

# KIRINYAGA UNIVERSITY

## INDUSTRIAL ATTACHMENT POLICY

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<b>PREPARED BY :</b>  _____  ATTACHMENT CORDINATION COMMITTEE	<b>APPROVED BY:</b>  _____  VICE CHANCELLOR

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## **1.0 INTRODUCTION**

The industrial attachment training is a mandatory unit which will be undertaken by every student undertaking a degree, diploma or certificate programme.

The purpose of this training is to supplement classroom training and instill in the students the right work attitudes and professionalism so that they can become effective and productive to organizations.

Industrial attachment training gives the learner an opportunity to interact and learn from the industry, business and the community. This can be done in any organization of a student's choice accepted by the university, in the area of the student's course specialization.

It is expected that students will gain first-hand experience in diverse sectors as they undergo the attachment experience. These include schools, colleges, societies, hospitals, NGOs, volunteer organizations, government departments, private sector organizations, and religious Institutions among others.

Evaluation is completed by the department supervising the learner and the industrial supervisor at the place of attachment. Attachees are expected to keep a daily log or portfolio of all the activities and lessons learnt during the internship and submit a written report of their experience which will also be marked by the university Supervisor.

This policy document is intended to guide the students and the department on undertaking industrial attachment training. Coordination of all activities shall be done by the university attachment coordinator

## **2.0 FUNDAMENTAL STATEMENTS**

### **2.1 VISION**

To be a world class university in training, research, technology and innovation for development.

### **2.2 MISSION**

To train and develop world class human resource equipped with innovative technology and skills in the fields of engineering, ICT, health and business enterprise to meet the demands of a dynamic world.

## **3.0 CORE VALUES OF THE UNIVERSITY**

The University actions will be guided by the core values listed below:

- Professionalism,
- Integrity, transparency and accountability,
- Innovation and creativity
- Excellence
- Value addition and improvement,
- Equity

## **4.0 OBJECTIVES**

### **4.1 Strategic objectives of industrial attachment training policy**

- i. To establish standards for attachment training.
- ii. To facilitate effective industrial attachment training
- iii. To guide the students on the available attachment training options.
- iv. To develop a procedure for industrial attachment.
- v. To prepare a mechanism for monitoring and evaluating attachment process.

## **4.2 Objectives of industrial attachment training**

The objectives of the industrial attachment training are to:

- i. Translate classroom knowledge to practical work assignments
- ii. Create positive work attitudes and professionalism through interaction with people in the Organizations.
- iii. Provide the trainees with the opportunities to market their professions and occupational skills.
- iv. Provide pre-professional work experience with specific assignments and responsibilities.
- v. Instill personal career interest to connect the University and the industry.
- vi. Enable Students make sound decisions and improve their marketability after training.

## **5.0 EXPECTED OUTCOMES**

### **a) By the end of the attachment period the Attachee should be able to:**

- i) Develop skills in human relations, work attitudes, and team work.
- ii) Demonstrate an understanding of the dynamics of the work place, and the functional relationships within and among organizations.
- iii) Acquire orientation to work processes.
- iv) Apply theoretical concepts and acquired skills to practice.
- v) Obtain knowledge of potential careers.

### **b) The University will:**

- i) Establish links with the industry.
- ii) Identify skill gaps and improve the quality of training.
- iii) Have a balanced assessment of its trainees.

### **c) The Attaching Organization will:**

- i) Appreciate skills catchment.
- ii) Validate the industrial relevance of the university programmes.

## 6.0 ATTACHMENT TRAINING OPTIONS

The university offers diverse programmes. The period for the attachment shall be as stipulated in the curriculum and the student must have completed the pre-requisite course work.

**Table 6.1 Attachment Options**

Attachment Option	Requirements
1. Industrial implant training	a) At least one visit by the University Supervisor at the place of work b) Ensure work is aligned to the course specialization.
2. Attachment assessment at current place of employment	a) Evidence of employment b) At least one visit by the University Supervisor at the place of work c) Ensure work is aligned to the course specialization.
3. Attachment assessment at current place of self employment	a) Evidence of self employment b) At least one visit by the University supervisor at the place of work c) Ensure work is aligned to the course specialization.

