

P.C KINYANJUI TECHNICAL TRAINING
INSTITUTE

ATTACHMENT LOGBOOK

DEPARTMENT:

OUR MOTTO

“EXCELLENCE IN TECHNOLOGY”

P.O BOX 21280 - 00505

NAIROBI.

TEL. 020 2042736/8

Cell: 0721 480 199 /0773 829 417

Email – kinyanjuitechnical2008@gmail.com

info@kinyanjuitechnical.ac.ke

www.kinyanjuitechnical.ac.ke

PREAMBLE

Prior to the introduction of the 8:4:4 system of education, placing attachés on industrial attachment was not a challenge as all attachés entering the Technical Training system were required to have employer's sponsorship.

However, with the advent of the 8:4:4 system, opportunities opened up for non – sponsored attachés to join technical training institutions but there was no guarantee for self-sponsored attachés to secure opportunities for industrial attachment.

The National Industrial Training Authority (NITA) is a state corporation that was established under the Industrial Training (Amendment) Act of 2011 to assist all attachés in tertiary institutions and universities to secure attachment places. It coordinates industrial attachment under its Industrial Attachment Programme. It links industry and institutions for placement of attachés at the work place for acquisition of practical skills and appropriate work-ethics.

The main purpose of the attachment is to expose the attachés to the application of the skills they have learned in their trade in theory in real practice where others are earning their living from and also to the world of work and the ethics associated thereof.

Industrial attachment is therefore an important part of technical training and is therefore a compulsory session for each attaché. It is meant to give the attaché exposure in real-work situation. It also gives the attaché an opportunity to interact with the industry and apply the knowledge and skills acquired at various levels of training to real life experiences in a typical environment in the industry.

Some of the aims of industrial attachment include:

- i. Exposure of attachés to latest technology in the industry
- ii. For industry to assess relevance of skills the attaché has acquired and advises trainers.
- iii. Gain insight into serious interpersonal and teamwork relationship that exists in industry.
- iv. Attain a certificate of performance necessary for the award of respective Diplomas and Certificates at the end of the course in line with Technical and Vocational Entrepreneurship Training (TVET) reforms.

THE LOG BOOK

INTRODUCTION

This book aims to assist the attaché to keep a record of the day to day activities during the attachment period. It will show the organization in which the attaché has worked on attachment and the period of time spent in that organization.

ATTACHMENT PROGRAMME

The attaché must follow the set out attachment programme formulated by the department where he/she is attached. This programme should be given to the attaché at the beginning of the activity. The department should provide an atmosphere for learning desired competencies.

REPORT WRITING

The attaché is expected to write a daily report on the experiences acquired during the attachment. The supervisor should give some information on the organization and contact address.

DAILY REPORT

The daily work carried out during the period of attachment is to be recorded clearly with sketches and diagrams where applicable. This is a summary of work done in a week and should cover all the activities and the level of accomplishment of each. Attachés are required to present the Logbook to the Supervisor/Trainer (Technician) for assessment of content and progress at the end of each week.

INDUSTRIAL ATTACHMENT TOOLS

- a.** Attaché's letter of introduction – containing attaché details, list of areas of practice and familiarization as well as any other important information. The letter is to be distributed to attachés by their respective Departmental Attachment Officers (DAO's) three months before the beginning of attachment period.

- b.** Logbook - to be distributed to attachés by the respective DAO two weeks before the end of the term prior to attachment period. The log book is to be filled on a daily basis during the attachment period.

- c.** Industrial Attachment Assessment Form - to be duly filled and then handed over in duplicate to the Industrial Attachment Officer (ILO) on completion of attachment period. **(pages 42 and 43)**

Attaché's Particulars

Last Name:.....

Other Names:.....

Identity Card No:.....

Admission No:.....

Date of Birth: Date.....Month.....Year.....

Course.....Level.....Year/Module.....

Home Address.....Code.....Town.....

Telephone.....

Next of Kin

Name:.....Relationship:.....

Postal Address:.....Postal Code:.....Tel:.....

Details of Attachment Place:

Name of Organization:.....

Postal Address.....Code:.....

