

POLYOAK FAMILY EDUCATIONAL FOUNDATION

The Student SURVIVAL HANDBOOK



A HANDY GUIDE TO SURVIVING AS A STUDENT

Greetings students and wishing you and your family a Happy 2023!

Simone and I extend a warm welcome to our new students and welcome back to our current beneficiaries. We are looking forward to an exciting year ahead that will be filled with opportunities for us to connect and ensure your academic year runs as smoothly as possible.

If you're studying in Cape Town, you are most welcome to stop by our office and let us know how you are doing or if you have any questions about your bursary funding.

We will be visiting the regions during the year and hope we will meet you at our planned events.

Please diarise the dates that we have planned as it is always great to meet our beneficiaries and you will also have an opportunity to pose any questions you might have about your bursary offering.

We trust that you will be intentional this year about your objective to achieve a tertiary qualification and that you will remain focused. As the year progresses, you might experience some challenges or speed bumps. These are inevitable in life, and I trust you will approach them with a positive attitude and seek help if you feel it could become overwhelming.

Remember, we are here to assist you as far as is reasonable. However, it is your responsibility to make contact with us and advise us if you need help.

All the best for a healthy and successful year ahead.

Lezelle Scholtz and Simone Daniels
From the Polyoak Family Educational Foundation





MESSAGE FROM POLYOAK FOUNDATION TRUSTEE: ERNEST MOORE



Dear Students

Welcome to the start of another Academic (but hopefully Pandemic-free) year. For some, this may be a continuation of your tertiary studies, while for others, this year is only the beginning, and for a few, this will be your graduation year.

While some of you might be registered at institutions in your hometown, others may have had to leave home to pursue your studies, making this an even more emotional experience. Whatever stage of your journey you may be, and wherever you find yourself, we at the Polyoak Foundation would like to welcome you and wish you well as you embark on this new chapter in your life.

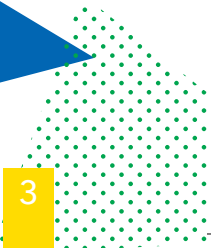
We are aware that each of you have unique challenges and fears about the year ahead, but we also believe that you have unique strengths which have carried you thus far. Not every student/learner managed to get through the pandemic successfully, but YOU made it, most probably through commitment, hard work and resilience. Continue with this, believe in yourself and persevere.

This care-pack is one of many forms of support and encouragement that you will receive from family, friends, institutions or other significant persons in your lives. I encourage you to use these support structures and to surround yourself with peers who share common goals and who like to see you succeed.

Warm greetings and best wishes for 2023.

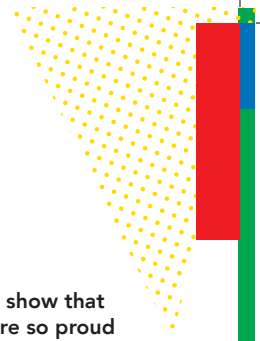
Ernest Moore

Polyoak Family Educational Foundation Trustee





CONGRATULATIONS TO THE CLASS OF 2021!



Last year we celebrated the graduation of our amazing students! Statistics show that only 14% of South Africa's adult population have a tertiary education. We are so proud and privileged that our Polyoak families can have this opportunity to achieve a tertiary education and be part of this statistic.

A HUGE WELL DONE TO OUR STUDENTS FOR PERSEVERING AND SHOWING DETERMINATION TO SUCCEED AND ACHIEVE THEIR GOALS!



