

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DEPARTMENT OF XXXXXXXXXXXXXXXXXXXXXXXX

BACHELOR XXXXXXXXXXXXXXXX

YEAR THREE

ACADEMIC YEAR: 2023/2024

MODULE CODE: MODULE NAME

A REPORT ON PRACTICAL TRAINING CONDUCTED AT
XXXXXXXXXXXXXXXXXX- (Include Branch/Region)

CANDIDATE NAMES: XXXXXXXX

REG. NO: IMC/XXX/XXXXXX

SUBMISSION DATE: XXXXXXXXXXXX

SUPERVISOR: XXXXXXXX

FIELD WORK REPORT WRITING GUIDELINES

1. Introduction

The fieldwork report is a systematically written document that reports activities undertaken during the field placement and skills acquired. It reflects how the student utilized academic competency acquired in class sessions into practice. It should be noted that the fieldwork is not research work. Hence their reports are different. In order to produce periodic field reports, the Department of Banking and Financial Services has prepared a format as outlined in this document to guide third-year bachelor's degree students. The format is not exhaustive, but it offers a guideline on minimum requirements.

2. The Structure of Field Report – Bachelor Year III Students

The report can be divided into three sections (for ease of page numbering)

Section 1: cover page and or cover page..... Does not have Page Number

Section 2: Preliminary Part - This part is expected to have:

- ⇒ Acknowledgement
- ⇒ List of Abbreviations
- ⇒ Executive Summary
- ⇒ Table of Contents
- ⇒ List of tables (*if any*)
- ⇒ List of figures (*if any*)

NB: Presentation of the preliminary pages shall follow the above sequence, which involves some or all of the parts (in the page numbering, use roman numbers.....i, ii, iii, iv,)

Section 3: Chapter report

For year three, there are five chapters; in the page numbering, use whole numbers (1, 2, 3,...)

- ⇒ Chapter One: Introduction
- ⇒ Chapter Two: Work Done& Lesson Learnt
- ⇒ Chapter Three: Literature Review
- ⇒ Chapter Four: Analysis
- ⇒ Chapter Five: Conclusion & Recommendations
- ⇒ Reference
- ⇒ Appendices (If ANY)

See a report structure/arrangement of pages/titles and chapters from page 3 to page 6

PRELIMINARY PARTS

ACKNOWLEDGMENT

This part involves acknowledging of appreciating the contribution of parts/ person participated in the accomplishment of this document

LIST OF ABBREVIATION

CBE	-	College of Business Education
IFM	-	Institute of Finance Management
KYC	-	Know Your Customer
PSSSF		Public Sector Social Security Fund
SACCOS	-	Saving.....
TIRA	-	Tanzania Insurance Regulatory Authority

EXECUTIVE SUMMARY

This should briefly explain the purpose of the field, overview of where the field practice was done, key activities performed, and corresponding lessons learned. Also, it should explain the link between theories learned in class and the actual activities performed at workplace/field placement. Finally, this should go together with a general comment on its usefulness and limitations about the field placements.

NB: *The executive summary **shall be presented on one page only**; it can be structured in paragraphs so that every paragraph carries a single message (you may need to learn how to structure a paragraph).*

TABLE OF CONTENT

Use Automatic table of contents

LIST OF FIGURES

(IF ANY- use Automatic tables)

CHAPTER ONE

INTRODUCTION

1.1. Chapter Introduction –this explains what (titles/headings and subheadings that) will be covered in this chapter

1.2. Purpose and or Objective of Field Practical Training

*1.2.1. Discuss **overall process/purpose** of field practical training*

*1.2.2. Explain the **learning objectives (Expected Outcome)** for conducting fieldwork.*

1.3. An overview of fieldwork placement

*1.3.1. **Background of the** (insert the name of the organization you attend field) – this may include its establishment, products/services, core values, mission and vision (etc.IF ANY)*

*1.3.1.1. **Products/services**.....*

*1.3.1.2. **Core values of**.....*

*1.3.1.3. **Mission**.....*

*1.3.1.4. **Vision**.....*

*1.3.2. Discuss the **primary functions** of (insert the name of the organization)*

*1.3.3. The **Organisation structure** of (insert the name of the organization) - their role within that business, with emphasis to departments that a student was centred/passed through during the practical training*

- The organization chart can be attached as a pictorial/ visual presentation of the structure*

1.4. Review of the industry that the company is operating

(e.g. Banking/Economy/Insurance/Transportation/ Social Security sector etc.)