Tel.....Fax / E-mail

Name of Industry Based Supervisor:.....

Position/ Designation:.....

Mobile Contact

Attachment duration period:

From: To:

DAILY INDUSTRIAL ATTACHMENT PROGRESS RECORD

PART I –To be filled by the Attaché

Week.....

Date: From.....To:.....

| DAY/DATE | DESCRIPTION OF WORK/ACTIVITY DONE | NEW SKILLS LEARNT |
|-----------------|------------------------------------------|--------------------------|
| MONDAY | | |
| TUESDAY | | |
| WEDNESDAY | | |
| THURSDAY | | |
| FRIDAY | | |

Remarks by the Attaché:

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Name.....Sign.....Date.....

PART II – To be filled by the Industry Based Attachment Trainer/Technician

Comments.....
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Name.....Signature.....Date.....

PART III – To be filled by the Industry Based Attachment Supervisor

Comments.....
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Name.....Signature.....Date.....

**ANY OTHER RELEVANT INFORMATION OR USEFUL DRAWINGS/
DIAGRAMS/SKETCHES/CHARTS/PROCESSES/NOTES/
CALCULATIONS E.T. C**

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Industrial Attachment Assessment Form

(This form is to be filled by the Industry Based Supervisor in Duplicate)

Details of Attachment

Full Name of Attaché:

Admission No.....Attachment Contract No.....

Total length of Attachment in Months.....

Period: From: Date.....Month.....Year.....

To : Date.....Month.....Year.....

Name of Training Institution:.....

Name of Organization attached:.....

Please, give your assessment of this attaché’s performance during the period of attachment on the 5-point scale below:

| Assessment Areas | | Rating Scale | | | | |
|------------------|-----------------------------|--------------|------|---------|------|------|
| | | Excellent | Good | Average | Fair | Poor |
| | | 5 | 4 | 3 | 2 | 1 |
| 1. | Punctuality | | | | | |
| 2. | Adhere to regulations | | | | | |
| 3. | Workmanship and Work Output | | | | | |
| 4. | Adaptability | | | | | |
| 5. | Communication | | | | | |
| 6. | Reliability | | | | | |
| 7. | Teamwork | | | | | |
| Total | | /35 | | | | |

Overall assessment of the attaché as determined by the average score *(please tick as appropriate)*

Excellent Good Average Fair Poor

Supervised by: Name.....**Position/Designation**.....

Signature:..... **Date**.....**Official Stamp**:.....

Assessed by: Name:.....**Signature**:.....**Date**:.....

Assessor’s General Remarks:.....

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Signed by Attaché.....**Date**.....

Industrial Attachment Assessment Form

(This form is to be filled by the Industry Based Supervisor in Duplicate)

Details of Attachment

Full Name of Attaché:Female Male
 Admission No.....Attachment Contract No.....
 Total length of Attachment in Months.....
 Period: From: Date.....Month.....Year.....
 To: Date.....Month.....Year.....
 Name of Training Institution:.....
 Name of Organization Attached:.....

Please, give your assessment of this attaché’s performance during the period of attachment on the 5-point scale below: (to be filled in by Industry Based Supervisor)

| Assessment Areas | | Rating Scale | | | | |
|------------------|-----------------------------|--------------|------|---------|------|------|
| | | Excellent | Good | Average | Fair | Poor |
| | | 5 | 4 | 3 | 2 | 1 |
| 1. | Punctuality | | | | | |
| 2. | Adhere to regulations | | | | | |
| 3. | Workmanship and Work Output | | | | | |
| 4. | Adaptability | | | | | |
| 5. | Communication | | | | | |
| 6. | Reliability | | | | | |
| 7. | Teamwork | | | | | |
| Total | | /35 | | | | |

Overall assessment of the attaché as determined by the average score (please tick as appropriate)
 Excellent Good Average Fair Poor

Supervised by: Name.....Position/Designation.....
Signature:..... Date.....Official Stamp:.....

Assessed by: Name:..... Signature:.....Date:.....
Assessor’s General Remarks:.....

Signed by Attaché.....Date.....