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## List of Acronyms

AfDB	African Development Bank
BIs	Benefiting Institutions
BSc.	Bachelor of Science
BU	Busitema University
GU	Gulu University
HEST	Higher Education Science and Technology Project
ICT	Information and Communications Technology
KYU	Kyambogo University
LUC	Lira University College
MUK	Makerere University Kampala
MUST	Mbarara University of Science and Technology
S&T	Science and Technology
S/A	Science/ Arts
UMA	Uganda Manufacturers Association
UMI	Uganda Management Institute

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## Executive Summary

The UMA-HEST Internship project commenced in February 2015 and will run for a period of 3 years until 2017. It is implemented by Uganda Manufacturers Association (UMA) in partnership with the Government of Uganda – GoU (Ministry of Education, Science, Technology and Sports-MoESTS), financed by African Development Bank (AfDB), and in cooperation with different Benefiting Institution (BIs) such as Busitema University (BU), Gulu University (GU), Kyambogo University (KU), Makerere University Kampala (MUK), Makerere University Business School (MUBS), Mbarara University of Science and Technology (MUST), Muni University(MU) and Uganda Management Institute (UMI). GU as one of the Universities under this project, has a constituent college, Lira University College (LUC) which was considered as well. The students that were sent from Lira University were from courses of Public Health and Midwifery.

The target number of 24 interns to be placed from Gulu University has already been surpassed (22 GU and 50 LUC). Suffice to note, the placement process is still ongoing for those interns that have not been placed yet. Different companies are still promising to take on more interns in the year 2016; most of these interns are studying Bio-systems Engineering, Computer Science and ICT.

Many students have gained from UMA-HEST Internship project, three interns (12.5%) have been retained in the companies where they were placed.

**Working together with the university coordinators, the project is requesting 60 interns from Gulu University (although the target is 33 interns) to be trained under the HEST Internship training in 2016-2017. The UMA-HEST project is further requesting for 100 students from LUC who will train for six (6) weeks. The project therefore requests the university coordinators to recommend the students to UMA-HEST through the standard University procedure.**

## 1 Introduction

The HEST project is funded by the AfDB, monitored by the Ministry of Education and Sports and implemented by UMA. The main goal of the project is to improve the skills of 2000 students from eight benefiting institutions namely; Gulu University (GU), Kyambogo University (KU), Makerere University Kampala (MUK), Busitema University (BU), Muni University (MU), Mbarara University of Science and Technology (MUST), Uganda Management Institute (UMI) and Makerere University Business School (MUBS). The project is slated to last for 3 years (2015-2017).

The applicants from Gulu University Main Campus were students in their final year at the university from the S&T based courses who were short listed by their faculties and submitted to the university HEST Internship coordinator.

The applicants from Lira University were students in their second year of study. These were considered for the normal university training.

From the preferred University procedures, interns were recommended and trained at UMA for 2 days in life and work place based skills in the month of June 2016. From July to December 2015, students were supported to do hands on internship training in companies for 2 – 3 months. The students were placed under company based technical supervisors with whom clear skills acquisition programs were agreed on. While at the companies, UMA-HEST Team made support supervision visits to ensure that skills acquisition was ongoing to the satisfaction of the company based technical supervisors.

The university recommended 81 students (31 (38.3%) Gulu University main campus, 50 (61.7%) Lira University College) with a Science and Technology (S&T) background. There were 47 Male and 34 Female interns recommended. These were selected using the procedures set by the University; UMA has managed to place over 22 (91.6%) of the target (24) for Gulu University main campus and all the 50 (100%) of the Lira University College interns. 72 (300%) interns (22 from main campus and 50 from LUC) were placed to different companies to train and acquire

skills in their fields of study. Three (3) interns (12.5%) of those placed from Gulu University main campus were retained by the companies where they trained from.

The interns from Lira University (50 interns) were all continuing students. These interns were placed to different Health Facilities in the Northern and Central Region where they completed their training. These interns were expected back to the University and so could not be retained at the different facilities where they were posted.

This report will continue with the general information and proceed with placements of interns, course distribution, gender distribution, interns per company, retained interns, challenges and mitigations, interns not yet placed and finally end with skills attained.



## 2 General Information

### 2.1 University Procedure/ Process

As required by the project, all applicants were students from Gulu University. The students recommended by Gulu University were those in their final year of study, doing Science and Technology based courses. These students were forwarded in by the different departments as the best students per course. Lira University College sent in students who were continuing students in their second year of study. Their internship was for a period of six (6) weeks and not the usual twelve weeks for the final year students.

### 2.2 UMA-HEST Procedure

The students recommended by the University were taken through a two-day induction program in which they were introduced to the project and taught different Work Based and Life Skills plus Code of Conduct at the different companies. The induction program was held on 18<sup>th</sup> to 19<sup>th</sup> June 2015. The skills included interpersonal, communication and time management skills among others. These were presented to the students by different professionals with expertise in their respective fields. The induction process was essentially used to prepare the students for what was ahead of them at the companies where they were to be placed.

After the induction/orientation process, the placement process commenced in July 2015. The students from Lira University College were all placed during only this month to different Health facilities, majorly in the northern region of the country. Placement of students from Gulu University Main campus started their respective internships from July and throughout the subsequent months.

## 3 Placement of Interns

### 3.1 General Placement for the year 2015

Placement of interns from GU and LUC commenced in the month of July 2015. The results presented below are for July to December 2015. However, placement is still continuing for the few that have not yet been placed and this is to proceed until the next group of interns is sent from the University.

GU together with LUC recommended a total of 81 students, 31 from Gulu and 50 from LUC. The highest number of interns placed were recorded in the month of July (60 Interns), followed by

August (6 interns). No intern was placed in September 2015. This was mainly because, the team was still analyzing their courses and contacting different companies to clarify the fields of study vis-à-vis the employers demands. Three interns were placed in December 2015. LUC only recommended students to be placed in the month of July 2015. No more interns from LUC were placed in the subsequent months.