- ▶ **Cape Town (Left to Right)**
Shaune Cupido Advanced Diploma in Human Resource Management Cape Peninsula University of Technology.
Tamy-Lee Maarman National Diploma Beauty Therapy College of Cape Town.
Anzio Demingo National Certificate N5: Hospitality and Catering Northlink College CT
Moehesha Merinton National Certificate N4: Business Management.
Byron Moses National Certificate N3: Fitting and Turning Northlink College CT. **Tyrone Lee Gordon** Bachelor of Law UWC



Gauteng - Ameera Hoedemaker (left) Bachelor of Architecture University of Johannesburg **Michelle Mkansi** (right) Diploma Road Transport Management University of Johannesburg



▶ **KZN - Yuktha Jaglal** Bachelor of Applied Science, Food and Science Technology - Cum Laude Durban University of Technology



▶ **North West - Nobantu Mokhutswane** Bachelor of Education Senior and FET Phase (Business Studies) North West University

WELLNESS



Wellness is a word that's been highlighted in the last few years as many people realized the need to be more intentional about improving their mental and physical well-being. It basically means that you maintain a balanced approach to physical, nutritional and mental wellness, and includes activities like meditation and even social gatherings with people who add value to you.

These are all important as it reduces stress and can help you to approach tasks and events with a more focused mindset and if you hit a speed bump (which we always hope we don't!), you will feel more relaxed as you think of creative ways to deal with the challenges.

We asked some of our students what their go-to wellness activity is.



Masixole Ntshangase 3rd year student BSc Engineering in Mechatronics (University of Cape Town)

This is one of the ways I use to relax my mind. It allows me to feel free and capacitated. I believe that physical fitness is as important as mental fitness. Exercising reduces the chances of getting a heart attack, it strengthens muscles and bones. Hence, as a youngster I want to remain healthy for a very long time.



Tim Hoenson 4th year Bachelor of Business Science Finance (University of Cape Town)

What I do to relax. I go to gym to get my mind off work and to release stress. My best tip to relax is to be active/exercise.



WELLNESS CONT...



Ncamisile Zulu 4th Year Bachelor of Pharmacy (Sefako Makgatho Health Science University)

I'm not really into sport but this is what I do to keep my body and brain active after studying. I do this three times a week (Mondays, Wednesdays and Fridays). My friend will join me, we jog from our residence to the nearest park, then do some aerobics plus stretching for 45 minutes. It is so mind refreshing and relaxing especially after a long day from attending classes.

Break from studying:

I read science books from the library while listening to music. This is my number one hobby. I learn a lot out of academics. When I am academically stressed I stay away from textbooks, plug my earphones in and read more about science, sometimes motivational quotes.



Firdouz Isaacs – 5th Year Bachelor Degree in Languages and Social Science (University of the Western Cape)

This is me tackling my opponent. I love playing and watching rugby.

OUR STUDENTS' FAVOURITE RECIPES

Kyla Peters

1st Year Bachelor Degree in Chemical Engineering (Stellenbosch University)



My favourite dish to make is a salad because it's quick and easy and can taste really good when you add the correct ingredients.

INGREDIENTS

- 1/2 tomato
- 1/4 pack of lettuce
- feta
- 1/4 avocado
- 1 onion
- 1 cucumber
- 1 green pepper



And you can add your own protein of choice, in the picture I added ham but I love my salad with chicken pieces. Dice all these ingredients up, place it in a salad bowl or plate and top it with Knorr Light Greek Salad Dressing.

Luyanda Khumalo

Diploma in Civil Engineering (Durban University of Technology)



My favourite dish since I am staying alone at Res and I like this dish is because it is fast and easy to prepare.

MACARONI AND TIN FISH (QUICK MEAL)

1 Luckystar tin fish, 1 tin Koo baked beans, get large potatoes cubes and boil. Take tomatoes, teaspoon of garlic and ginger paste. Pepper, 1 onion, 1 tblsp of Worcester sauce, 1 tblsp soya sauce, 1 tsp paprika, 1 tsp Milk, Curry Powder, 1 tsp of coriander powder, oil.

Steps to follow:

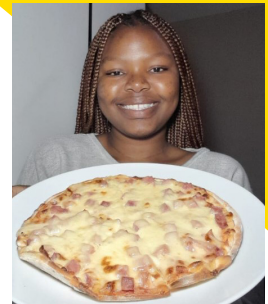
Fry onions, garlic, peppers, spices, worcester & soya sauce. Fry for few minutes and add tomatoes. Once tomatoes have cooked, add tin fish, boiled potatoes and baked beans. Season with salt and pepper. Simmer for 10 minutes. You can mix with Macaroni and enjoy.