**NB: In all cases the Student shall write an attachment report, in the format given by the University, detailing the experience gained.**

## **7.0 REQUIREMENTS FOR INDUSTRIAL ATTACHMENT TRAINING**

### **7.1 Learner prerequisite work**

The student must have passed the requisite course work

### **7.2 Placement**

7.2.1 The student must find placement before commencement of the attachment period.

7.2.2 The attachment should meet the mandatory duration

### **7.3 Insurance**

Before commencing the industrial training attachees are required to obtain insurance cover for the period of attachment. Should there occur any incident resulting to injury, attachees are advised to:

- i. Lodge a police report within 24 hours.
- ii. Request a written report from the attaching organization.
- iii. Inform the university and lodge a claim with the insurer

## **8.0 CONDUCT DURING INDUSTRIAL ATTACHMENT TRAINING**

### **8.1 Discipline and Regulations**

The attachee shall

- i. Show constant self-discipline and conduct that represents the disposition of university student.
- ii. Obey and respect the organization's training supervisor.
- iii. Abide by the rules and regulations set forth by the attaching organisation and department.
- iv. Avoid damage to property or misappropriating any property belonging to the attaching organisation.
- v. Wear proper attire during the industrial training period, in line with the requirements, rules and regulations of the attaching organisation



- vi. Abide by the university regulations throughout the duration of the attachment.

If the attaching organisation terminates the industrial training for a “just cause”, for example, absenteeism or failure to follow safety, security and other policies and procedures, the attachee will score a fail grade.

## **8.2 Intellectual Property Rights**

Intellectual property developed by attachees during the course of industrial attachment shall belong to the university and the organization where the attachee is attached.

## **8.3 Absence**

Attachees should seek permission from their Organization’s Supervisors if they need to be absent from duty.

## **8.4 Log Reports**

Attachees must fill in log reports for work and activities, completed each day, in neat and legible handwriting. The log reports must be signed and verified by the by organization’s supervisor at the end of every week of attachment.

## **8.5 Confidentiality**

The attachee is prohibited from revealing any classified information pertaining to the attaching organization or the university.

# **9.0 SUPERVISION OF INDUSTRIAL ATTACHMENT**

## **9.1 General expectations:**

- i. An appointed university faculty member shall be assigned to supervise the attachee
- ii. The Attachees must be visited at least once over the attachment period
- iii. The Attaching organisation shall appoint a suitable immediate Supervisor to supervise the attachment training process of the attachees.

- iv. The Attachment Coordinator shall from time to time visit different attaching organizations to monitor and assess the attachment process.

#### **10.0 RESPONSIBILITIES OF ATTACHING ORGANISATION**

- i. Assign a supervisor to the attachee.
- ii. Ensure adequate safety and security at the work place.
- iii. Guide the attachee to acquire meaningful and relevant learning experiences in their areas of specialization.
- iv. Allow adequate access by the university supervisor to assess and counsel the attachee.
- v. Permit university representatives' access to the attachee to discuss any attachment matters.
- vi. Provide an assessment report on the attachee to the University at the end of the attachment period.

#### **11.0 GUIDELINES TO THE ATTACHING DEPARTMENT**

- i. Orient, Induct, and counsel Attachees' on arrival.
- ii. Implement the attachment training programme effectively.
- iii. Discuss the attachee's progress objectively with the attachee and the Faculty Supervisor.
- iv. Advise the attachee on career development and potential employment opportunities.
- v. Assess the attachee and record the results in the industrial attachment assessment form provided

## **12.0 THE ATTACHEE GUIDELINES**

The Attachee is expected to:

- i. Provide the Attachment Coordination Office with the attachment offer letter from the Attaching organisation in order to facilitate assessment visits.
- ii. Complete and sign the Industrial attachment assessment form.
- iii. Familiarize with the University attachment policy.
- iv. Report to work according to the attaching organization's normal working hours for all employees except as may otherwise be allowed by the Attaching organisation.
- v. Prepare an attachment report after the completion of the attachment and hand in to the University supervisor for marking and scoring
- vi. Use the attachment period to market own potential for employment and/or other work or business opportunities.
- vii. Be a good ambassador of the University and reflect the values of the University

For the training to be effective, it is important that attachee should be exposed to their areas of specialization.

## **14.0 ASSESSMENT PROCEDURE**

The pass mark and grading shall be as defined in the University respective curricula. The attachee's written report shall follow the format provided by the University. The organizations supervisor's report and the Faculty Supervision report shall be produced by filling prescribed university forms.

## **15.0 CONCLUSION**

This policy will be reviewed from time to time as need arises.

## 16.0 APPENDICES

KyU

KYU/F/ASA/14

### 16.1 INDUSTRIAL ATTACHMENT PROCEDURES CHRONOLOGICALLY

#### *Acquisition of attachment forms*

1. Submission of application letter to the prospective industry.
2. Obtain letter of placement from the attaching organization
3. Procure insurance cover
4. Submit a copy of letter of placement from the attaching organisation to the university attachment coordinators office
5. Register for the attachment training period by filling a form
6. Commence attachment
7. Assigning of university supervisor
8. Assessment(s) by university supervisor
9. End of attachment period
10. Submit log book and one copy of the attachment report to the university supervisor, submit organization supervisor's confidential report to the attachment office
11. Endorsement of industrial training report by the department.