**Table 1: General placement of interns on a Monthly basis**

<b>MONTH (2015)</b>	<b>FEMALE</b>	<b>MALE</b>	<b>Grand Total</b>
DECEMBER	1	2	3
NOVEMBER	1	1	2
OCTOBER		1	1
AUGUST	1	5	6
JULY	31	29	60
<b>Grand Total</b>	<b>34</b>	<b>38</b>	<b>72</b>

Figure 1: Graphical representation of the Total interns placed

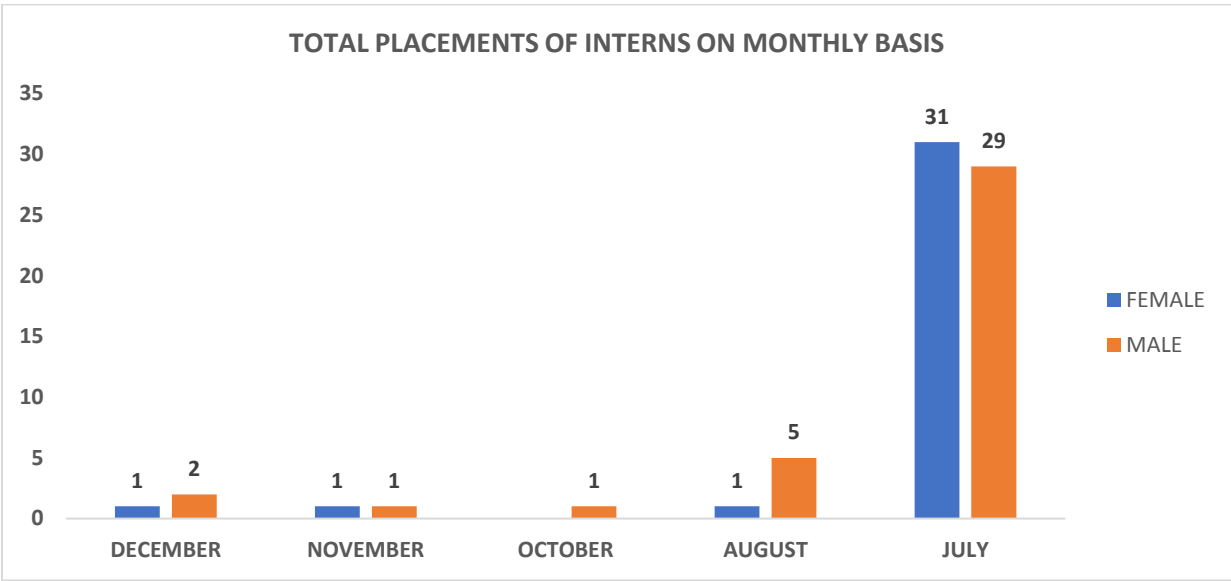
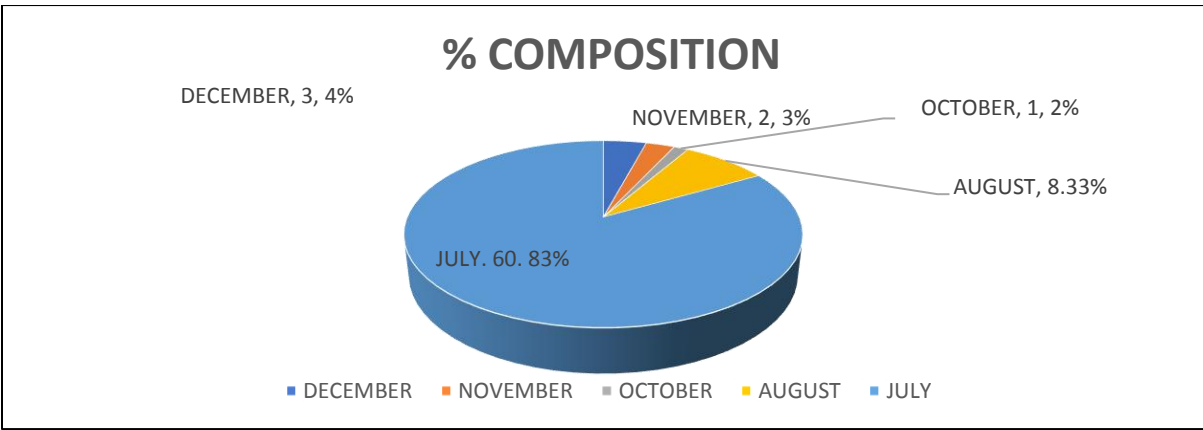


Figure 2: Percentage composition of Total Interns placed

Highest number of interns placed (60.83 %) was recorded in the month of July (60 Interns), followed by August (6 interns, 8.33%), October (1 intern, 2.00%), September no intern was placed, November (2 interns, 3.00%) and December (3 interns, 4.00%).



## 4 Course Distribution

### 4.1 Interns per course

Gulu University recommended 31 students from seven different Science and Technology based courses to the project with Bachelor of Information and Communications Technology and Bachelor of Science in Bio-systems engineering taking the largest proportions contributing 8 and 10 interns respectively.

Lira University College recommended 50 students to the project mainly from 2 courses that is, 40 from Bachelors in Midwifery and 10 from Public Health.

This is shown in the table below.

**Table 2: Course distribution of interns Placed**

COURSE	INTERNS RECOMMENDED	% COMPOSITION
Bachelor of Agriculture	7	8.64%
Bachelor of Business Administration / Accounting	1	1.23%
Bachelor of Information and Communications Technology	8	9.88%
Bachelor of Science in Bio systems Engineering	10	12.35%
Bachelor of Science in Computer Science	5	6.17%
Bachelors In Midwifery	40	49.38%
Public Health	10	12.35%
<b>Grand Total</b>	<b>81</b>	<b>100.00%</b>



**Figure 3: Students Attending the Induction Training at UMA Multi-Purpose Hall.**

*To the left, students being trained by the UMA-HEST team at the UMA multi-purpose hall and to the right, students from Gulu University that attended the internship training.*

## 4.2 Placement per course

All courses were equally considered for the job market however, it was easy to place for the UMA-HEST team to place students of particular courses compared to others. This was because some of these courses were highly demanded for. These courses included Bachelor of Midwifery and Public Health.

There were a few cases where some interns were not able to complete their full three months of training due to reasons, they claim were beyond their control. This left the number of interns placed a bit lower than the previously recorded number. Most of the interns placed had offered Bachelors in Midwifery (40 student, 55.56%), Bachelors in Public Health (10 interns, 13.89%) both from LUC and lastly Bachelor of Information and Communications Technology (6 Interns, 12%) from Gulu main compass. A table showing the actual number of interns placed.