Nhlanhla Ntsonani

2nd Year Diploma in Animal science - Tshwane University of Technology

INGREDIENTS

- Pizza base
- Cheese
- tomato paste
- cherry tomatoes
- mushrooms
- olives



VANILLA CAKE RECIPE



Birthday Cake

Sarah Hurst

2nd year Bachelor Degree in Mechanical Engineering (University of Johannesburg)

INGREDIENTS FOR THE CAKE

- 2½ cups all-purpose flour
- 2¼ cups tsp baking powder
- ¾ tsp salt
- 2½ cups granulated sugar
- 3¾ cups unsalted butter (room temperature)
- 3 large eggs
- 1 Tbsp Vanilla
- 1 cup buttermilk

Serves: 8 slices

Preparation: 15 min

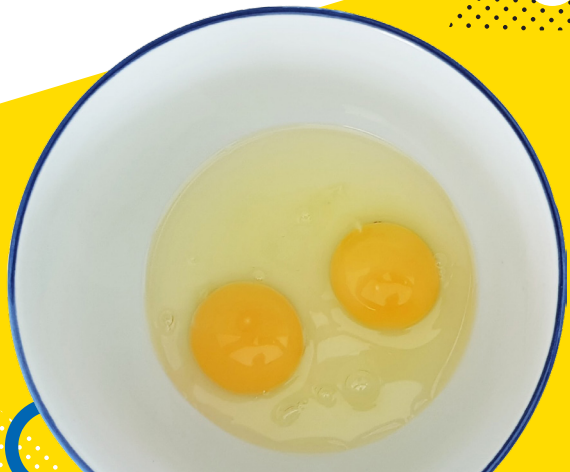
Cooking: 30 min

Cool Time: 2 hours

Total Time: 2 hours 45 minutes

INGREDIENTS FOR FROSTING

- 1½ cups unsalted butter (room temperature)
- ¼ cup salt
- 5 cups powdered sugar
- ¼ cups cream or milk
- 2 tsp vanilla



PAYING IT FORWARD CAN MAKE EVERYONE MOVE FORWARD, STEP BY STEP.

One act of kindness can make such a positive difference in the lives of the recipients. It simply means you are doing a good deed for someone else. This does not have to have a monetary value. It could be as simple as offering your seat to a mom who is carrying her baby. Or sharing a sandwich with a student who does not have one.

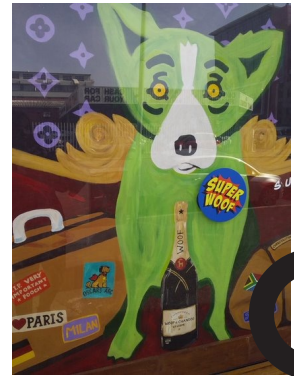
Paying it Forward can change our societies at large and we hope that you will be encouraged to find ways of paying it forward wherever you find yourself.

Here are some activities of the Polyoak Foundation Students who are Paying it forward.

Tallulah-Belle Boonzaaier

*2nd year Bachelor Degree in Arts
(University of Cape Town)*

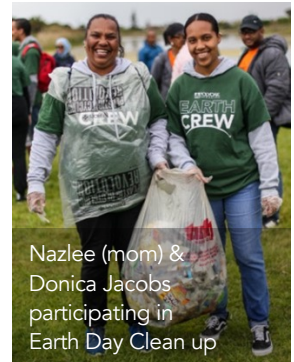
Donates to the WOOF Adoption Centre in Woodstock



Tim Hoenson

*4th Year Bachelor Degree in Accounting Sciences
(University of Cape Town)*

Volunteering at UCT for the Rugby stand at Plaza Week



Nazlee (mom) & Donica Jacobs participating in Earth Day Clean up



Thank you to our students in Cape Town who donated towards the Steenberg Primary Book Drive.



