

INDUSTRIAL ATTACHMENT REPORT FORMAT

<p>Chapter One</p> <ul style="list-style-type: none"> • Industrial attachment summary (a brief summary about the industry), e.g. Background information, the team, staff department, services, target client, about the communities they serve etc. • State some of the industry's policies and procedures that affect your work • State the work you did • State some of the theories, method and laws that impact on your work. 	<p>Chapter Two</p> <ul style="list-style-type: none"> • Technical report/ project work/case study/ some piece of work you did/ you were mostly involved • State the work and why you chose it. • What you did • How you did it • The laws, theories, methods, and policies and procedures that affected your work.
<p>Chapter Three</p> <ul style="list-style-type: none"> • Talk about the various multiple skills you used to complete your work in chapter one/two • How you developed upon those skills. • The benefits to you 	<p>Chapter Four</p> <ul style="list-style-type: none"> • Pick one or two new things you learnt that is so important during attachment • It should relate to the work you were involved • Tells us about it and why you chose it • What you learnt
<p>Chapter Five</p> <ul style="list-style-type: none"> • Challenges faced during the industrial attachment • Summary of your report • Conclusion and recommendations 	<p>Chapter Six</p> <ul style="list-style-type: none"> • Appendix • Tables/pictures • Work samples • Time shift if any • Assessment form • Reference if any