This should cover main activities related to Suppliers, buyers/Customers, Competitors (Key players), barriers to entering the industry, and threats posed by substitute products.

CHAPTER TWO

WORK DONE AND LESSONS LEARNT

- 2.1. **Chapter Introduction** – this explains what (titles/headings and subheadings that) will be covered in this chapter
- 2.2. **Describe the tasks undertaken during the field** – all tasks should be described appropriately
 - 2.2.1.
 - 2.2.2.
- 2.3. **Explain the lessons learnt based on the task described above**
 - 2.3.1.
 - 2.3.2.
- 2.4. **Summarise the work done and lessons learnt based on departments worked on weekly**
- 2.5. **Explain all challenges encountered during fieldwork**

CHAPTER THREE

LITERATURE REVIEW

- 3.1. **Chapter Introduction** – this explains what (titles/headings and subheadings that) will be covered in this chapter
- 3.2. Review of **literature related to key tasks performed** (supervisor will guide the student on selecting the topic).

NB: The supervisor will guide the student to ensure that:

 - 3.2.1. The **review includes key academic theories**
 - 3.2.2. Demonstrate that **knowledge of the student in the area reviewed is up to date** - by discussing any recent developments in the reviewed literature
 - 3.2.3. **Related literature review with task undertaken**
 - 3.2.4. Ensure **Proper citation** of the literature reviewed.

CHAPTER FOUR

ANALYSIS

- 4.1. **Chapter Introduction** – this explains what (titles/headings and subheadings that) will be covered in this chapter
- 4.2. **Relate theories learnt in class with what is happening in the market-** This may include a comparison of what literature/books consider acceptable versus what is happening in practice.
- 4.3. **Description of skills learned and enhanced** - what skills have been achieved by the student.
- 4.4. **Review of how the experience has affected your career plans and ambitions**
- 4.5. **Skills that are lacking** – (*If any*) - *you upon going to that organization*

CHAPTER FIVE

CONCLUSION AND RECOMMENDATIONS

- 5.1. **Chapter Introduction** –this explains what (titles/headings and subheadings that) will be covered in this chapter
- 5.2. **Conclusion** - This should summarise the *activities performed, lessons learnt, the usefulness of field placement, and key challenges encountered.*
- 5.3. **Recommendations**– this should provide your advice based on what you observed during the fieldwork as follows; -
 - 5.3.1. **Recommendations to the Company/ Organization** – It may include your advice on how the company/organization could improve in its business processes, advice on how to mitigate encountered challenges (if any originated from them)
 - 5.3.2. **Recommendations to the institute/IFM** - advice on how the curriculum should be tailored if you observed any gap, advice on how to mitigate encountered challenges (those originated from IFM) and advice on how to improve field placement arrangements in the future

Key Attachment during Submission

- **Students Log Book** – upon submission of the report, the candidate **should bind together** with the report his/her logbook, which is properly signed and stamped in all sections

REFERENCE

- Use either reference or bibliography as your heading for this section.
- Adhere to the alphabetical order i.e., different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing.
- Do not provide numbering in your list
- You should list only sources that you have used in your work. Do not include sources just to add materials to this section.

PRESENTATION LAYOUT

Use the following presentation's layout, and guide thought out your report

- Word length - the report should **not exceed 6,000 words**, excluding figures & tables
- Space between lines - should be **1.5 spaced** using one side of the page only.
- Font –
 - Standard Text - use **Times New Roman, print size 12**
 - Chapter headings - should be print **size 16** in bold typeface
 - Subheadings - print **size 14** in bold typeface.
- Page number - should be **centred** at the bottom of the page.
- Page layout –
 - Margins – **Top 2cm, Bottom 2.5cm, Left 3.5cm, Right 2cm**
 - Orientation – **Portrait**
 - Paragraphs - **Justified sides, left and right.**
- Binding – One spiral bounded of the report should be ready and submitted to the Institute by **Wednesday 31st January, 2024**

NOTE:

1. Please follow the structure of the report as indicated above
2. You are advised to plan your work carefully and back up your work using different storage devices to avoid problems resulting from a computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
3. **PLAGIARISM** is not accepted

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