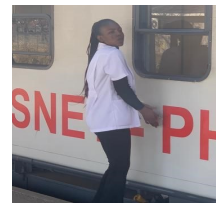
Samkelisiwe Zulu

*Graduate: Bachelor Degree in Optometry
(University of Johannesburg)*

(2022) when i went to Kimberly to volunteer to bring ocular health closer to the people of De Aar community, through the Phelophepa train.



Our students participating in the Earth Day clean up in Cape Town



OUR STUDENTS' FAVOURITE PAST TIMES

Part of finding a balance between your studies and other personal commitments is to have a hobby. If you don't have a hobby, it will be great if you will consider one. Think about what interests you have and research any clubs or organisations close to you that you can join.

Here are some of the Polyoak Foundation student's favourite past times.

Thabiso Masilela

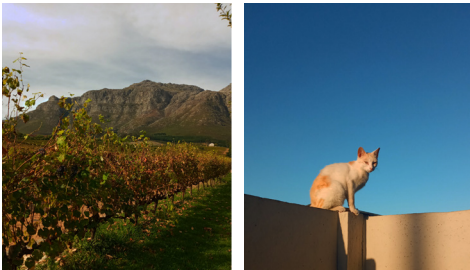
3rd year BSC Engineering in Mechanical Engineering (University of Cape Town)



I like to play soccer because it brings much fun and joy. It gets you fit and unites you with people and you forget about your problems when you play soccer.

Azalia Siljeur

2nd year Bachelor s in Creative Writing (College of Cape Town)



My hobbies are drawing and photography. I just draw anything I like or pictures I see. I don't take pictures of people as I like taking pictures of nature.

Donica Jacobs

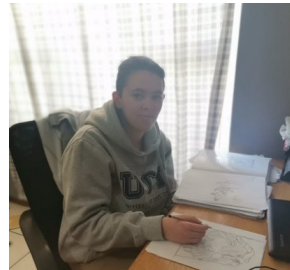
3rd Year Bachelor Degree in Occupational Therapy (University of Cape Town)



My favourite relaxation tip is sitting on my bed with my poetry book and favourite pillow. Reading poetry surrounded by things that are familiar to me are what relaxes me and keeps me grounded

Kayla Ah Shene

3rd year Bachelor Degree in Psychology (University of Cape Town)



I enjoy drawing in my spare time. It helps me calm my nerves and gives me a creative and positive outlet when I am stressed.

OUR STUDENTS' FAVOURITE PAST TIMES CONTINUED...

Kyla Peters

2nd year student Bachelor of Science in
Chemical Engineering University of Stellenbosch



Enjoys walking her dog when
home from University.

Khensani Mkansi

2nd year student Bachelor in Education
in senior Phase and FET Teaching
University of Johannesburg



My favourite sport is soccer. I like soccer
because it relaxes my mind and keeps my body
fit. Soccer has taught me teamwork, unity and
communication amongst my team mates.

Nigel Tichareva

3rd year student N4 Certificate in Engineering
Studies Central Johannesburg TVET College



It was never love at first sight, but once I got the
hang of it, I fell in love with basketball.

INTERNSHIPS VS. APPRENTICESHIPS

by Michelle Moller Polyoak Business School Manager



We have quite a few apprenticeships running across Polyoak regions and quite recently our internships have been growing too. While they can be seen as offering the same thing to newly skilled students there are some key differences that must be considered when deciding on your field of study.

| INTERNSHIPS | APPRENTICESHIPS |
|--|--|
| SIMILARITIES | |
| <ul style="list-style-type: none">• Focus on giving the trainees real-life work experience.• Allow trainees to improve their skills to build competency in their chosen field of study.• Is considered professional experience and can be added to the qualification when looking for a full-time job. | |
| DIFFERENCES | |
| Are connected to other training programmes mostly offered to undergraduates. These offer interns the opportunity to gain workplace experience and on-the-job skills required. | Are training programmes where the apprentice learns a specific set of skills and receive first-hand training. These offer the apprentice the opportunity to hone their skills required for a specific occupation or trade. |
| Do not pay the interns. Meals or travel allowance may apply at the discretion of the sponsoring company. | May pay a wage to the apprentice if studies are being done through a sponsoring company. Meal and travel allowance may apply at the discretion of the sponsoring company. |

Essentially internships and apprenticeships allow the trainees to grow their skills and to put the theoretical component of their field of study and into practice. Although there are slight differences between the two, they both focus on getting trainees into the workplace with an understanding of what is expected of them on-the-job and ultimately to ensure they are fully competent and highly employable!

