MENALDA LANGA WEEKLY REPORT

ICT SYSTEM ADMINISTRATOR WEEKLY REPORT

Monthly Report for 01 April 2024- 22 April 2024

WEEK=1 01 April 2024 – 05 April 2024

NSF WIL Administration-YOMS
- ➢ ICT Departmental meeting -meeting as a Departmental to check the progress of sending the emails and assisting the applicants on YOMS to complete their applications.
- ➢ Downloading of Applications on YOMS and renaming them
- ➢ Checking if the Applicants are qualifying on what they applied for, using the Categorized List of qualification or Programme list.
- ➢ Disqualifying and Qualifying the Applications on YOMS

WEEK=2 08 April 2024 – 12 April 2024

NSF WIL Administration-YOMS and ADOBE

- ➢ ICT Departmental meeting- regarding to YOMS and ADOBE applications.
- ➢ Downloading of Applications on YOMS and renaming them
- ➢ Checking if the Applicants are qualifying on what they applied for, using the Categorized List of qualification or Programme list.
- ➢ Working on Badge 1-3 adding them on the Adobe adding the Applications on the spreadsheets all the necessary details and disqualifying and qualifying the applications

WEEK=3 15 April 2024 – 19 April 2024

NSF WIL Administration- YOMS and ADOBE
- ➢ Extracting the spreadsheet according to the Programme Type List for the Qualified Applicants on Adobe
- ➢ Filtering of spreadsheet the Adobe
- ➢ Deleting of Duplicate applications from YOMS and ADOBE
- ➢ Working on NSF WIL-In-service under YOMS (Financial Management N6)

WEEK=4 22 April 2024

NSF WIL Administration- ADOBE

- ➢ Had a meeting with Mr Morris regarding to the work placement students.
- ➢ Uploading new registration to the CMS
- ➢ Adding new Host Companies to Forek POE
- ➢ Uploading new students for Work placement -Forek Online POE
- ➢ Assisting Aunt with the Forek CMS

Challenges

As ICT Department we must work over night to complete the spreadsheet every day sleeping at 3H00 AM in the morning and that led me to be late at work by 10 minutes or 5 minutes due too I slept late and wake up late.

Achievements

➢ We as ICT Department we manage to work under pressure and compile every task that has been given to us in a short period of time.
➢ Now we are left with NSF WIL In Service to complete the process.
➢ I have managed to get other students who were placed recently to capture them on the system with Mr Morris

ENROLMENT STATISTICS FROM FEBRUARY TO MARCH 2024

Enrolment Statistics 2024 Registration
January – March 2024 =the overall registration statistics from January – March is 72 Students who has enrolled in and 6 pending.

Therefore=here is the overall registration table

Keys Stats

Private Students

Private (46)

Private Funding Students= Companies

BIATON (3)	MET (4)

Forek Students Bursary

Forek Bursary (21)

Pending Students

Pending (6)

Private Students-Trade Qualification		Private Students- Non-Trade Qualification		Forek Bursary Trade and Non- Trade Qualification		Pending Students	
ARPL Electrician	4	ECD	3	Apprentice Electrician	5	ARL Electrician	1
Apprentice Electrician	18	Supply Chain	2	Apprentice Plumber	1	Supply Chain	1
COC	2	Basic Computer	1	Apprentice Painter	1	Bookkeeper	1
Electrical Practical Skills	1	OHS	5	Plumbing Hand	1	Plumber	1
Engineering Studies= N4-N6	N4-N6=2 N5-N6=1	Pest Management	2	OA	1	ECD	1
Apprentice Welder	5	Bookkeeper	1	OHS	4	OHS	1

![FOREK ICT SERVICES]

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Apprentice Plumber	1			Supply Chain	3	
Plumbing Hand	1			ECD	4	
Apprentice Plumber	1			Apprentice Welder	1	

From January -March Enrolment Statics=72