**Table 3: Placements per course**

COURSE	INTERNS PLACED	% COMPOSITION
Bachelor of Agriculture	6	8.33%
Bachelor of Business Administration / Accounting	1	1.39%
Bachelor of Information and Communications Technology	6	8.33%
Bachelor of Science in Biosystems Engineering	7	9.72%
Bachelor of Science in Computer Science	2	2.78%
Bachelors In Midwifery	40	55.56%
Public Health	10	13.89%
<b>Grand Total</b>	<b>72</b>	<b>100.00%</b>



*Figure 4: UMA-HEST Team with University Staff visiting Health Care Centres*

*On the left, the UMA-HEST team visits an intern at Amach Health Centre IV and to the right, the UMA-HEST team interacts with an intern at RAMS Gate.*

#### 4.3 Analysis

The number of students placed for internship is 72, much as this is the number of students placed, a few of them (3 interns) did not complete the whole training. Some of these interns got employment in other companies during their respective internships and therefore did not complete the internship.

## 5 Gender Distribution

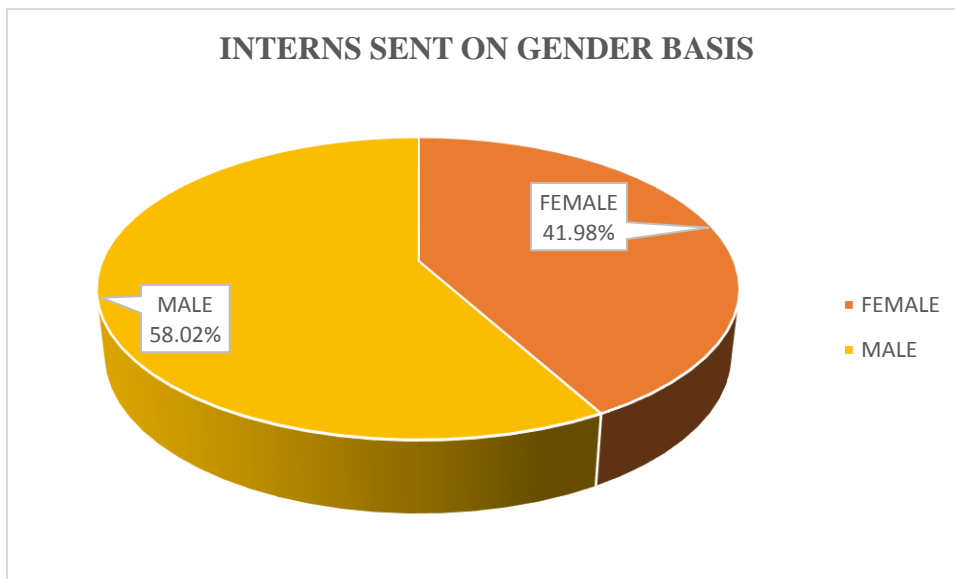
### 5.1 General Distribution

Of the 81 students sent by Gulu University, 34 (41.98%) of these were female and 47(58.02%) were male.

**Table 4: Gender of interns recommended**

GENDER	INTERNS RECOMMENDED	%COMPOSITION
FEMALE	34	41.98%
MALE	47	58.02%
<b>Grand Total</b>	<b>81</b>	<b>100.00%</b>

**Figure 5: Interns recommended on Gender basis**



### 5.2 Gender per course

From the 81 students, majority (47 students) of them were Male and the rest Female (34 students).

Majority of the male and female students were those from Bachelor of Midwifery and Bachelor of Science in Bio-systems Engineering i.e. 40 and 10 respectively with all the courses.

**Table 5: Gender composition of interns recommended per course**

COURSES	FEMALE	%	MALE	%	Grand Total
Bachelor of Agriculture	1	14%	6	86%	7
Bachelor of Business Administration / Accounting	1	100%		0%	1
Bachelor of Information and Communications Technology	1	13%	7	88%	8
Bachelor of Science in Bio systems Engineering	4	40%	6	60%	10
Bachelor of Science in Computer Science		0%	5	100%	5
Bachelors In Midwifery	27	68%	13	33%	40
Public Health		0%	10	100%	10
<b>Grand Total</b>	<b>34</b>		<b>47</b>		<b>81</b>

### 5.3 Gender per month placements

The highest number (60 interns) of interns was placed in the month of July 2015 followed by August (6 interns) and December (3 interns).

**Table 6: Gender composition of Total interns placed per Month**

MONTH	FEMALE	MALE	Grand Total
DECEMBER	1	2	3
NOVEMBER	1	1	2
OCTOBER		1	1
AUGUST	1	5	6
JULY	31	29	60
<b>Grand Total</b>	<b>34</b>	<b>38</b>	<b>72</b>



## 6 Interns per Company

### 6.1 General Information

A number of companies took on interns from various courses. Most of the interns from GU/LUC were placed health facilities. On average health facilities took on five (5) interns each. However, others took on one (1) depending on the vacancies and capacities of that particular company. Some companies that were not able to take on any interns at all recommended them to other companies. Nevertheless the project team is very grateful to all the companies that rendered a hand in getting students placed. 28 companies offered interns training opportunities. The companies that took on interns were from the manufacturing and service sectors. Below is a more detailed tabular representation of the information above.

**Table 7: Interns placed per company on gender basis**

COMPANY	F	M	Grand Total
Aboke Health Centre IV	4	1	5
Aduku Health Centre IV	2	3	5
Amachi Health Centre IV	4	1	5
Anyeke Health Centre IV	3	2	5
Apac Hospital	4	1	5
Digitech IT & Media Ltd		1	1
District Health Office, Abim District Local Gov't		2	2
District Health Office, Bududa District		1	1
District Health Office, Kole District		1	1
District Health Office, Lira District Local Gov't		5	5
Dokolo Health Centre IV	3	2	5
Fresh Cuts	1		1
Fresh Diary	1		1
G.B.K Diary Products (U) Ltd		1	1
Gulu University (Network Operation Centre)		1	1
Ideal Farmers Ltd		1	1
KCCA, Public Health Department		1	1
Lira Regional Referral Hospital	4	1	5
Mbalimbali Ltd	1	4	5
Megha Fm		1	1
NWSC	1		1
Ogur Health Centre IV	3	2	5
Ramsgate ICT Solutions Centres	1	4	5
SCOUL	1		1
Uganda Tea Corporation Ltd		1	1
UMA	1		1
Web Construction Engineers Int'l		1	1
<b>Grand Total</b>	<b>34</b>	<b>38</b>	<b>72</b>

## 6.2 Interns taken per Course

Each course that was recommended by the University had a chance of at least placing 2 students from it. Courses that were highly demanded for by companies included Bachelor of Science in Bio systems Engineering, Bachelor of Information Technology and Computing plus Bachelor of Agriculture. For those courses from LUC, all the interns were placed by the University in different Health centres in the northern region of the country.

