Rwanda Polytechnic

Industrial Attachment Programme (IAP)

IPRC Ngoma

Student Logbook

Academic year:2023 - 2024

Student identification

Names: KWIZERA Ferdinand
Registration number:21RP12272
Phone:787716701
Email:realkwizera1@gmail.com
College:IPRC Ngoma
Department:Information and Communication
Technology
Program:Advanced Diploma in Information
Technology
RQF Level:3

Company identification

Name of company/industry:Musanze Hanga HUB
Location (District and Sector):North Provice
Company contact's person:Israel Nsoro
Company size:Large
Starting date:2024-07-22 00:00:00
Phone:0788344547
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College Industrial Liaison Specialist

Names:NSENGIMANA Alphonse
Phone:788445088
Email:nsengalpha62@gmail.com

Statement of Commitment

I **KWIZERA Ferdinand**-, a level **7** student of --**Advanced Diploma in Information Technology**- hereby do commit myself to undertake Industrial Attachment Program at **Musanze Hanga HUB**-- located at ……… **MUSANZE/…Muhoza…**..District /Sector for a minimum of …6….Weeks. I also do commit myself to start and finish my industrial attachment in one institution as approved by the college. If it becomes absolutely necessary to change my company of industrial attachment, I should first secure written permission from the college. Any industrial attachment not properly authorized will be cancelled.

Signature: --

Date: ---

Instruction to complete this Logbook

This Log Book is divided into five sections :

SECTION ONE: Key Competencies for Industrial Attachment

This section is about the list of Competencies that can be practiced by student during Industrial Attachment. This list is provided by Rwanda Polytechnic.

SECTION TWO: Industrial Attachment Plan

This section is about the Industrial Attachment plan which contains a list of timeframe, competencies and activities to be practiced by the student during the industrial attachment. With the assistance of in company supervisor, a student should, during his/her IA period, cover at least 50% of due competencies.

SECTION THREE: Weekly report sheet

This section is about the form for daily detailed description of work done on daily basis during the industrial attachment. The part will be filled by the student at the end of every working day and should comprehensively indicate the tasks done and the skills learnt in that particular day. At the end of every week, the in company supervisor should grade the performance of the student.

SECTION FOUR: Student attendance sheet

This section is about the form for Industrial Attachment Attendance Sheet to be filled and signed by the student for presence record, with confirmation by the company supervisor. If a student is on Medical Leave, he/she will indicate "ML" in the Attendance Sheet and will attach his/her medical certificate (original or duplicate) to this Attendance Sheet. If a student is granted official leave, he/she will indicate "ON LEAVE" in the Attendance Sheet, and attach supporting documents. Failing to do that, he/she will be considered absent on that day.

SECTION FIVE: Annexes

This section is about other industrial attachment tools helping the industrial attachment program planning, monitoring and evaluation as annexed to this logbook.

Section 1:key competences

Section 2: IA Plan

This IA Plan is completed by the student and the company supervisor. Competencies should be selected from the list stated in section one. Note: The Student should plan to perform the tasks/work reflecting at least to 50% of the competencies from his/her program, as stated in section one.

Starting date_____ Ending date_____

No	Specific competence to implement	Activities to carry out	Timeframe
	visiting the company	workshop visiting	from:2024-07-29 To:2024-07-30
	Presentation of final year project	presentation of final year project	from:2024-07-30 To:2024-08-01
	Computer maintenance	hardware tool maintenance	from:2024-08-02 To:2024-08-05
	Design and analyse IT systems	algorithm, dataflow diagram and circuit diagram	from:2024-08-06 To:2024-08-08
	Network Security	apply steganography	from:2024-08-12 To:2024-08-13
	Carrying out Research	Research	from:2024-08-14 To:2024-08-15
	CNC Machine	operation of CNC	from:2024-08-16 To:2024-08-19
	Apply IoT	design and implement home security system	from:2024-08-09 To:2024-08-11
	CNC Machine	Troubleshooting	from:2024-08-20 To:2024-08-21
	scanner sense	how to use scanner sense and 3d printer	from:2024-08-22 To:2024-08-28
	3D design	Design and print 3d design	from:2024-08-30 To:2024-09-04
	CNC machine	design and print banners	from:2024-09-05 To:2024-09-11

Done at_____, on_____ Name and Signature Name and Signature
Student Company Supervisor

Section 3: Weekly report sheet – Week 1

This weekly report sheet is to be filled every day by the student, on the basis of the IA Plan. It is a tool for the student to keep track on the work performed and the tools used. It is a supporting tool for the college's supervisor during the IAP final interview, to check the work performed and the tools used.

