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# **STUDENT'S INDUSTRIAL ATTACHMENT LOG-BOOK**

**(ALL PROGRAMMES IN SOB, KCAU-PTTI, SOT,  
SEASS (EXCEPT B.ED & BECE))**

**DURATION OF ATTACHMENT: 8 - 12 WEEKS**

## **INTRODUCTION**

This log-book is to assist the student to keep record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

## **INSTRUCTION TO THE STUDENT**

The attachment program is considered as two examinable units that the students are supposed to undertake and be examined in. The whole exercise is marked out of **100 marks**.

The marks distribution will be as follows: the industry supervisor **50 marks**, University supervisor **30 marks**, Industrial attachment report **10 marks** and Log Book Presentation **10 marks**.

## **NOTICE OF RESUMPTION OF ATTACHMENT**

The student is supposed to notify the Attachment coordinator by filling a form provided regarding the details where he/she is attached. This should be communicated to the above within the first week of getting the attachment.

## **DAILY REPORT**

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

## **WEEKLY SUMMARY REPORT**

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

## **CHANGE OF ATTACHMENT**

A student is expected to start and finish his/her attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first secure permission in writing from the university.

His/her application for change of place of attachment should indicate the name and address (not just post-office box) of the company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be cancelled.

## **ATTACHMENT LOGBOOK**

The logbook will be filled by the student at the end of every working day and should comprehensively indicate the tasks done and the skills learnt within that particular day. The logbook should be kept at the work place and **MUST NOT** be carried home.

## **UNIVERSITY SUPERVISOR'S VISIT**

The university supervisor will check the logbook when he/she visits the student to ensure that proper training is being received, and record his/her comment on the page provided for that purpose, toward the end of the book.

## **INDUSTRY BASED SUPERVISOR**

The industry-based supervisor(s) will make comments on a weekly basis on the sheet of paper provided in the log-book. This is to ensure that if the student is to rotate to several departments and units each unit supervisor will be able to comment on the student performance.

## **INDUSTRY BASED SUPERVISOR'S EVALUATION**

Towards the end of the attachment program, the industry-based supervisor will undertake an overall assessment as per the separate form provided. These should be filled in confidence and sent to the university in a sealed envelope.

## **REPORT WRITING**

In addition to the daily and weekly record, the student should submit a report of the work done during the attachment period i.e. full coverage of the attachment experiences, problems and challenges encountered etc. The student should also suggest improvements to make the program worthwhile.

The student's report should contain a background and a summary of activities of the organization or institution of attachment. The student is expected to point out weak and strong points of the attachment. The report should be comprehensive and covering key issues learnt in the organization. The report MUST be typed.

## **REPORT SUBMISSION**

The logbook and report must be submitted to the attachment coordinator at the end of the attachment. Attach the letter from the employment that granted you the attachment vacancy indicating when the attachment started and when it will end. The Log-Book should be well maintained.

The Industrial Attachment Log-Book contains the following forms:

- i. Daily Attachment Record Form (***KCAU/IA/001***).
- ii. Industrial Attachment Placement Form (***KCAU/IA/F002***).
- iii. Post Attachment Report (***KCAU/IA/F003***).
- iv. Industrial Attachment Assessment Form (***KCAU/IA/F004***).
- v. Industrial Attachment Summary Form (***KCAU/IA/F005***).
- vi. Industrial Attachment Clearance Form (***KCAU/IA/F006***).

The Log Book and the attached documents are to be filled appropriately and the trainees are expected to submit the completed document to the Industrial Attachment Coordinator when they report back KCAU at the end of the attachment.

#### **NOTE TO THE TRAINEE**

- This Log Book is a very important document for your training. The information entered here will contribute to part of your Course Work assessment grade.
- You should take good care of the Log Book and ensure you present it to the assessing lecturer during assessment.
- Make **Daily** entries in the Log Book of all activities/work done.
- Ensure your immediate supervisor inspects and make comments in the Log Book on a daily basis.
- You may use a separate note book where you need to write notes, procedures or drawings related to your assignments.

#### **NOTE TO THE SUPERVISORS**

- The Log Book should be inspected daily by the trainee's immediate supervisor and comments entered, accompanied by a signature.
- The trainee is expected to abide by all the rules and regulations of your firm/organization and any other instruction deemed necessary.
- Cases of absence from duty without permission and any misconduct should be entered in the Log Book.
- The management of your organization is at liberty to make any comment relevant to the trainee's performance.

