODAY:**

- Commenced with Module.1 – 7480 Formative Assessment

**3. HOW IT WAS TAUGHT:**

- Facilitation
- Group discussion
- Module 1 – Learner Guide

**4. DISCIPLINARY MATTERS:**

- Thandazile was messaged by both myself and Keshnee regarding her attendance, we warned her that we were going to start disciplinary action if she kept absconding.

**5. OTHER NOTES:**

- None

**MONTZELITY (LP) | File Administration**

**FILE 1:** Module 1 – (Work in progress)

## **AZELIS (LP) | 09:00-14:00 | 5 students**

### **1. ATTENDANCE: (City Logistics)**

- Present: 4/ 5
- Absent: John (Leave)
- Late arrivals: None
- Attendance register: Signed

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

- Commenced with Module.6 – 119668

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

- Facilitation
- Group discussion
- Module 6 – Learner Guide

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

- None

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

- Group started Module 6 first before module 5.

## **AZELIS (LP) | File Administration**

**FILE 1 :** Module 1 – (Work completed, Marked and signed)  
Module 2 – (Work completed, Marked and signed)  
Module 3 – (Work completed, Marked and signed) (1 file left)

**File 2:** Module 4 – (Work completed, to be marked)  
Module 5 – (Work in progress)  
Module 6 – (Work in progress)

## **PACKAGING WORLD (LP) | 09:00–14:00 | 3 students**

### **1. ATTENDANCE: (City Logistics)**

- Present: 2/ 3
- Absent: Nokwanda (Sick leave, reported that she will return with medical proof)
- Late arrivals: None
- Attendance register: Signed

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

- Completing Module.3 Workplace.

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

- Facilitation
- Group discussion
- Module 3 – Learner Guide

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

- None

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

- None

## **PACKAGING WORLD (LP) | File Administration**

**FILE 1:** Module 1 – (Work completed, to be marked)  
Module 2 – (Work completed, to be marked)  
Module 3 – (Work in progress)

End of Report – Val  
21/01/2026