YOUNG PROFESSIONALS [AT] WORK

I'm sure you're already picturing yourself in your future career! With so many options and the ever-changing world of work, it sure seems daunting to choose a career that will suit your skills, passions and not to mention your desired salary!

We thought we'd share some of the careers right here at Polyoak Packaging to give you an idea of what you can expect in such a role and also the world of work.

A day in the life of a young professional at Polyoak Packaging.

Sinenhlanhla Dlamini

HR Administrator Aeroton Gauteng



How long have you been doing this job?

I started out as an HR Intern and was later given a permanent position of an HR Administrator at the end of my internship programme and have been rocking this job title for 4 years now.

What did you want to do when you grew up?

Funny enough, I actually wanted to be a Pilot. Why is this funny? – because I am actually scared of heights lol! and at some stage I wanted to pursue Law of which I believe I still can *wink*

What skills are required in your daily work activities?

Required skills in my daily activities are personal confidence, personable engagement, and problem solving, advising,

teamwork, planning and stress management because wow, dealing with different people with different personalities on a daily basis can be a Wow moment, not complaining though

What does a typical day look like and do you work alone or in a team, etc

My typical day starts with a strong cup of black tea, check my emails, and prioritize urgent matters first as this enables me to be on top of my day's duties. I work 8 hours a day, 40 hours a week. I also come in on weekends every now and then.

There is a lot of administrative tasks involved in my role hence "HR Administrator", on a weekly/monthly basis I am responsible for a whole bunch of tasks from recruitment, induction, creating and placing job adverts, conducting psychometric assessments, attend disciplinary cases, calling in temp employees to work when required, processing and submitting invoices for payments, capturing and updating HR Database, answer employees queries about HR-related issues, preparing HR documents to acting as an intermediary between GTG

(Gauteng) employees and Polyoak Foundation and amongst other things I'm also involve in planning and organizing Polyoak events

What do you wish you had known about your job before starting?

I wish I knew that in the workplace I had to be mentally and emotionally strong and understand that you may be young in age but when it comes to the working environment, you are just a colleague as the rest of the team and no one is here to babysit you

What kind of education and/or training did your career require?

A qualification in Human Resources and experience in an HR role

What is the one thing you can advise someone who is interested in this career?

One thing I'd advise someone who is interested in this career is to "Ask, Ask and Ask" - Always ask if you do not know and don't ever feel bad about asking because that is how you grasp/acquire knowledge in the work environment.

YOUNG PROFESSIONALS [A1] WORK CONT...

Veradana Maharaj

SHE & Food Safety Manager – Polyoak Packaging Cape Town



How long have you been doing this?

I've been in this job for 12 years. (3 years at Polyoak)

What did you want to do when you grew up?

As a child I wanted to be a scientist.

What skills are required in your daily work activities?

- Analytical skills
- Ability to work under pressure
- Risk analysis
- Communication skills
- Leadership and management skills
- Problem solving
- Time management
- Critical thinking
- Adaptability
- Decision making
- Organisation
- Administration

What does a typical day look like and do you work alone or in a team, etc

I am responsible for Safety, Health & Environment (SHE) and Food Safety compliance for the Cape Town region.

I ensure that Polyoak, as a business, meet all legal and statutory requirements with regards to SHE and Food Safety. I am responsible for keeping our employees safe and ensuring that our products are manufactured under the strictest of hygiene conditions as our products are utilised in the food and beverage industry. I am also responsible for the housekeeping departments which ensures cleanliness in the buildings and offices.

What do you wish you had known about your job before starting?

SHE and Food Safety is a huge responsibility and can be extremely stressful.

What kind of education and/or training did your career require?