Date: From _____ to _____

Section 3: Weekly report sheet – Week 1

This weekly report sheet is to be filled every day by the student, on the basis of the IA Plan. It is a tool for the student to keep track on the work performed and the tools used. It is a supporting tool for the college's supervisor during the IAP final interview, to check the work performed and the tools used.

Date: From _____ to _____

Weekly report week 1

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	workshop visiting	We was taking an introduction to the materials & equipments in the workshop.	8	Very good
Tuesday	algorithm, dataflow diagram and circuit diagram	Caccoo, Computer	8	Very good
Wednesday	algorithm, dataflow diagram and circuit diagram	computer, cacoo	8	Very good
Thursday	algorithm, dataflow diagram and circuit diagram	computer, cacoo	8	Very good
	algorithm, dataflow diagram and circuit diagram	computer, cacoo	8	Very good
Friday	design and implement home security system	Arduino Uno, computer, breadboard, jumper wires	8	good

Weekly remarks by company supervisor week 1

The student activities performance in general						Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Weekly report week 2

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	hardware tool maintenance	Computer, plier, screw driver	8	good
Tuesday	algorithm, dataflow diagram and circuit diagram	cacoo, computer	8	very good
Wednesday	algorithm, dataflow diagram and circuit diagram	computer, cacoo	8	very good
Thursday	algorithm, dataflow diagram and circuit diagram	computer, cacoo	8	very good
Friday	design and implement home security system	Computer, Arduino Uno, jump wires, PIR motion sensor, breadboard	8	good

Weekly remarks by company supervisor week 2

The student activities performance in general						Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Weekly report week 3

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	apply steganography	Computer	8	good
Tuesday	apply steganography	Computer	8	good
Wednesday	Research	Computer, internet	8	very good
Thursday	Research	Computer, internet	8	very good
Friday	operation of CNC	CNC Machine, drilling machine, mash software, computer	8	good

Weekly remarks by company supervisor week 3

The student activities performance in general						Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Weekly report week 4

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	operation of CNC	CNC Machine, drilling machine, mash software, computer	8	excellent
Tuesday	Troubleshooting	CNC Machine, drilling machine, mash software, computer	8	very good
Wednesday	Troubleshooting	CNC Machine, drilling machine, mash software, computer	8	very good
Thursday	how to use scanner sense and 3d printer	Computer and scanner sense	8	excellent
Friday	how to use scanner sense and 3d printer	Computer and scanner sense	8	very good

Weekly remarks by company supervisor week 4

The student activities performance in general					Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Weekly report week 5

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	how to use scanner sense and 3d printer	Computer, scanner sense and 3d printer	8	excellent
Tuesday	how to use scanner sense and 3d printer	3d printer	8	excellent
	how to use scanner sense and 3d printer	3d printer	8	excellent
Wednesday	how to use scanner sense and 3d printer	3d printer	8	very good
Thursday	Design and print 3d design	Solidworker software & 3d computer	8	very good
Friday	Design and print 3d design	Solid worker & 3d printer	8	very good

Weekly remarks by company supervisor week 5

The student activities performance in general						Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Weekly report week 6

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	design and print banners	Aspire software. MDF and CNC machine	8	good
Tuesday	design and print banners	Aspire software, MDF and CNC machine	8	very good
Wednesday	design and print banners	Aspire software, MDF and CNC MACHINE	8	very good
Thursday	design and print banners	Aspire Software, MDF & CNC machine	8	very good
Friday	design and print banners	Aspire software & cnc machine	8	good

Weekly remarks by company supervisor week 6

The student activities performance in general						Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Weekly report week 7

Days	Brief description of activities performed	DaysMaterials, Tools, machinery, equipment and process	DaysNo. of hours per day	Student Remarks
Monday	Design and print 3d design	SOld worker, scanner sense & 3d printer	8	very good
Tuesday	design and print banners	Solid worker software, scanner sense and 3d printer	8	very
Wednesday	Design and print 3d design	Solid worker software, scanner sense and 3d printer	8	very good
Thursday	Design and print 3d design	Solid worker software, scanner sense and 3d printer	8	very good
Friday	Design and print 3d design	Solid worker software, scanner sense and 3d printer	8	very good