**Table 8: Interns placed per course**

COURSES	No. OF STUDENTS	% COMPOSITION
Bachelor of Agriculture	7	8.64%
Bachelor of Business Administration / Accounting	1	1.23%
Bachelor of Information and Communications Technology	8	9.88%
Bachelor of Science in Bio systems Engineering	10	12.35%
Bachelor of Science in Computer Science	5	6.17%
Bachelors In Midwifery	40	49.38%
Public Health	10	12.35%
<b>Grand Total</b>	<b>81</b>	<b>100.00%</b>

## 7 Retained Interns

### 7.1 General

Three (4%) of the interns placed were retained, one (1) was given an extension and some were promised to be given first consideration incase opportunities arose while some companies recommended interns to other companies where they could get employed. Companies retained students because of several reasons which included among others outstanding performance, teamwork, and good behaviour among others.

None of the interns from Lira University College were retained as these were students still continuing with their studies at campus, but some of them are usually called upon to assist in the health facilities where they trained.

All interns retained were male.

### 7.2 Interns retained per Month

On monthly basis, Interns were only retained in 2 months. These were retained in September and July.

**Table 9: Interns retained on Monthly basis**

MONTHS	MALE	Grand Total
AUGUST	2	2
JULY	1	1
<b>Grand Total</b>	<b>3</b>	<b>3</b>

### 7.3 Interns retained per course

Interns from only 3 courses were retained in the companies where they were placed. The retained interns offered Bachelor of Science in ICT (2) and BSc. Agriculture (1).

**Table 10: Interns retained per Course**

COURSES	MALE	Grand Total
Bachelor of Agriculture	1	1
Bachelor of Information and Communications Technology	2	2
<b>Grand Total</b>	<b>3</b>	<b>3</b>

#### 7.4 Interns retained per company

Companies that retained interns included Ramsgate ICT Solution Centre, Digitech IT& Media Centre and Mbalimbali Ltd. The project is very grateful to these companies and plans to continue working with them all through until the end.

**Table 11: Interns retained per Company**

COMPANY	MALE	Grand Total
Digitech IT & Media Ltd	1	1
Mbalimbali Ltd	1	1
Ramsgate ICT Solutions Centres	1	1
<b>Grand Total</b>	<b>3</b>	<b>3</b>

## 8 Challenges and Mitigations

CHALLENGE	MITIGATION
1. <b>Unenthusiastic interns:</b> Some of the interns were not willing to go to certain companies. They lacked the urge and enthusiasm to work. Most of these interns thought that in addition to the stipend paid to them, they were bound to receive a salary from the companies where they were placed which was not the case.	The team is planning on getting motivational speakers to encourage and motivate these interns to work in any company because it is all about getting the skills first.
2. <b>Distant companies:</b> Most of these interns were no longer supported by their parents and so found it difficult to access some companies given that they live in and around the city.	These interns are advised to shift to those companies where the company is located because there is a chance of getting employed at the end of the training.
3. <b>Upcountry companies:</b> The interns were also hesitant to go to companies that were not in the city. Most of these interns lived within Kampala city and had family attachments, this made them claim that they cannot go to companies in other regions of the country given the opportunity.	UMA-HEST has invented an up country fee in order to facilitate and motivate interns to go and work upcountry.
4. <b>Inadequate practical skills:</b> Given the fact that these interns were already majoring in their fields of study different fields, they still lacked the practical skills. Because of this, some were rejected in the companies where they were placed.	UMA-HEST Team worked hand in hand with the companies and these interns were finally placed in other companies.
5. <b>Failure to communicate inability to train:</b> Most of these interns did not actually go to the companies where they were placed even after collecting the first facilitation. These interns did not communicate to the team at UMA, not even to the companies where they were placed.	UMA has invented a better monitoring tool and also changed the payment system to one where interns only receive facilitation after sending their reports. These will help in eliminating the threat.
6. <b>Interns not honouring their promises:</b> The UMA-HEST Project Team had a problem with taking time to discover training opportunities with the different companies where the interns were placed but did not go to train. This tarnished the image of the project in such companies as they are now hesitant when it comes to taking on more interns.	More courses are being added into the offer and introductory letters with more strings to limit the problem.

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| <p>7. <b>Specialized course names: Employers are very skeptical about bachelor courses which are very specific in nature. This has made placement of interns from these courses less likely.</b></p> | <p>UMA-HEST Project team is recommending that Universities should keep Bachelor degrees more general and allowing Masters degrees to be more specific.</p> |
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## 9 Interns Not Yet Placed

Of the 81 students recommended by GU & LUC, nine (9) students have not been placed and they are all male. Most of them are from Bio-systems Engineering (3) and Computer Science (3) courses. Suffice to note, UMA-HEST intends to place these nine (9) interns to different companies before the next group (2016-2017) arrives in July.

Some of the reasons as to why some interns have not yet been placed are listed here below:

1. Some students are not willing to go to companies that are far from their areas of residence.
2. The companies have found difficulty in interpreting some courses offered at the University and so could not easily take them on for training.
3. The uptake of interns into companies is demand driven. This puts some interns offering particular courses at a disadvantage since these courses are not often requested for.
4. Some interns do not stay at the companies they have been placed complaining of poor working conditions and other logistical challenges.
5. Intern uptakes are dependent on amount of workload at the companies. However, companies are still promising to take on interns in the months to come.

Below is a table detailing interns not yet placed per course. All the students that have not yet been placed are male.

**Table 12: Courses of interns that are not placed yet**

COURSES	MALES	Grand Total
Bachelor of Agriculture	1	1
Bachelor of Information and Communications Technology	2	2
Bachelor of Science in Bio systems Engineering	3	3
Bachelor of Science in Computer Science	3	3
<b>Grand Total</b>	<b>9</b>	<b>9</b>

## 10 Skills Attained

Students attained various skills during the internship, some of these were soft skills and others were professional skills.