**KyU**

**16.2**

**STUDENT INTRODUCTION LETTER**

**KyU/F/ASA/15**

**DATE:** .....

**OUR REF:** KYUC/IND.ATT.....

**YOUR REF:** .....

**NAME:** .....

**Reg NO:** .....

**ID NO:** .....

**PROGRAMME:** .....

**LEVEL:** .....

The bearer of this form is a student at Kirinyaga University. The student is to undertake industrial attachment as a component and integral part of his/her training.

The bearer is therefore requesting you to offer him/her a place for the industrial attachment exercise expected to take place from.....  
to.....

The bearer is insured with  
.....

Your assistance is highly appreciated. In case any information is required please contact the undersigned.

**Attachment Coordinator's signature** .....

**16.3 ATTACHMENT PERSONAL DETAILS**

*Personal Details*

Last Name.....

Other Names ..... Female ☐ Male ☐

Identity Card No..... Date of birth: Date ..... Month ..... year .....

Religion .....

Course ..... Section ..... Year.....

Home Address ..... Telephone: .....

Next of Kin (Name) .....

Relationship.....

Postal Address: ..... Postal Code ..... Tel. No.  
.....

Students signature ..... Date .....

**A. Details of Attaching organization**

Name of Organization .....

Postal Address: ..... Postal Code .....

Tel No. .... Fax .....

**B. Industrial Attachment Supervisor/Trainer**

Name .....

Position/Designation .....

**Supervisor's signature.....Date .....**

## **16.4 SUMMARY OF ATTACHMENT DOCUMENTS**

### **16.4.1 THE LOG BOOK**

The logbook is meant to assist students keep detailed description of the tasks done, and new skills learnt over the course of attachment period. It is also meant to enable industry- based and university supervisors to keep track of the students' progresses, assess their work, and offer guidance where necessary.

### **16.4.2 DAILY REPORT**

The daily work carried out during the periods of training is to be recorded clearly with sketches and diagrams where applicable.

### **16.4.3 WEEKLY REPORT**

This is a summary of the work done in a week and should cover theory/practical report on the work covered. Students are required to present the log book weekly to the industry- based supervisor for assessment of content and progress. The supervisor can use any page for his or her comments where necessary.

### **16.4.4 CHANGE OF ATTACHMENT**

A student is expected to start and finish his/her industrial attachment in one establishment. If it becomes absolutely necessary that he/she must change to a different company, the student should secure permission by writing to the university his/her application for a change of place of attachment and should indicate the name and address of company he/she wants to change to.

### **16.4.5 UNIVERSITY SUPERVISOR'S VISIT**

The University supervisor will check student's log book when he/she visits the students on attachment to ensure that proper training is being received, and record his/her comments on the space provided at the end of log book. During this time, the University supervisor can cancel the attachment and advise the student to look for attachment elsewhere if he/she feels that proper training is not being offered.

#### **16.4.6 REPORT WRITING**

In addition to the daily and weekly record, the student should submit a summary report of the work done during the attachment duration e.g. full coverage of the course, problems encountered, suggested improvements to make the programme worthwhile. The report should contain a summary of the activities the student was involved in, challenges met and new skills learnt.

#### **1.6.4.7 REPORT SUBMISSION**

The log book must be submitted to the Department/Centre attachment coordinator at the end of the attachment.



KyU

**16.5 WEEK PROGRESS CHART**

KyU/F/ASA/18

(WEEK ENDING DATE: .....)

DAY	DESCRIPTION OF WORK DONE AND NEW SKILLS LEARNT
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

**16.6 TRAINEE'S WEEKLY REPORT**

**KyU/F/ASA/19**

**(For engineering students you can provide a diagram where applicable)**

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Student's Signature: ..... Date: .....

Comments by Industrial based Supervisor:

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Name: .....

Signature: ..... Date: .....

## KyU

### 16.7 ATACHEE ASSESSMENT FORM

KyU/F/ASA/20

Name of the Student .....

Reg.No. ....

School.....

Department .....

Programme .....

Name of the attaching organization .....

Address .....

Name of Industrial Supervisor.....

Contact of Industrial supervisor.....

Period of attachment.....Weeks

From .....To.....

