

Who to read

The information contained in this guide is essential information to those proceeding for the long duration Industrial attachment (IBLII) – normally for a three months period. It is expected that before departing, regular students will get a departmental briefing, where major highlights and discussions on the requirements and expectations will be discussed.

The Student as Ambassadors

The image and tenets which the university wishes to portray will be seen through the attachée. This can either destroy or build not only our reputation but also positions for further exploits by future students. The attachée is reminded that regardless of where they may go, that his/her character portrays the self, departmental and the University's image. Its very important that all students proceeding for industrial attachment that they put their best of all in the following aspects:

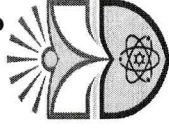
- Self Discipline, Dress code, Work ethics, Leadership
- Technology (note: No monkey tricks, some skills require strict adherence to detail, attitude, procedures and practice.)
- Effort, Socialization, Punctuality and honesty
- Professionalism – (apply what you know to the best of your knowledge and ask where you need to learn more).
- Recording (reporting of activities observed or undertaken).

Reporting

It is expected that students will seek placement during the semester preceding the attachment semester. Upon obtaining an attachment placement the attachée is expected to give details and location of the place of attachment to the university and provide details for contact, both of the supervisor and his/herself as soon as possible.

Part-time students are ideally expected to be on gainful employment within institutions offering skills relevant to the course they are undertaking. These students would normally be visited and assessed in their workplace (get permission from school ILO).

The Technical University of Kenya



Industrial and Liaison Office

STUDENT ATTACHMENT GUIDE

Vision

To be a top rated university of technology

Mission

To provide quality and innovative technological education and training

Motto

Education and training for the real world

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Preamble

The University has made great in-roads to many organizational work set-ups that allow students to procure Industrial Attachment – IBLII, easily. The industrial attachment provides a platform for getting a feel of the work environment, enabling the student while registered with the Technical University of Kenya (TUK) to utilize the opportunity to gain in-depth hands on skills, attitudes and get acquainted with systems in his/her areas of specialization from relevant industries, organizations or institutions.

The TUK maintains, encourages industrial linkages and collaborations whose goodwill, we are committed to maintain all the time. Our students have always maintained good work ethics and its with this in mind that the university strongly recommended a unit for both internal and external attachment in the Diploma and Degree programs.

Visitation and Assessment

It is the wish of the Industrial Attachment Coordinator/Liaison Officer that all students will be attached, visited at least once and assessed. Industrial Attachment is an academic affair and the department from which the student is studying will make arrangements for visitation and ensure that the students are assessed using the form provide in the LOGBOOK by the company supervisor. The school's ILO/Depts attachment coordinator should ensure that all attachée are assessed and their LOGBOOKS marked. The University will issues together with a LOG BOOK a **National Assessment Form** which should be completed by the immediate supervisor at the organization where the particular student is attached, this form will normally be surrendered to the assessor when s/he makes the assessment visit, which should not be earlier than the **SIXTH** week from the date of reporting.

Requirements

Students are expected, as a course requirement to attend and complete a supervised three (3) months industrial/Institutional attachment which must be assessed and graded. Upon completion of the attachment, an attachée can request for the Technical

University of Kenya's supervised Industrial Attachment Certificate. N/B NITA also provides a similar Certificate.

The student should collect and fill details where necessary in the following documents:

- **Accident Insurance Cover** – the University has a standing Group Student Guard cover policy **101012551000047** with Heritage Insurance Company which runs for one calendar year. Its available to bonafide students upon full fee payment. The cost is included in the fees and may change from, depending on the Insurer.
- The LOGBOOK – **TUK**: Consisting of the cover, the daily logging page one per week and the assessment form.
- **NITA – Industrial Attachment Contract form**; This is a national form managed by NITA, many organizations will expect the students to fill it before commencing the attachment, it is also useful to those students wishing to make a claim, especially HELB beneficiaries.
- **NITA Online Verification**: Students wishing to be assisted by this national body must visit their website www.attachmentkenya.org and seek ILO's verification before visiting the attachment offices on Commercial Street.
- **Placement Data Form**:- Students to provide contact and placement details on a form in ILO's office which will be used to locate the student for assessment or visitation.

Commitment

The University will assign a Lecturer or Coordinator to specific attachée who will visit the attachée at his or place of attachment. In the event that, for some reasons the attachée is not visited, the student is to request for assessment by the company supervisor / Trainer using the form provided. Note This form is to reach the departmental coordinator or school ILO or to the University's ILO. The University will make an effort to market TUK's students and where possible negotiate for placement places, however it's the students responsibility to ensure that s/he gets and attends an appropriate industrial practical training placement.