**NB. In case of gross misconduct, the management should immediately contact the University**

## STUDENT'S PARTICULARS

Name of student..... (Surname first)

Registration No. of the student.....

Faculty.....

Course of Study.....

Stage/year of study.....

Name and address of company/establishment attached.....

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Name of Industry based supervisor.....

.....

Designation.....

Telephone contact..... Mobile.....

Duration    From:.....

To:.....

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**Draw the organization Chart of the institution or organization you are attached**

**DAILY INDUSTRIAL ATTACHMENT RECORD (KCAU/IA/001)**

DAY/ DATE	DEPARTMENT	DESCRIPTION OF WORK DONE	SKILL(S) ACQUIRED	SUPERVISOR	
				NAME	REMARKS
MON.					
TUE.					
WED.					
THUR					
FRI.					

**Ensure your supervisor enters a remark daily. A signature is not enough**

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**WEEKLY INDUSTRY DEPARTMENTAL/UNIT SUPERVISOR'S COMMENTS**

Name of the supervisor.....

Department/unit.....

Date.....

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**FOR THE USE BY THE VISITING UNIVERSITY SUPERVISOR ONLY**

(General comments on visiting the student)

Name of supervisor.....

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Nature of Supervision (1st2nd visit, etc.).....

Date.....

## INDUSTRIAL ATTACHMENT PLACEMENT FORM (KCAU/IA/F002)

### (To be filled by the student)

Please complete this form and send it back to the Department as soon as you settle down in place of attachment and not later than two weeks. Alternatively, you can call or e-mail the Department Chair and copy your unit lecturer. Ensure that this form is duly filled and signed in the logbook as well.

Name .....Adm.No.....

Department.....

Cohort ..... Telephone .....

Name of the Firm/Organization .....

Telephone ..... Email .....

Name of Immediate Supervisor:

.....

Designation of Immediate Supervisor:

.....

*Student's Signature* ..... *Date*.....

## TRAINEE'S POST ATTACHMENT REPORT (KCAU/IA/F003)

Name of Student.....Reg. No ..... Department .....

Cohort ..... Telephone .....

Period of attachment From ..... To .....

Name of Firm/Organization .....

P. O Box ..... Postal Code ..... Town.....

Telephone ..... E-mail .....

## TRAINEE'S QUESTIONNAIRE

Fill the questionnaire below by ticking the appropriate box

1. Did you get attachment placement? ☐ Yes ☐ No
2. If yes, were assessed? ☐ Yes ☐ No
3. How many times were you assessed?
4. Were you posted by KCAU? ☐ Yes ☐ No
5. How many other trainees from KCAU were in your place at attachment?
6. Was the attachment relevant to your training? Give reasons for your answer.

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7. Please give suggestions on how to improve your Industrial Attachment Experience.

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Signature ..... Date.....

## INDUSTRIAL ATTACHMENT ASSESSMENT FORM (KCAU/IA/F004)

(To be filled by the Immediate Industrial Supervisor)

Name of the student .....

Adm. No ..... ID.no.....

*Please rate the student on scale of 1 – 5 with 5 being best and 1 being poor.*

	1	2	3	4	5
<b>1. Grooming</b>					
<b>2. Ability to interact</b>					
<b>3. Team work</b>					
<b>4. Communication</b>					
<b>5. Patience</b>					
<b>6. Observe of safety</b>					
<b>7. Punctuality/Attendance</b>					
<b>8. Willingness to learn</b>					
<b>9. Reliability</b>					
<b>10. Direct observation</b>					

Name of Immediate Supervisor:

Signature ..... Date .....

Official Stamp

## INDUSTRIAL ATTACHMENT ASSESSMENT FORM (KCAU/IA/F005)

(To be filled by the Immediate Industrial Supervisor)

Name of Student .....

Adm. No ..... ID. No .....

Period of Attachment From ..... To .....

The above named was attached in this Firm/Organization in the period stated above.

During his/he attachment she/he was exposed to the following areas or sections:

S/No	Area	Skills Acquired (Specific to Programme /Course)	Score (A,B,C,D) – Where A is Excellent
1			
2			
3			
4			
5			
6			
7			
8			

Signature ..... Date .....

Official Stamp



## INDUSTRIAL ATTACHMENT CLEARANCE FORM (KCAU/IA/F006)

(To be filled by the attaching firm)

Name of firm/organization: .....

P.O. Box ..... Postal code ..... Town .....

Telephone ..... Email .....

