**MENALDA LANGA WEEKLY REPORT**

**ICT SYSTEM ADMINISTRATOR WEEKLY REPORT**

**WEEK=05/06/2023-09/06/2023**

**05/06/2023**

* Adding companies to(HOST COMPANIES)-ePOE IN PROGRESS
* Uploading the students in a work placement module IN PROGRESS
* Assisting students who have issues with the e-POE IN PROGRESS

**06/06/2023**

* Assisting student who have issues on e-POE system-IN PROGRESS
* Adding companies to(HOST COMPANIES)-ePOE IN PROGRESS
* Uploading the students in a work placement module IN PROGRESS

**07/06/2023**

* Uploading MEGA students -Training Material(training schedule and time table)-MEGA Plumber-IN PROGRESS
* Assisting student who have issues on e-POE system-IN PROGRESS
* Adding companies to(HOST COMPANIES)-ePOE IN PROGRESS
* Uploading the students in a work placement module IN PROGRESS
* Printing Marketing materials for Career Exhibition-IN PROGRESS

**08/06/2023**

* Assisting student who have issues on e-POE system-IN PROGRESS
* Printing Marketing materials for Career Exhibition-COMPLETED
* Career Exhibition

**09/06/2023**

* Assisting student who have issues on e-POE system-IN PROGRESS
* Changing students enrolment status to Inactive and Active-CETA students-COMPLETED
* Calling Mr Mbongeni to help us on the CMS, regarding to the issues that am facing or challenges that I have, HR have and Facilitator