The professional skills include;

- a) Networking skills
- b) Web design skills
- c) Occupational Health & Safety
- d) Equipment handling skills
- e) Report writing skills

The soft skills include;

- a) Interpersonal & attitude change skills
- b) Time management skills
- c) Communication skills
- d) Team work skills
- e) Entrepreneurship
- f) Grievance handling skills
- g) Personal Development

It should be noted that the interns gained a lot of experience in their different fields and some can be able to set up their own companies, given the funding.

## 11 Way forward

Given the current performance of the UMA-HEST project with respect to both Gulu University and Lira University College, the HEST project will be targeting to place 33 students and 34 students from these institutions respectively in 2016. The UMA-HEST team is therefore requesting for 64 students from GU & 100 students from LUC who train for three (3) months and six (6) weeks respectively.

## 12 Conclusion

In conclusion, placement of Interns in the first year of the HEST Project was greatly achieved. 72 interns out of 81 (38 males & 34 females) were placed in the period of 2015-2016, this constitutes 88.88% of the total interns recommended. The target number of interns who were to be placed in July was 24 but the project achieved the target by placing 72 (300%). Some interns have acquired knowledge and practical skills in their fields of study, 3 interns (4.17% of the total placed) have been retained, 2 interns got employed by other companies, 1 intern got an extension of training. After the internship training, others are still training in companies where they were placed which has greatly benefited them and is in line with the primary objectives of the project. The interns attained a wide array of practical skills in their respective fields of study. This has been a major milestone for the HEST project given that the core objective which is to provide students with suitable skills to enable them compete favorably in the job market.

Through UMA-HEST Project team, UMA would like to thank the Government of Uganda (GoU), African Development Bank (AfDB) and University Coordinators, Employers, Interns and other stakeholders at large who have played a tremendous role in the implementation of the HEST Project.

***We therefore look forward to placing 33 and 10 Interns from GU & LUC respectively in the second year of the Project and therefore request for 64 and 34 students from GU & LUC respectively.***

We are grateful for the unending cooperation in ensuring the continuity of the project for a better Uganda.



## ANNEX

### Annex 1: List of the Interns from Gulu University main campus placed.

#### JULY

No	SURNAME	FIRST NAME	G( F/ M)	COURSE	STUDENT No.	COMPANY	CONTACT PERSON	COMMENT
1	Abonyo Caroline	Mercy	F	BSc. In Biosystems Engineering	0751-459306	NWSC	Tom Kimulya	Not retained
2	Biribawa	Olivia	F	BSc. In Agriculture	0787-024748	Mbalimbali Ltd	Kalembe Nancy	Not retained
3	Ibiara Evelyn	Regina	F	BSc. In Biosystems Engineering	0784-224987	Fresh Diary	Mr. Rajesh	Not retained
4	Mukasa	George	M	BSc. In Agriculture	0788-370668	Mbalimbali Ltd	Kalembe Nancy	Not retained
5	Mulongo	Samuel	M	BSc. In Agriculture	0781-609463	Mbalimbali Ltd	Kalembe Nancy	Extension
6	Nansubuga	Joan	F	BSc. In Biosystems Engineering	0778-509471	SCOUL	Ms.Obbo Vicent	Not retained
7	Nyanzi	Reuben	M	BSc. In Agriculture	0776-735693	Mbalimbali Ltd	Kalembe Nancy	Not retained
8	Sempeewo	Godfrey	M	BSc. In Agriculture	783193586	Mbalimbali Ltd	Kalembe Nancy	Not retained
9	Ssemwanga	Sirajje h	M	BSc. In Biosystems Engineering	0788-109196	Uganda Tea Corporation Ltd	Rogers	Not retained
10	Oguti	Moses	M	Bachelor of Science in ICT	0779-767814	Gulu University (Network	Okot David Pakono	Employed

						Operation Centre)		
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**AUGUST**

No	SURNAME	FIRST NAME	G( F/ M)	COURSE	STUDENT No.	COMPANY	CONTACT PERSON	COMMENT
1	Abura Jiewo	Emmanuel	M	Bachelor of Science in ICT	0781- 973827	Digitech IC & Media Ltd	Olara James	Retained
2	Byonabye	Philip	M	Bachelor of Science in ICT	0777- 265177	Megha Fm	Daniel Gwok	Employed
3	Komakech	Jimmy	M	BSc. In Biosystems Engineering	778441901	Ramsgate ICT Solutions Centre	Oola Geofrey	Not retained
4	Nyeko	Ronald	M	Bachelor of Science in ICT	0793- 266887	Ramsgate ICT Solutions Centre	Oola Geofrey	Not retained
5	Ogwang	Ambrose	M	Bachelor of Science in ICT	0783- 918665	Ramsgate ICT Solutions Centre	Oola Geofrey	Retained
6	Okanne	Gladys	F	Bachelor of Science in ICT	0783- 918665	Ramsgate ICT Solutions Centre	Oola Geofrey	Not retained

**OCTOBER**

No	SURNAME	FIRST NAME	G(F/M)	COURSE	STUDENT No.	COMPANY	CONTACT PERSON	COMMENT
1	Rubayiza	Isaac	M	BSc. In Biosystems Engineering	0706-860033	G.B.K Diary products (U) Ltd	Tweshengyereza Silver	Training

**NOVEMBER**

No	SURNAME	FIRST NAME	G(F/M)	COURSE	STUDENT No.	COMPANY	CONTACT PERSON	COMMENT
1	Idda John	Lodu	M	Bachelor of Agriculture	0787-438572	Ideal Farmers Ltd	Richard Abuku	Left Work
2	Karungi	Acheles	M	BSc. In Biosystems Engineering	0781-044986	Fresh Cuts	Vicky Adong	Left Work

**DECEMBER**

No	SURNAME	FIRST NAME	G(F/M)	COURSE	STUDENT No.	COMPANY	CONTACT PERSON	COMMENT
1	Kyeswa	Ashraf	M	BSc. In Biosystems Engineering	0788-890814	The Web Construction Engineers Intl.	Peter Balonde	Training
2	Apio	Feliesta	M	BSc. In Computer Science	0775-322279	Ramsgate ICT Solutions Centre	Oola Geoffrey	Training
3	Agemo	Mirriam Opolot	F	BBA	0777-455716	UMA	Mr.Akok Joseph	Training

