

## **MENALDA LANGA WEEKLY REPORT**

### **ICT SYSTEM ADMINISTRATOR WEEKLY REPORT**

**WEEK=22/05/2023-23/05/2023**

**22/05/2023**

- Scanning students document to upload to the system-ePOE (2023 students)  
**STILL IN PROGRESS**
- After scanning I uploaded the students document to the ePOE- **STILL IN PROGRESS**

**23/05/2023**

- Working on placement modules with Mr Itu, for placement of students in a workplace
- I receive the list of students who need to be placed at a workplace from Mr Morris, **Not Yet started** due to the meeting (Netball meeting)

**24/05/2023**

- Uploading student documents to the ePOE System for 2023 Registration
- Assisting students who have some challenges or issues pertaining the ePOE System.
- Adding student to workplace under workplace modules, those who are going for a workplace (Students who are going to be placed at Fire Sibindi - Electrical Mega) **Still in progress.**
- Gathering information regarding to a workplace from Mr Morris for dates of placement-especially for the student who will be placed at Barberton Correctional Services

**25/05/2023**

- Adding student to workplace under workplace modules, those who are going for a workplace (Students who are going to be placed at Fire Sibindi - Electrical Mega) **COMPLETED**
- Adding student to workplace under workplace modules, those who are going for a workplace (Students who are going to be placed at Barberton Correctional Services -Electrical Mega) **Still in progress.**
- Uploading student documents to the ePOE System for 2023 Registration
- Assisting students who have some challenges or issues pertaining the ePOE System.

**26/05/2023**

- Assisting students who have some challenges or issues pertaining the ePOE System.
- Adding student to workplace under workplace modules, those who are going for a workplace (Students who are going to be placed at Barberton Correctional Services -Electrical Mega) **COMPLETED.**
- Still waiting for Workplace Modules to upload per students or company that they are hosting our students.