

004



KISII NATIONAL POLYTECHNIC

INDUSTRIAL ATTACHMENT POLICY

KNP /AP/09
First Edition 2020

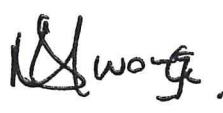

CONTROLLED

400



1311-1020

KISII NATIONAL POLYTECHNIC

INDUSTRIAL ATTACHMENT POLICY		Policy No. KNP /AP/09
Principal's Signature		Date 6/5/2021
Approval by Governing Council Chairman's Signature		Date 6/5/2021
Responsible Office	INDUSTRIAL LIAISONS OFFICE	



1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a summary of the work done during the year.

5. The fifth part is a summary of the work done during the year.

Table of Contents

1.0 HISTORICAL BACKGROUND	4
2.0 VISION, MISSION AND CORE VALUES	4
3.0 PURPOSE	5
4.0 SCOPE	5
5.0 DEFINATION OF TERMS	5
6.0 ABBREVIATION AND ACRONYMS	5
7.0 POLICY STATEMENT	5
7.1 PRE-REQUISITES (REQUIREMENTS)	6
7.2 TRAINEES PLACEMENT	6
7.3 IDENTIFICATION OF ATTACHES	6
7.4 BRIEFING	6
7.5 ASSESSMENT	7
7.6 SUBMISSION AFTER ATTACHMENT	7
7.7 TRAINEES DISCIPLINE DURING ATTACHMENT	7
8.0 MONITORING AND EVALUATION	7
9.0 REVIEW	7
10.0 APPENDIX	8

1.0 HISTORICAL BACKGROUND

Kisii National Polytechnic was founded in 1971 as a Harambee Institute of Technology. It was registered in 1972 under the Education Act. CAP 212 of the laws of Kenya with the objective of providing technical education and training for youths. It was moved from St. Vincent Centre where it was initially housed, to the current site in 1980. The first buildings to be put up were Woodwork Technology and Mechanical Engineering workshops, Typing Pool, Hostels, Kitchen and Dining hall. The curriculum then was Secretarial and Building technology. The institute was elevated to a national polytechnic in May 2016 through Legal notice No. 93. Since then more courses have been introduced and currently Kisii National Polytechnic offers more than eighty-eight (88) courses in Certificate and Diploma levels.

Science and Technology (S&T) activities have been recognized in the institution since its inception as vital to social and economic development. There has been rapid expansion of Science and Technology since the enactment of Science and Technology Act CAP 250 of the laws of Kenya (1977).

The college is managed by the Governing council and college administration comprising of the Principal, Deputy Principals, the Registrar, the Dean of Students, Heads of Departments and their Deputies. Day to day learning activities in the college is managed by the Departments.

2.0 VISION, MISSION AND CORE VALUES

2.1 Vision

“To be the preferred training institution for technical and vocational skills development”

2.2 Mission

To develop highly qualified, globally competitive and innovative human resource by providing quality Training, applied Research & extension and Entrepreneurship skills that are responsive to market demands.

2.3 Core Values

1. Excellence
2. Innovativeness
3. Team work
4. Integrity
5. Transparency

3.0 PURPOSE

Establish a permanent and effective system that provides a clear framework of management of attachment programs that create a bridge between the word of study and the work place for young professionals.

4.0 SCOPE

This policy shall apply to the Kisii National Polytechnic trainees and trainers.

5.0 DEFINATION OF TERMS

Attachment- is a work-based experience program providing a real-life organizational context for trainees to develop practical experience.

Attachee- Is a trainee on attachment.

Assessor- A trainer who evaluates the performance of the attachees at the place of wok/place of attachment.

Program- A plan or a schedule of activities, procedures to be followed.

Supervisor- An employ under whom an attachee is placed for purpose of allocating work and overseeing their work performance.

6.0 ABBREVIATION AND ACRONYMS

DILO	Deputy Industrial Liaison Officer
DAC	Departmental Attachment Coordinator
KNEC.	Kenya National Examination Council
DP	Deputy Principal
GC	Governing Council
HOD	Head of Department
ISO	International Organization for Standardization
ILO	Industrial Liaison Officer
KNEC	Kenya National Examinations Council
KNP.	Kisii National Polytechnic
NITA	National Industrial Training Authority
SP	Strategic Plan
TVET	Technical and Vocational Education Training

7.0 POLICY STATEMENT

The college is committed to provide and avail information and opportunities to trainees to acquire work place experience to enhance their employability.