**Annex 2: List of the Interns from Lira University College that were placed.**

No	SURNAME	FIRST NAME	G( F/ M)	COURSE	STUDENT'S TEL No.	COMPANY	CONTACT PERSON	COMMENT
1	Acio	Grace	F	Bachelors In Midwifery	0772-656393	Aboke Health Centre IV	Arach Anna Agnes	Still at University
2	Acirucam	Polline	F	Bachelors In Midwifery	0774-044897	Ogur Health Centre IV	Arach Anna Agnes	Still at University
3	Adiyo	Filder Loyce	F	Bachelors In Midwifery	0782-894025	Lira Regional Referral Hospital	Arach Anna Agnes	Still at University
4	Akello	Florence Jesse	F	Bachelors In Midwifery	0777-179670	Amachi Health Centre IV	Arach Anna Agnes	Still at University
5	Alum	Sheila Marion	F	Bachelors In Midwifery	0781-085518	Dokolo Health Centre IV	Arach Anna Agnes	Still at University
6	Amongi	Christine	F	Bachelors In Midwifery	0754-690983	Lira Regional Referral Hospital	Arach Anna Agnes	Still at University
7	Atim	Miria	F	Bachelors In Midwifery	0774-885324	Dokolo Health Centre IV	Arach Anna Agnes	Still at University
8	Awati	Jillian	F	Bachelors In Midwifery	0775-666789	Lira Regional Referral Hospital	Arach Anna Agnes	Still at University
9	Awino	Margret Anyese	F	Bachelors In Midwifery	0774-351888	Apac Hospital	Arach Anna Agnes	Still at University
10	Awor	Betty Agnes	F	Bachelors In Midwifery	0772-973697	Anyeke Health Centre IV	Arach Anna Agnes	Still at University
11	Babirye	Agnes	F	Bachelors In Midwifery	0782-268744	Dokolo Health Centre IV	Arach Anna Agnes	Still at University
12	Balibali	Lydia	F	Bachelors In Midwifery	0758-837010	Aboke Health Centre IV	Arach Anna Agnes	Still at University

<b>13</b>	Berocha n	Harriet	F	Bachelors In Midwifery	0779- 565913	Ogur Health Centre IV	Arach Anna Agnes	Still at University
<b>14</b>	Iculet	Esther	F	Bachelors In Midwifery	0775- 986868	Aboke Health Centre IV	Arach Anna Agnes	Still at University
<b>15</b>	Ijorea	Fiona Andira	F	Bachelors In Midwifery	0771- 470570	Apac Hospital	Arach Anna Agnes	Still at University
<b>16</b>	Kia	Nancy	F	Bachelors In Midwifery	0785- 689522	Ogur Health Centre IV	Arach Anna Agnes	Still at University
<b>17</b>	Manari	Harriet	F	Bachelors In Midwifery	0753- 555100	Apac Hospital	Arach Anna Agnes	Still at University
<b>18</b>	Muhind o	Miriam	F	Bachelors In Midwifery	0774- 123970	Amachi Health Centre IV	Arach Anna Agnes	Still at University
<b>19</b>	Murungi	Monica	F	Bachelors In Midwifery	0772- 831111	Aboke Health Centre IV	Arach Anna Agnes	Still at University
<b>20</b>	Nakate	Alice	F	Bachelors In Midwifery	0786- 449051	Aduku Health Centre IV	Arach Anna Agnes	Still at University
<b>21</b>	Nakyazz e	Monicah	F	Bachelors In Midwifery	0757- 256593	Amachi Health Centre IV	Arach Anna Agnes	Still at University
<b>22</b>	Namboz o	Rosemary	F	Bachelors In Midwifery	0782- 443056	Lira Regional Referral Hospital	Arach Anna Agnes	Still at University
<b>23</b>	Namony we	Annah	F	Bachelors In Midwifery	0772- 626266	Amachi Health Centre IV	Arach Anna Agnes	Still at University
<b>24</b>	Namute bi	Deborah Andrinar	F	Bachelors In Midwifery	0787- 460629	Anyeke Health Centre IV	Arach Anna Agnes	Still at University
<b>25</b>	Okaba	Auce	F	Bachelors In Midwifery	0782- 070708	Apac Hospital	Arach Anna Agnes	Still at University
<b>26</b>	Tino	Jane Francis	F	Bachelors In Midwifery	0782- 381102	Anyeke Health Centre IV	Arach Anna Agnes	Still at University
<b>27</b>	Wakello	Dorcus	F	Bachelors In Midwifery	0772- 396304	Aduku Health Centre IV	Arach Anna Agnes	Still at University

28	Ahuura	John	M	Bachelors In Midwifery	0773-859256	Ogur Health Centre IV	Arach Anna Agnes	Still at University
29	Amumpaire	Peterson	M	Bachelors In Midwifery	0777-917628	Dokolo Health Centre IV	Arach Anna Agnes	Still at University
30	Asonyu	Charles	M	Bachelors In Midwifery	0782-941164	Aduku Health Centre IV	Arach Anna Agnes	Still at University
31	Ategeka	Emmanuel	M	Bachelors In Midwifery	0776-836716	Dokolo Health Centre IV	Arach Anna Agnes	Still at University
32	Beyunga	Louis	M	Bachelors In Midwifery	0781-260865	Aboke Health Centre IV	Arach Anna Agnes	Still at University
33	Kamoga	Bashir	M	Bachelors In Midwifery	0781-374075	Apac Hospital	Arach Anna Agnes	Still at University
34	Norene	Lameck Gard	M	Bachelors In Midwifery	752522369	Amachi Health Centre IV	Arach Anna Agnes	Still at University
35	Ocen	Wesleym Misaw	M	Bachelors In Midwifery	0782-651613	Aduku Health Centre IV	Arach Anna Agnes	Still at University
36	Odimim	Joseph	M	Bachelors In Midwifery	0785-340056	Aduku Health Centre IV	Arach Anna Agnes	Still at University
37	Ogwang	Oyom George	M	Bachelors In Midwifery	0775-172999	Anyeke Health Centre IV	Arach Anna Agnes	Still at University
38	Okiror	Emmanuel Okello	M	Bachelors In Midwifery	0776-353542	Anyeke Health Centre IV	Arach Anna Agnes	Still at University
39	Okumu	Allan	M	Bachelors In Midwifery	0750-878569	Ogur Health Centre IV	Arach Anna Agnes	Still at University
40	Oming	Joseph	M	Bachelors In Midwifery	0772-334776	Lira Regional Referral Hospital	Arach Anna Agnes	Still at University
41	Iga	Moses	M	Public Health	0779-299825	KCCA, Public Health Department	Arach Anna Agnes	Still at University