This is to certify that ..... ID. No ..... Of

**KCA University department of .....**has cleared with us this day

.....having completed his/her attachment from ..... to .....

Any other remarks .....

.....  
.....  
.....  
.....  
.....

Signature ..... Date .....

Official Stamp

# OUR PROGRAMMES

## SHORT PROFESSIONAL COURSES

- Certificate in Computer Applications
  - Linux (Level 1-3)
  - CISCO (Level 1-4)
  - International Computer Driving License (ICDL)
  - Web Applications and Development
  - Accounting Packages: QuickBooks, Sage and Pastel
  - MS Office: Ms Word, Ms Excel, Ms PowerPoint, Ms Access.
- Others include: Internet, Visual Basic.net and C++ Programming

## PROFESSIONAL COURSES

- Vocational Certificate in Block Chain Technology
- Vocational Certificate in Entrepreneurship & Innovation
- Vocational Certificate in Graphics Design
- Vocational Certificate in Information and Cyber Security
- Certificate in Accounting and Management Skills (CAMS)
- Accounting Technicians Diploma (ATD)
- Certified Public Accountants (CPA)
- Certified Secretaries (CS)
- Certified Investment and Financial Analysts (CIFA)
- Certified Human Resource Professional (CHRP)
- Diploma in Data Management and Analytics (DDMA)
- Association of Chartered Certified Accountants (ACCA- UK)
- Certified Information System Auditor (CISA)
- Certified Forensic Fraud Examiner (CFFE)

## KNEC ARTISAN CERTIFICATE

Artisan Certificate in Salesmanship  
Artisan Certificate in Food and Beverages

## KNEC CRAFT CERTIFICATE

Craft Certificate in Business Management  
Craft Certificate in Food & Beverages  
Craft Certificate in Human Resource Management  
Craft Certificate in Information Communication Technology (ICT)

## KNEC DIPLOMA CERTIFICATE

Diploma in Business Management  
Diploma in Human Resource Management  
Diploma in Information Communication Technology (ICT)

## DIPLOMA AND CERTIFICATE PROGRAMMES

Diploma and Certificate in Banking  
Diploma and Certificate in Project Management  
Diploma and Certificate in Business Management  
Diploma and Certificate in Procurement and Logistics  
Diploma and Certificate in Information Technology  
Diploma and Certificate in Business Information Technology  
Diploma and Certificate in Counselling Psychology  
Diploma and Certificate in Film Technology  
Diploma in Journalism and Digital Media  
Certificate in Performing Arts Theatre and Film

## UNDERGRADUATE PROGRAMMES

Bachelor of Business Information Technology  
Bachelor of Science In Data Science  
Bachelor of Science in Applied Computing  
Bachelor of Science in Information and Communications Technology

Bachelor of Science in Information Security and Forensics  
Bachelor of Science in Information Technology  
Bachelor of Science in Software Development  
Bachelor of Commerce with specializations in

- Accounting
- Finance
- Marketing
- Human Resources Management
- Entrepreneurship

Bachelor of Science in Economics & Statistics  
Bachelor of International Business Management  
Bachelor of Procurement and Logistics  
Bachelor of Public Management  
Bachelor of Science in Actuarial Science

Bachelor of Arts Counselling Psychology  
Bachelor of Arts in Criminology  
Bachelor of Arts in Economics and Business Studies  
Bachelor of Arts in Film Technology and Performing Arts  
Bachelor of Arts in Journalism and Digital Media  
Bachelor of Education Arts  
Bachelor of Education (Early Childhood Education)

## POSTGRADUATE PROGRAMMES

Post Graduate Diploma in Education  
Post Graduate Diploma in Internal Audit

## MASTERS PROGRAMMES

MBA with Specialization in

- Human Resource Management
- Marketing
- Procurement and Supplies Management

MBA Corporate Management  
MSc. Commerce with Specialization in

- Finance
- Accounting
- Finance and Accounting
- Finance and Investment
- Finance and Economics
- Economics and Investment

MSc. in Development Finance  
MSc. in Knowledge Management and Innovation  
MSc. in Information Systems Management  
MSc. in Data Analytics  
MSc. in Data Science

Master of Arts in Counselling Psychology  
Master of Education (M.Ed)  
Master of Education Leadership and Management  
Master of Educational Administration, Curriculum and Policy Studies

## DOCTOR OF PHILOSOPHY

Doctor of Philosophy in Business Management

- Human Resource Management
- Strategic Management
- Marketing Management

Doctor of Philosophy in Finance  
Doctor of Philosophy in Information Systems