Weekly remarks by company supervisor week 7

The student activities performance in general						Observation
Tick the correct grade accordingly	**A** (Excellent)	**B** (Good)	**C** (Average)	**D** (Pass)	**E** (Fail)	

Name of Supervisor: _____

Date: _____

Signature: _____

Section 4:Student attendance sheet

This attendance sheet is signed in by the Student and approved by the company supervisor.

week 1			
Days	Time in	Time out	Signature
Monday			

week 2			
Days	Time in	Time out	Signature
Monday			

week 3			
Days	Time in	Time out	Signature
Monday			

week 4			
Days	Time in	Time out	Signature
Monday			

week 5			
Days	Time in	Time out	Signature
Monday			

week 6			
Days	Time in	Time out	Signature
Monday			

week 7			
Days	Time in	Time out	Signature
Monday			

Annex1: Company Supervisor IA Evaluation Form

1. Technical competencies

Organize and take responsibility	Max. Score	Score	Observations
The student organizes activities correctively	3	3	
The student takes responsibility	3	3	very good
The student applies knowledge and skills accordingly	3	3	

Use of resources efficiently	Max. Score	Score	Observations
The student adequately identify the resources	3	3	
The student plans and monitor the use of resources efficiently	3	3	
The student uses resources safely	3	3	very good
Evaluate the use of resources and identify ways to improve efficiency.	2	2	

2. Appropriate attitude at the workplace

Attitudes	Max. Score	Score	Observations
The student is punctual	1	1	
The student has shown some initiative	1	1	
The student is hard working	1	1	
The student is team worker	1	1	
The student has good interpersonal and communication skills	2	2	very good
The student has a sense of responsibility and accountability	2	2	
The student has shown a willingness to improve	2	2	

3. Compliance with company's rules and regulations

Compliance with rules and regulations according to company policy	Max. Score	Score	Observations
The student maintains good personal hygiene	1	1	very good

	Max. Score	Score
The student wears personal protective equipment (PPE) or any other regulation outfit. If no regulation outfit is required, student dresses appropriately	2	**2**
The student respects safety and security regulations in the workplace	2	**2**

4. Quality of work

Quality	Max. Score	Score	Observations
The Student complies with orders from the clients or instructions from the supervisor	2	**2**	
The Student thoroughly pays attention to the completion of tasks	2	**2**	**very good**
The Student respects deadlines	1	**1**	

Done at:....................., on:....... ,by: ....

Company supervisor

Signature and stamp (if available)

Annex2: College Supervisor IA Evaluation Form (during IA Visit)

Department:**Information and Communication Technology**

Student's names: **KWIZERA Ferdinand**

Registration Number:**21RP12272**

Company/Organization visited:**Musanze Hanga HUB**

Physical/ postal address:**North Provice**

Company Supervisor's name:**Janvier NSORO** Position:**Technical Manager**

Company Supervisor's telephone number:**250788344547**

College Supervisor's name:**UWAMAHORO UWAMAHORO** Position:**Assistant Lecturer**

Supervision Date:**2024-07-22 00:00:00**

I. ASSESSMENT TOWARDS STUDENTS

S/N	Assessment criteria	Questions to ask during assessment at workplace during IA visit	Max Marks	Score
1	Job Performance	How do you prioritize your tasks to meet deadlines?	2	
		What steps do you take to ensure that you meet the quality standards for your work?	2	
2	Professionalism	How do you maintain professionalism at workplace that include, listening, punctuality, communication and interactions?	2	
		What have you learned during your industrial attachment that has helped you develop new skills and knowledge?	2	
3	Learning and Growth	Describe a challenging situation you have faced at work, and how you handled it?	2	
		How do you evaluate your own performance, and what steps do you take to improve?	2	
4	Adaptability	Can you describe a challenging problem you faced at work, and how you went about solving it?	2	
		Provide an example of a time where you identified an opportunity for improvement in your work or the company processes?	2	
5	Safety and Compliance	Describe a time when you had to adapt to a new task or process?	2	
		How do you deal with unexpected situations or surprises at work?	1	
		How do you stay up-to-date on relevant regulations and compliance issues?	1	
Total				**0/20 Marks**