42	Koli	Francisa	M	Public Health	0773-901962	District Health Office, Lira District Local Govt	Arach Anna Agnes	Still at University
43	Moro	Vincent	M	Public Health	0782-512064	District Health Office, Lira District Local Govt	Arach Anna Agnes	Still at University
44	Ogang	Brian Hivan	M	Public Health	0782-720869	District Health Office, Kole District	Arach Anna Agnes	Still at University
45	Omara	Moses	M	Public Health	0771-439088	District Health Office, Lira District Local Govt	Arach Anna Agnes	Still at University
46	Omara	Samfan Thomas	M	Public Health	0772-973935	District Health Office, Apac District Local Govt	Arach Anna Agnes	Still at University
47	Omara	Godfrey	M	Public Health	0772-590609	District Health Office, Abim District Local Govt	Arach Anna Agnes	Still at University
48	Otai	James	M	Public Health	0772-976705	District Health Office, Lira District Local Govt	Arach Anna Agnes	Still at University
49	Oyugi	Joel	M	Public Health	0772-336447	District Health Office, Lira District Local Govt	Arach Anna Agnes	Still at University

<b>50</b>	Wabom ba	James	M	Public Health	0773- 263038	District Health Office, Bududa District	Arach Anna Agnes	Still at University
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## UGANDA MANUFACTURERS ASSOCIATION

Lugogo Show Grounds, P. O. Box 6966 Kampala, Tel : +256 414 221 034, +256 414 287 615, +256 312 278 823  
Fax: +256 414 220 285 E-mail [administration@uma.or.ug](mailto:administration@uma.or.ug) Website: [www.uma.or.ug](http://www.uma.or.ug)

Our Ref:

Your Ref:

Dear .....

### RE: OFFER TO PARTICIPATE IN UMA – HEST INTERNSHIP PROJECT

We are delighted to inform you in writing that you have been given an offer to participate in the UMA–HEST Internship Project. Having been selected by your institution to benefit from the Project and having attended a two days training at UMA, you shall be posted to ..... as your host company. Your internship will run from .....until ..... provided that the terms and conditions for your placement are fulfilled as follows:

#### **Your Obligations:**

1. You will uphold the Intern Code of Conduct, out- lined herein.
  - a) Adhere to the rules and regulations of the company where you are placed. This includes all health and safety regulations.
  - b) Undertake and complete three months internship placement with the company.
  - c) Act professionally at all times, upholding the good name and integrity of the UMA – HEST Internship Project and the company where you are placed.
  - d) Maintain in confidence any information learnt about the activities and/or operations of the company and UMA –HEST Project during your placement.
  - e) Not, except as permitted by your Workplace Supervisor, carry out or be engaged in private business or practice that negatively affects your internship duties.

#### **2. Hours of Work:**

You will conform to the hours of work as stipulated by the company where you are placed i.e. 8:00am – 4:30pm with one hour for lunch. You may, from time to time, be required to work reasonable additional hours for which time off in lieu can be taken if approved by your Workplace Supervisor. You will be required to always sign the daily attendance register i.e. time of arrival and time of departure.

#### **3. Stipend:**

UMA – HEST Project will pay you a total stipend amounting to UGX 700,000/= net (seven hundred thousand shillings only).The Project will only deposit stipends to your Bank Account upon receiving at least 4 (four) weekly, quality, timely targets per month. Reports should be **approved and signed** by your Work Place Based Supervisor.

UMA Regional Office: JINJA: 47/49 Main Street, Jinja. E-mail: [umaregionaloffice@gmail.com](mailto:umaregionaloffice@gmail.com)

The installments shall be as follows:

Date	Item	Amount
1 <sup>st</sup> February 2016	<b>Insurance premium to be deducted</b>	36,000/=
30 <sup>th</sup> February 2016	1 <sup>st</sup> Financial Disbursement	180,000/=
30 <sup>th</sup> March 2016	2 <sup>nd</sup> Financial Disbursement	170,000/=
30 <sup>th</sup> April 2016	3 <sup>rd</sup> Financial Disbursement	160,000/=
30 <sup>th</sup> May 2016	4 <sup>th</sup> Financial Disbursement	154,000/=
	<b>Total</b>	<b>700,000/=</b>

Payment of any installment of the stipend will depend on the recommendation of your Workplace Supervisor, OR any other officer assigned that duty by the Host Company and approval by the UMA Internship Placement Officer or any other accredited official.

#### 4. Reporting:

You will be reporting to the Workplace Supervisor who will be identified by the company. You will be required to provide quality and timely reports as per instructions of the reporting template found on the UMA Portal [hest.uma.or.ug](http://hest.uma.or.ug)

#### 5. Supervision:

The role of the Workplace Supervisor will be to provide ongoing feedback and leading performance reviews. He /she will work in the same department/section with you or be otherwise closely connected to your activities, as well as overseeing your day-to-day tasks. The feedback will be shared with all the stake holders of the UMA – HEST Project.

#### 6. Insurance:

Since Insurance was not catered for in the approved budget UMA–HEST Project has identified an insurance service provider after consulting the funders. Signing this offer letter will give UMA-HEST Project lieu way to incorporate you in the insurance policy which will be provided to you outlining your coverage.

Please note that this offer does not constitute a contract of employment with UMA – HEST Project but is an offer to participate in our Internship Project. UMA - HEST Project will not provide any benefits or entitlements other than those outlined in this offer.

If you accept the above terms, sign the copy of this letter and return it to the undersigned before ....., 2016.

Yours sincerely,  
Uganda Manufacturers Association

  
Sebaggala M. Kigozi  
Executive Director

I ..... accept the appointment under the given terms and conditions of service.

Signed ..... Date: .....