- Bachelor of Science in Microbial Biotechnology
- BTech in Quality Management
- Currently studying towards my master's degree in quality management
- FSSC 22000 training
- OHAS training

- Food Safety System Certification
- Occupational Health and Safety

What is the one thing you can advise someone who is interested in this career?

Being the custodian of compliance for SHE and Food Safety is an extremely difficult task. There is a lot of push back from the production departments.

You need to be assertive and have a thick skin to survive this role. However, there is never a boring day at work and if you are passionate about the job, then you will most certainly enjoy the job.

Ramosonngoa Kuenane

Project Engineer - Tubs, Offset & Prefroms departments at Polyoak Packaging Cap Town



How long have you been doing this?

I have been a Project engineer for Tubs, Offset & Prefroms departments at Polyoak Packaging for about 2.5 years.

What did you want to do when you grew up?

Growing up, I wanted to study Applied Mathematics and become a full time Mathematician.

What skills are required in your daily work activities?

Skills required in my daily line of work include Effective communication at all levels, engineering design, able to handle high pressure & uncertainty, good time management, effective project/task management, hands-on mentality, analytical, proficient with problem solving, Industrious and commercially aware, proactive team player, pragmatic and open minded as well as mental agility.

What does a typical day look like and do you work alone or in a team, etc

I work 5 days a week (I sometimes work overtime to catch up on work or save company money by cutting CTC). I work in multi-disciplinary teams made up of managers, engineers, accountants, architects, consultants, technicians,

maintenance fitters, toolmakers, setters and machinists.

Some of my key tasks include:

- Overseeing engineering and technical projects
- Participating extensively in improvement projects and lean manufacturing as well as production
- Assisting with machines moves and new machine acquisitions
- Assisting with designs for projects, construction plans and modifications as well as specifications and schedules
- Supporting management with technical aspects within project management
- Contributing to the maintenance and management of machinery/ equipment and plants
- Conducting feasibility studies and budgets
- Ensuring customer satisfaction regarding new product trials and engineering projects
- Reporting weekly to management on project statuses and progress
- Assisting with training of student engineers and interns
- Communicating with suppliers and assigned project clients

What do you wish you had known about your job before starting?

I wish I had known more about aesthetics when designing as

it is the heart of the business. This aspect of design helps the business to retain and attract new customers.

What kind of education and/or training did your career require?

I was required to complete a Bachelor of Engineering degree in mechanical & mechatronic engineering (Formally known as Electro-Mechanical Engineering) at the University of Cape Town. I had to complete at least 580 credits of courses within 4 years at university level. I completed studies in the electrical & mechanical engineering curricula. Furthermore, I acquired cross – discipline skills in fields of robotics, automated manufacturing, electro-mechanical power systems, experimentation and troubleshooting. I completed 12 months industrial internship experience in manufacturing methods, designing, assembling, testing, PLC programming and electronic wiring as well as contributing to workflow and instruction changes.

What is the one thing you can advise someone who is interested in this career?

Working in a developing country and at the cutting edge of any industry, you will always face big and new challenging tasks and being a team player is the only way to get things done according to acceptable standards. So, develop abilities to work in multi-disciplined teams and always find ways of improving your communications skills at all levels.

POLYOAK FOUNDATION WELCOMES OUR 2023 BENEFICIARIES



HERE ARE SOME MORE SUGGESTIONS THAT YOU CAN CONSIDER TO IMPROVE YOUR MENTAL HEALTH THIS YEAR



Mind & Body

Look after your body as well as your mind. Eat a well balanced diet, keep hydrated, and get into a regular sleep pattern.



Self Care

Practice self care. Make sure to look after yourself. Relax, smile, have a bath, go for a walk, read a book, watch a movie, do something you enjoy!



Exercise

Engage in regular exercise. Find an activity that you like. Exercise is a great tool for improving mood and reducing stress.



Breathing

Learn how to breathe effectively. Practice techniques and find what works for you: deep breathing, ratio breathing, progressive muscle relaxation.



Organisation

Manage your time effectively. Stay organised and on top of things. This will help reduce pressure and stress.