ATTRIBUTE TO BE ASSESSED	MAXIMUM MARKS AWARDED	REMARKS
Practical orientation to tasks	4	
Application of intellectual skills to tasks	4	
Level of supervision	4	
Proficiency in communication (spoken & written)	4	
Relationship with colleagues	4	
Use of tools (e.g. computers & related software)	4	
Level of creativity in tasks performed	4	
Level of initiative to perform tasks beyond normal hours	4	
Level of honesty, integrity and trust	4	
Presentability (e.g. dressing)	4	
<b>TOTAL</b>	<b>40%</b>	

## UNIVERSITY SUPERVISORS ASSESSMENT

### Comments

.....

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.....

.....

University Supervisor Name..... Sign..... Date.....

### Comments.....

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.....

.....

Industrial Supervisor Name.....Sign..... Date.....

**16.7 ATTACHEE CONFIDENTIAL REPORT**

This is to inform you to objectively assess the trainee attached in your organization. Your assessment of the trainee will be highly valued. Kindly complete and return the CONFIDENTIAL report to the, UNIVERSITY ATTACHMENT COORDINATOR 143-10300 KERUGOYA. It is our request that this is done immediately the trainee completes the Attachment period.

Tick as appropriate.

		Excellent	Very good	Good	Fair	Poor
1	General attitude to work					
2	Satisfaction with work done					
3	Scientific and technical knowledge (Quality of work performed)					
4	Ability to learn and apply skills					
5	Acceptability and co-operation to colleagues					
6	Acceptability and cooperation to supervisor					
7	Interest in work and participation					
8	Initiative and creativity					
9	Dependability					
10	Punctuality and time keeping					
11	Conduct					

12	Willingness to take extra duties and responsibilities					
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Overall assessment of the trainee's benefit reaped from the attachment.

Comment.....

.....

Do you consider this trainee's attachment as having been successful?

Comment.....

.....

...

Will you accept other students from Kirinyaga University in future?

☐
☐

Yes

NO

If NO, state reason(s)

.....

.....

NAME.....SIGN.....DATE.....

STAMP.....

## **FORMAT FOR INDUSTRIAL ATTACHMENT REPORT WRITING**

### **Introduction**

- i. Organogram of the attaching firm
- ii. Organization background in brief

Executive summary (10mks)

**CHAPTER ONE:** (25mks)

Summary of areas covered through the attachment period and new skills learnt

**CHAPTER TWO:** (10mks)

Challenges encountered and problems faced.

**CHAPTER THREE:** (10mks)

Recommendations and suggested improvements to make the programme worthwhile.

**CHAPTER FOUR:**

Conclusions (3mks)

**APPENDICES:** (2mks)

**TOTAL MARKS FOR REPORT 60 MARKS**

The field assessment marks accounts for the other 40 marks

The coordinating committee resolved that the pass mark would be 60% but on condition that the student proceeded for attachment and was attached in a relevant industry and for the required minimum period of 8 weeks and a maximum of 12 weeks.

### **Industrial Attachment ISO procedure**

- 2.4.1 The HoS/CoD shall ensure appointment of the Industrial Attachment Coordinator to coordinate attachment activities for the department /school and to represent the department/school in the Attachment coordination committee.
- 2.4.2 The departmental/School attachment Coordinator in liaison with the HoS/CoD shall ensure that Attachment activities for eligible students in the department/school are carried out according to the University Industrial Attachment Training policy and curriculum requirements.
- 2.4.3 The Attachment Coordination Committee in liaison with the Registrar (ASA) shall plan and schedule the Industrial attachment assessment, requisition the necessary resources for the exercise and get approval for the same.
- 2.4.4 The chair of the Attachment Coordination Committee shall circulate the approved attachment assessment plan and schedule to the HoS/COD for circulation to the assigned assessors at least two (2) weeks before commencement of the assessment exercise.



## ASSESSMENT MANAGEMENT SCHEDULE

Activities	Semesters		
	Sep-Dec	Jan-April	May-Aug
<b>Orientation Meetings</b>	June 15 <sup>th</sup>	October 15 <sup>th</sup>	February 16 <sup>th</sup>
<b>Issuance of Introduction letters and Insurance Policies</b>	Previous Semester	Previous Semester	Previous Semester
<b>Placement Report Submission</b>	September 30 <sup>th</sup>	January 31 <sup>st</sup>	May 31 <sup>st</sup>
<b>Assessment Dates</b>	As per Reg. ASA Schedule	As per Reg. ASA Schedule	As per Reg. ASA Schedule
<b>Submission of Report and logbook by Student</b>	December 15 <sup>th</sup>	April 15 <sup>th</sup>	August 15 <sup>th</sup>
<b>Submission of marks and documents by Assessor</b>	January 5 <sup>th</sup>	May 5 <sup>th</sup>	September 5 <sup>th</sup>