Cc: Employer (Host Company)



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Fax: +256 414 220 285 E-mail [administration@uma.or.ug](mailto:administration@uma.or.ug) Website: [www.uma.or.ug](http://www.uma.or.ug)

Our Ref:

Your Ref:

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

Dear .....

### RE: INTRODUCTION OF THIS INTERN TO YOUR COMPANY

We thank you for accepting us to work with you in the UMA-HEST Internship Project. This is to introduce to you ..... a student of UMA HEST Internship Registration number .....

UMA -HEST Project will support the intern with an amount of 700,000/= (seven hundred thousand shillings only) as stipend for three months in your organization. The stipends will be payable in installments upon your signature of work done at your institution.

The intern will be attached to a Workplace Supervisor who will be identified by your institution. The Workplace Supervisor will monitor the learning process and give feedback to UMA-HEST Project through an approved report template on the UMA portal ([hest.uma.or.ug](http://hest.uma.or.ug))

Attached herewith are copies of a signed commitment letter for the student and a Work Plan indicating the schedule for disbursement of stipends. At least 4 weekly targets for the first month should be sent to the UMA-HEST web portal by the 15th January 2016 and thereafter monthly reports sent to same by the 30th date of the respective month of internship.

Yours Sincerely,  
Uganda Manufacturers Association

  
Sebaggala M. Kigozi  
Executive Director

Cc: Student

UMA Regional Office: JINJA: 47/49 Main Street, Jinja. E-mail: [umaregionaloffice@gmail.com](mailto:umaregionaloffice@gmail.com)





## HEST INTERNSHIP LOG BOOK

Student Name: **OKELLO VINCENT**

HEST No: **IP15GULU/024J1/16**

University No: **12/U/2077/GIK/PS**

Organization: **RAMSGATE ICT SOLUTION CENTRE**

Department: **ICT**

Unit:

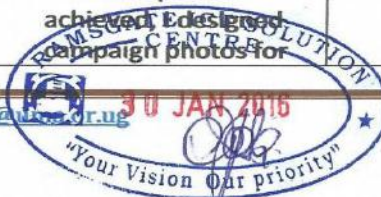
Supervisor: **Mr.OOLA GEOFFREY**

Contacts: **+256 779026710**

Date:	Targets	Achievements	Challenges	Lessons Learnt
<b>Week 1</b> <b>4<sup>th</sup> - 9<sup>th</sup></b> January, 2016	<b>INDUCTION TRAINING</b> <ul style="list-style-type: none"> <li>Work ethics and codes of conduct</li> <li>Introduction to company members</li> <li>Introduction to tools to be used and how to maintain them, example network modem, switches, multimeters, networking tool kit.</li> </ul>	<ul style="list-style-type: none"> <li>I was introduced to the senior staff members of Ramsgate ICT Solution center by Mr. Oola Geoffrey</li> <li>We were also given a copy of company's rules and regulations to be followed when working with the customers.</li> <li>I was able to handle well the different tools used at the company's premises like modem, switches and networking tool kit</li> </ul>	<ul style="list-style-type: none"> <li>Challenges in fixing the tools so that they can work properly</li> <li>Getting to know and used to other staff members.</li> </ul>	I learnt how to conduct myself decently at the work place and how to welcome the customers I learnt how to use and fix the available tools at the site I learnt how to use multimeter in troubleshooting a computer problems
<b>Week 2</b> <b>11<sup>th</sup> - 16<sup>th</sup></b> January 2016	<b>GRAPHIC DESIGNS</b> <ul style="list-style-type: none"> <li>Using Adobe illustrator</li> <li>Using Adobe Photoshop</li> <li>Microsoft office packages</li> </ul>	<ul style="list-style-type: none"> <li>Using Adobe illustrator, I was able to design logos for children up Uganda</li> <li>Photo editing using Photoshop was achieved. I designed campaign photos for</li> </ul>	It was difficult to master the several tools used in photo editing with photo shop and Adobe Illustrator	<ul style="list-style-type: none"> <li>I learnt photo editing with Photoshop</li> <li>I also learnt logo design using Adobe Illustrator</li> <li>I learnt</li> </ul>

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		<p>several candidates and parties</p> <ul style="list-style-type: none"> <li>• I also produced several receipts, invoices, calendars business cards using Microsoft publishers</li> <li>• I also designed headed papers, resumes and invoices using Microsoft words.</li> </ul>		<p>perfection using Microsoft words.</p>
<b>Week 3</b> 18 <sup>th</sup> – 23 <sup>rd</sup> January 2016	<ul style="list-style-type: none"> <li>• Data Analysis using SPSS (Specialized Packages for Social Scientists)</li> </ul>	<ul style="list-style-type: none"> <li>• Declaring variables in SPSS and how to populate data.</li> <li>• Entering data in SPSS software</li> <li>• Analyzing the data using SPSS software</li> </ul>	<ul style="list-style-type: none"> <li>• There was challenges in mastering the different tools to be used during data analysis</li> </ul>	<p>I learnt how to declare the variables in SPSS</p> <p>I also learnt how to enter data using SPSS</p> <p>I learnt how to analyze the data to bring information for decision makings.</p>
<b>Week 4</b> 25 <sup>th</sup> – 30 <sup>th</sup> January 2016	<b>NETWORKING THE CO. DEPARTMENTAL UNIT</b> <ul style="list-style-type: none"> <li>• Installation of server2008</li> <li>• Adding rules and features</li> <li>• Creating the company Domain Name</li> <li>• Creating Users and groups</li> <li>• Cables termination and connecting the</li> </ul>	<ul style="list-style-type: none"> <li>• Networking of rams gate ICT solution training department, children up organization in Gulu</li> <li>• Managing the network plans for children Up Uganda, Gulu office and Rams gate ICT solution training department.</li> <li>• I was also able to terminate cable both cross over and straight</li> </ul>	<p>Lack of experience at first with cable termination</p> <p>Poor planning of the network requirements</p>	<ul style="list-style-type: none"> <li>• I learnt Planning the network before actual connection work</li> <li>• I also learnt that team work is very important in ICT sector especially in networking</li> </ul>

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## HEST INTERNSHIP LOG BOOK

	devices.	through cables using the network cables.		
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Supervisor's comments:

The student he well behaved and can do task assigned to him with ease.

