



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING  
INSTITUTE OF ACCOUNTANCY ARUSHA



26<sup>th</sup> June, 2024

Ref.No. IAA/DA/187/VOL. VIII

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

Sir/Madam,

RE: FIELD PLACEMENT FOR Mr/Ms.....

Reference is made to the above named person.

Mr/Ms.....is our second year student pursuing an Bachelor Degree in.....with registration number.....He /She is required to undergo a eight weeks field attachment from July 15, 2024 to September 6, 2024.In this respect, you are kindly requested to accept and assign him/her official duties as part of his/her field attachment study. The institute wishes to express in advance sincere appreciation for the assistance you will extend to our student in this regard.

We look forward to your continued support and assistance.

Yours faithfully,

Winniefrida Ngowi

Apprenticeship Programs and Attachment Coordinator



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING  
INSTITUTE OF ACCOUNTANCY ARUSHA



FORM NO.2

ARRIVAL NOTE

Name and Address of Organization

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

To:

Apprenticeship Programs and Attachment Coordinator  
Institute of Accountancy Arusha  
P.O.Box 2798,  
Arusha

This is to inform you that,

---

(Name of Student and Reg. No.)

Programme: \_\_\_\_\_,  
arrived at our organization on \_\_\_\_\_, and was  
received for field attachment.

On-site Supervisor's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Official Stamp)

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**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**

Njiro Hill, P.O. Box 2798, Arusha, **Tel:** +255 27 2970232 **Mob:** +255 763 462109 **Telex:** 50009 IAA TZ

**Fax:** +255 27 2970234 **Email:** [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz) **Website:** [www.iaa.ac.tz](http://www.iaa.ac.tz)



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FORM NO. 3

**LOG BOOK**

Student name: .....

Registration number: .....

Programme: .....

Name of the Organization:

.....  
.....

Department: .....

On-site Supervisor's name: .....

| DATE | BRIEF DESCRIPTION OF DUTIES PERFORMED |
|------|---------------------------------------|
|      |                                       |
|      |                                       |

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|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

Student's signature: .....

Date: .....

On-site supervisor's signature: .....

Date: .....

(Official Stamp)



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**ON-SITE SUPERVISOR'S ASSESSMENT FORM**

Name of student: .....

Registration No.: .....

Programme: .....

Department at IAA: .....

Name of Organization: .....

Name and Designation of on-site Supervisor: .....

PERFORMANCE OF THE STUDENT (Please rate the following items on a 1-5 points scale, where 1 =Very poor, 2 = Poor, 3 = Average, 4 = Good, 5 = Excellent)

| S/No. | Details  | 1 | 2 | 3 | 4 | 5 |
|-------|--|---|---|---|---|---|
| 1.    | <b>Discipline and ability to follow regulations</b>                                    |   |   |   |   |   |
| (A)   | Punctuality  |   |   |   |   |   |
| (B)   | Dress codes  |   |   |   |   |   |
| (C)   | Attends regularly  |   |   |   |   |   |
| (D)   | Follow regulations of organisation   |   |   |   |   |   |
| 2     | Organizes work well and completes assigned tasks on time.                              |   |   |   |   |   |
| 3     | Creativity and capability to learn new skills  |   |   |   |   |   |
| 4     | Accuracy of work   |   |   |   |   |   |
| 5     | Adapts to working conditions   |   |   |   |   |   |
| 6     | Level of cooperation and working relationship with other employees in the organization |   |   |   |   |   |
| 7     | Communication skills   |   |   |   |   |   |
| 8     | Ability to work independently  |   |   |   |   |   |
| 9     | Has ability to apply theory in practice  |   |   |   |   |   |
| 10    | Capability to solve problems   |   |   |   |   |   |

Signature of on-site supervisor: ..... Date: .....

(Official Stamp)

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FORM NO. 6

CERTIFICATE OF SUCCESSFUL COMPLETION OF THE  
PRACTICAL TRAINING

NAME OF THE ORGANIZATION:

.....  
.....

