



LEARNERSHIP: MONTHLY EMPLOYER REPORT ON THE LEARNER

Please complete the following document and give a copy to the Employer.

Province:	
Name of Employer:	Name of Mentor:
Name of Learner:	Scarce/critical skill:

**Which following methods of mentoring/assessing have you used to mentor/ assess the learner?**

Mentoring/Assessment methods	How often?	Explain how the method was used	What was the outcome/learner's response?
Providing <i>support</i> to learners' e.g. stress/ crisis management, conditions of service, well-being issues (medical, health & safety), etc.			
Identifying <i>learner's needs</i> , analyze it and advice accordingly, e.g. on study methods, accessing information, etc.			
Experiential Learning			
Observing			
One to one discussion on different aspects of learners training e.g. work or personal issues:			
Written reviews on work done:			
Assessment:			
Other:			



**General comments and recommendations**

Learners strengths (list not more than

Areas that learners need to improve on (list not more than 3).

Please describe any challenges/ problems that you consider to be constraining to your role as mentor/ assessor? Do you have any suggestions on how to address these challenges?

Mentor/ Assessor Signature: \_\_\_\_\_  
Thank you for your co-operation

Date .....



### MONTHLY LEARNERSHIP REPORT FORM FOR LEARNER

Please complete the following details and submit a copy to the Employer.

Province: <b>EASTERN CAPE</b>	
Name of Employer: <b>DEPARTMENT OF EDUCATION</b>	Name of Mentor:
Name of Learner:	ID No: Learner:
Scarce/critical skill:	
Year:	Period of Learnership/Internship:
Address:	Learner Tel:
	Work: Home:
	Cell:

Questions	Responses
1. Are you still receiving workplace experience at the above employer?	
2. Do you receive the learner grant? Has it been administered effectively?	
3. Has your employment situation changed? If yes, give details. Explain very briefly how you are coping with the work based learning.	
4. How are you applying your studies at workplace?	
5. How is your workplace mentor supporting you? Please elaborate.	Good Very supportive and very attentive.
6. What aspects of assessment activities are beneficial to you? Are there any specific problems that you are facing? How do you think they can be resolved?	
7. Do you have any suggestions that would improve your internship 9.1 To the employer?	Employer:

<p>9.2 Do you have any suggestions to the Human Resource Development Unit?</p> <p>9.3 Do you have any suggestions to the mentor?</p>	<p>Human Resource Development:</p> <p>Mentor:</p>
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**Learners' Signature:** \_\_\_\_\_

**Date:** .....

*Thank you for your co-operation.*