Talk to Someone

Do not be afraid to talk to someone about how you are feeling. Talk to your family, friends, professors, & advisors. Remember it is always okay to ask for help!



Problem Solve

Learn how to problem solve effectively. When you experience an issue or problem try to write and come up with a number of solutions.



POLYOAK FOUNDATION



POLYOAK FAMILY EDUCATIONAL FOUNDATION



VISIT OUR WEBSITE



Contact Us:

Lezelle Scholtz

Polyoak Family Educational Foundation Manager

Telephone: 021 710 8817

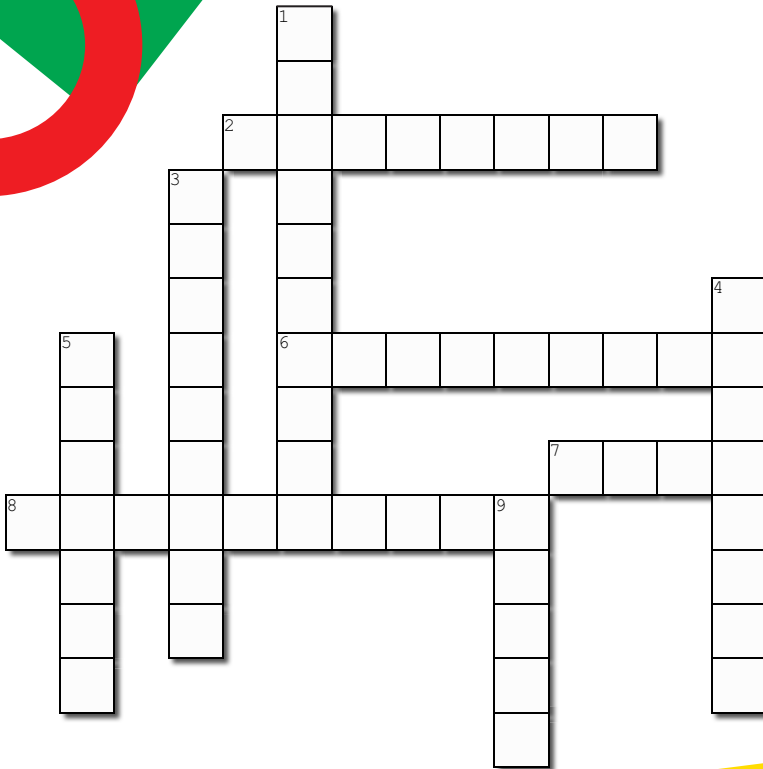
Email: lezelle.scholtz@polyoak.co.za

Visit our website www.polyoakfoundation.co.za

NAME: _____

PRIZE UP FOR GRABS

Complete the crossword puzzle below. The first two correct entries from each region will win a mystery prize!



Across

2. Taking a break from your studies
6. A schedule of your lectures
7. A technical college
8. A task that you need to complete as part of your studies

Down

1. You will attend this ceremony after you passed your course
3. The main business of Polyoak
4. The academic level after school
5. The financial aid to study further
9. The number of years for an undergraduate degree

NEED TO KNOW EMERGENCY NUMBERS

It is always a good idea to have a fully stocked first aid kit and a list of emergency numbers close by.

EMERGENCY 10111



Ambulance
10177 OR 082 911



Fire Brigade
10177



Fire - Mountain Rescue
021 535 1100 OR
031 307 7744



Poison Control
021 931 6129



Lifeline
021 461 1111 051 357 2746
012 342 2222 031 312 2323
011 728 1331



Suicide Crisis Line
0800 12 13 14 OR
31393



Alcoholics Anonymous
www.aasouthernafrica.org.za



(Council for Alcohol
& drug dependence)
SANCA
011 781 6410 031 202 2241
012 542 1121 051 447 4111



Cape Town Rape Crisis
021 447 9762



(People opposing
Women abuse)
POWA
021 447 9762 012 342 2222
011 642 4345 051 525 2395
011 650 5050 031 204 4111



Child Helpline
0800 05 55 55



Child Abuse Unit
011 481 5118