7.1 PRE-REQUISITES (REQUIREMENTS)

- I. Attachment is compulsory to every trainee as per the curriculum requirement.
- II. Trainees proceed for attachment upon completion of college fees.
- III. Diploma trainees shall spend atleast 660 hours (2 attachments) while craft trainees shall spend atleast 330 hours (1 attachment).
- IV. No trainee shall attempt to proceed to field attachment without insurance policy cover, attachment logbook, and attachment course outline.

7.2 TRAINEES PLACEMENT

- I. Trainees in collaboration with the industry liaison office shall seek their attachment places.
- II. Each trainee must confirm placement to the Industry Liaison office within 3 weeks from the time of attachment to be enlisted for assessment.
- III. The Industry Liaison Office shall assist the students in securing attachment where applicable by advising trainees on the most suitable organizations.
- IV. No trainee shall proceed to the next module without going for attachment

7.3 IDENTIFICATION OF ATTACHES

- I. The Departmental Attachment Coordinators shall compile the list of trainees proceeding for attachment by filling form no. (KNP/IMS/ILO/F003) and submit it to the Industry Liaison Office at the beginning of the term proceeding attachment
- II. For diploma trainees on modular programs, those who have registered for module 1 and 2 KNEC exams
- III. For craft trainee on modular program, those who have registered for module 1 KNEC exam
- IV. For artisan trainees they must complete one year (after sitting for KNEC exams)
- V. For TEP programs, diploma trainees must have sat for stage 1 and 2 exams and craft trainees must have sat for stage 1 exam
- VI. Trainees taking certificate course in secretarial studies shall be eligible for attachment after passing all level one subjects.
- VII. Trainees shall be allowed to proceed for attachment upon sitting for KNEC or end of stage exam.

7.4 BRIEFING

Industry Liaison Officer shall conduct briefing exercise before trainees proceed for attachment, they must attend the exercise and sign attendance register.

7.5 ASSESSMENT

- I. Every trainee shall be assessed at least once during the attachment period.
- II. The lecturer shall ensure that the supervisor is at the place of attachment before travelling for assessment.
- III. Assessor shall avail assessment tools i.e. (KNP/IMS/ILO/F005, KNP/IMS/ILO/F014, KNP/IMS/ILO/F015) to the Industry Liaison Officer before the respective attachment period is over.

7.6 SUBMISSION AFTER ATTACHMENT

- I. Every trainee shall submit a well-organized, typed and bound report, a logbook and a company testimonial to their respective departments on the 3rd week after opening. They must sign form no. (KNP/IMS/ILO/F009) as evidence that they have submitted the documents.
- II. The logbook will be returned to the trainee after marking and grading.
- III. No trainee shall be issued with attachment certificate if she/he has not submitted the above-mentioned documents.

7.7 TRAINEES DISCIPLINE DURING ATTACHMENT

- I. Each trainee on field work or industrial attachment will be expected to observe maximum discipline towards the authority and colleagues at workplace during the entire period of attachment.
- II. While on attachment, attachees must obey the rules and regulations of the college and those of the company/organizations.
- III. Misbehavior during attachment may lead to the termination of attachment.

8.0 MONITORING AND EVALUATION

The Industry Liaison Officer checks the flow of documents as per the provision of the attachment policy, Acts on feedback or both trainees, trainers and supervisors, makes report on the performance of the department to the top management. Work with monitoring committee who goes through the entire process of attachment to ensure that it complies with the policies of the college. The feedback is used to improve on the service delivery of the department.

9.0 REVIEW

This policy will be reviewed periodically, but at least every five years to take account of emerging issues and trends.

10.0 APPENDIX



KNPIMSILOF002..do
c



KNPIMSILOF003.doc



KNPIMSILOF005.doc



KNPIMSILOF006.doc



KNPIMSILOF013.doc



KNPIMSILOF014.doc
x



KNPIMSILOF015.doc
x



KNPIMSILOF017.doc



KNPIMSILOFOO1.d
oc



KNP-QMS-IAC-F009.
doc