This is to certify that

..... (Name)  
..... (Reg. No.)  
..... (Programme)

has successfully completed field attachment at our organization. The field attachment took place between ..... and ....., under supervision of:

..... (Name)  
..... (Signature)  
..... (Designation)  
..... (Date)

(Official Stamp)



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**TENTATIVE REPORT FORMAT AND GUIDE**

**FIELD ATTACHMENT REPORT FORMAT AND GUIDE – BACHELOR'S DEGREE PROGRAMMES**

The report is expected to be research based. Thus the following guidelines should be followed in writing the report:

**(I) PRELIMINARY PAGES (10 Marks)**

a) **Cover page:** This should show the following in the given order: **(2%)**

Name of the Institute; name of department, title of the report, name of the student, student's registration number, programme, student's year of study, name of the organization (where field attachment was undertaken), and field attachment period.

b) **Acknowledgement::** The student should acknowledge all those who assisted in contributing to the success of the field attachment and report writing. **(2%)**

c) **Summary/Abstract:** This should provide a summary of the most important practical work the student learnt as well as the major challenges, conclusions and recommendations. **(4%)**

d) **Table of contents:** A table of contents should be generated which shows the contents of the report and the page numbers for easy reading and referencing. **(2%)**

e) **List of Figures:** All figures must be captioned at the bottom, with figure numbers shown against each caption. The pages where particular figures are found should be indicated for easy reading and referencing. Figures should be preferably numbered according to the chapter numbers.

f) **List of tables:** All tables must be given headers and with table number shown against each table header as well. The pages where particular figures are found should be indicated for easy reading and referencing. Tables should be preferably numbered according to the chapter numbers.

g) **List of acronyms/abbreviations:** All acronyms or abbreviations used in the report should be included in this section, with their full meanings.

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**(II) MAIN BODY**

**Chapter 1: Introduction: (08%)**

(In this section, present the general impression or the background information about the Organization):

- a) Type of business/ organization **(1%)**
- b) Major product/service **(1%)**
- c) Organizational structures **(1%)**
- d) Number of employees **(1%)**
- e) Activities (eg. sales, work-process, etc) **(1%)**
- f) Level of technology **(1%)**
- g) Customers **(1%)**
- h) Strategic direction, etc **(1%)**

**Chapter 2: Activities Performed: (22%)**

- a) (i) Placement in the organization (where in the organization did you have the training?) **(1%)**  
(ii) How was the working environment?(team work, friendly, fully supervised, independent, ...) **(1%)**
- b) Description of tasks and duties performed (routine, research/ project, problem solving, etc.) **(2%)**
- c) Did you find the duties/ tasks performed interesting? Explain your feelings. **(2%)**
- d) Did you measure up to the demands of the assigned duties/ tasks? Explain more in terms of challenging tasks or not; analytical requirement; creativity; etc **(2%)**
- e) Did you face any problems in executing the tasks/ duties which were assigned to you? **(2%)**
- f) If you faced any problems, how did you solve them, or what are your recommendations to solve them? **(2%)**
- g) What were your expectations before going for the training? Were they met? **(2%)**
- h) What new things did you learn from the training or being in the organization? **(2%)**
- i) In the process of executing the duties/ tasks which were assigned to you what would you

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consider to be the gaps in teaching between theory and practice? **(2%)**

- j) Employment prospects: (a) Would you like to be employed by this organization? (b) Do you think they would like to have you as an employee? (c) Did you get any promises for employment? **(2%)**
- k) Was your attachment relevant? In what ways: knowledge; skill development; new attitudes, etc. **(2%)**

**Chapter 3: Conclusion and Recommendation: (15%)**

- a) In presenting the conclusion, remember to include the major strengths **(3%)** and weaknesses of the field attachment program **(3%)** and benefits derived from field attachment programme **(3%)**.
- b) Recommendation concerning improving the gaps in teaching theory and practice and suggestions to improve the program, in terms of planning and operational logistics) **(6%)**

**REFERENCES: (5%)**

All relevant citations such as textbooks, personal communications, internet material, codes of practice and guidelines which student uses during the field attachment and/or report writing must be quoted using the Harvard style of referencing.

**(III) BACK PAGES**

**APPENDICES**

This should include log books and any other annexes to the report such as drawings, design charts, photographs etc.