

Postal Address: PO Box 564, Sonpark, 1206 **Physical Address:** Factory Number 107, Kabokweni Industrial, Kabokweni, 1245

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E-mail: info@forekinstitute.co.za **Website:** www.forekinstitute.co.za **ISO CERTIFIED:** ISO9001/2015

MENALDA LANGA WEEKLY REPORT

ICT SYSTEM ADMINISTRATOR WEEKLY REPORT

WEEK=18/05/2023-12/05/2023

08/05/2023

Adding ECD Practioner course and the modules- Done

- Adding Bricklayer in both CMS and e-POE System-Done
- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)-Still in Progress
- Updating student enrolment to inactive (Students who are in a Workplace)-Still in Progress
- Uploading visitors and equerries on CMS

09/05/2023

- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)-Still in Progress
- Updating student enrolment to inactive (Students who are in a Workplace)-Still in Progress
- Assisting Ms Chantel on designing the Under-17 Points Table results
- Adding short courses on the CMS, so that will be able to capture the Corporate Student from outside Training in the system- Still in Progress

10/05/2023

- Adding short courses on the CMS, so that will be able to capture the Corporate Student from outside Training in the system- Done
- Uploading the Corporate (outside training) on the CMS- under short courses-Still in Progress
- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)-Still in Progress
- Updating student enrolment to inactive (Students who are in a Workplace)-Still in Progress
- Helping Mr Itumeleng with Word Document-Done





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11/05/2023

Uploading the Corporate (outside training) on the CMS- under short courses-Still in Progress

- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)-Still in Progress
- Updating student enrolment to inactive (Students who are in a Workplace)-Still in Progress

12/05/2023

- Uploading the Corporate (outside training) on the CMS- under short courses-Still in Progress
- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)-Still in Progress
- Updating student enrolment to inactive (Students who are in a Workplace)-Still in Progress
- Staff General Meeting- called by Campus Manager

