




## KISII NATIONAL POLYTECHNIC

### PROCEDURE FOR INDUSTRIAL ATTACHMENT

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## **CONTENTS AND RECORD OF CHANGES**

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### **0.2 RECORDS OF CHANGE**

<b>NO.</b>	<b>Date</b>	<b>Details of changes</b>		<b>Authorization/ Name and Signature</b>
		<i>Page</i>	<i>Clause/Sub-clause and comment</i>	
01	5 June 2015	4/5	4.2 remove 't' and replace with 'the'.	Joyce Omweri

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02	5 June 2015	4/5	<p>6.1.1 To read: The IAC receives lists of students proceeding for attachment the following term.</p> <p>6.1.4 To read: The students collect attachment Log Books from attachment office upon presentation of attachment fee receipt.</p> <p>6.1.5 Replace 'briefs ' with 'orients'</p> <p>6.1.6 The students proceed for attachment and are assigned duties by supervisors and/or works managers.</p> <p>6.1.7 To read: The students Inform the attachment office their places of attachment through data Capture forms.</p>	<p>Joyce Omweri</p> <p>Joyce Omweri Joyce Omweri</p> <p>Joyce Omweri</p> <p>Joyce Omweri</p>
03	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
04	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

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HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

### 0.4 ABBREVIATIONS

Abbreviations given in the IMSM apply.

### 1.0 PURPOSE

To guide the ILO coordinate attachment activities.

### 2.0 SCOPE

This procedure applies to KNP students proceeding to attachment.


### 3.0 REFERENCES

3.1 Industrial Attachment Scheme.

3.2 Kenya National Examination Council Guidelines for Industrial Attachment.

3.3 IMS Manual.

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#### 4.0 DEFINITION OF TERMS

Terms and definitions in the IMSM apply in addition to:

**4.1 ILO Committee** – A standing committee appointed by the ILO to assist in matters of industrial attachment.

**4.2 Assessor** – Any member of the teaching staff assigned duties of assessing a student or students on attachment.

#### 5.0 RESPONSIBILITIES

The ILO is responsible for the implementation of this procedure.

#### 6.0 METHOD

##### 6.1 Attachment and Assessment

6.1.1 The ILO receives lists of students proceeding for attachment the following term from academic HOD.

6.1.2 The students fill attachment placement request forms three months prior to the attachment period.

6.1.3 The ILO signs the attachment placement request forms and forwards them to the industry through the individual students.


6.1.4 The students collect attachment Log Books from attachment office upon presentation of a valid college fee receipt.

6.1.5 The ILO committee convenes a meeting to brief and orientate the students due for attachment.

6.1.6 The students proceed for attachment and are assigned duties by supervisors and/or works managers.

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6.1.7 The students inform the attachment office of their places of attachment through data Capture forms.

6.1.8 The ILO schedules visitation of students on attachment at their respective stations.

6.1.9 The ILO disperses Assessors to visit the attachees between eight weeks after the start of the attachment and two weeks before end of attachment period.

6.1.10 The assessor gives feed back to the ILO office upon completion of assessment by completing the assessment forms provided for students on industrial attachment.

6.1.11 The student hands over logbooks to the respective department immediately after the attachment period.

6.1.12 The ILO convenes a meeting of ILO committee for marking logbooks and award of marks.

## **6.2 Processing of Attachment Certificates**

6.2.1 The attachment committee members enter data for certification on a score sheet.

6.2.2 The ILO forwards attachment marks to the Registrar for printing of certificates.

6.2.3 The ILO signs certificates and submits them to the Registrar and Principal in that order, for signing.

6.2.4 The ILO receives certificates and submits them to the respective HODs.

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