



STUDENT'S INDUSTRIAL ATTACHMENT LOG-BOOK

**(ALL PROGRAMMES IN SOB, KCAU-PTTI, SOT,
SEASS (EXCEPT B.ED & BECE))**

DURATION OF ATTACHMENT: 8 - 12 WEEKS

INTRODUCTION

This log-book is to assist the student to keep record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

INSTRUCTION TO THE STUDENT

The attachment program is considered as two examinable units that the students are supposed to undertake and be examined in. The whole exercise is marked out of **100 marks**.

The marks distribution will be as follows: the industry supervisor **50 marks**, University supervisor **30 marks**, Industrial attachment report **10 marks** and Log Book Presentation **10 marks**.

NOTICE OF RESUMPTION OF ATTACHMENT

The student is supposed to notify the Attachment coordinator by filling a form provided regarding the details where he/she is attached. This should be communicated to the above within the first week of getting the attachment.

DAILY REPORT

The daily work carried out during the period of training is to be recorded clearly with sketches and diagrams where applicable.

WEEKLY SUMMARY REPORT

This is summary of the work done in a week and should cover a report of work covered. Students are required to present the logbook weekly to the industry-based supervisor for assessment of content and progress. The supervisor can use any such page for his/her comments where necessary.

CHANGE OF ATTACHMENT

A student is expected to start and finish his/her attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first secure permission in writing from the university.

His/her application for change of place of attachment should indicate the name and address (not just post-office box) of the company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be cancelled.

ATTACHMENT LOGBOOK

The logbook will be filled by the student at the end of every working day and should comprehensively indicate the tasks done and the skills learnt within that particular day. The logbook should be kept at the work place and **MUST NOT** be carried home.

UNIVERSITY SUPERVISOR'S VISIT

The university supervisor will check the logbook when he/she visits the student to ensure that proper training is being received, and record his/her comment on the page provided for that purpose, toward the end of the book.

INDUSTRY BASED SUPERVISOR

The industry-based supervisor(s) will make comments on a weekly basis on the sheet of paper provided in the log-book. This is to ensure that if the student is to rotate to several departments and units each unit supervisor will be able to comment on the student performance.

INDUSTRY BASED SUPERVISOR'S EVALUATION

Towards the end of the attachment program, the industry-based supervisor will undertake an overall assessment as per the separate form provided. These should be filled in confidence and sent to the university in a sealed envelope.

REPORT WRITING

In addition to the daily and weekly record, the student should submit a report of the work done during the attachment period i.e. full coverage of the attachment experiences, problems and challenges encountered etc. The student should also suggest improvements to make the program worthwhile.

The student's report should contain a background and a summary of activities of the organization or institution of attachment. The student is expected to point out weak and strong points of the attachment. The report should be comprehensive and covering key issues learnt in the organization. The report **MUST** be typed.

REPORT SUBMISSION

The logbook and report must be submitted to the attachment coordinator at the end of the attachment. Attach the letter from the employment that granted you the attachment vacancy indicating when the attachment started and when it will end. The Log-Book should be well maintained.

The Industrial Attachment Log-Book contains the following forms:

- i. Daily Attachment Record Form (***KCAU/IA/001***).
- ii. Industrial Attachment Placement Form (***KCAU/IA/F002***).
- iii. Post Attachment Report (***KCAU/IA/F003***).
- iv. Industrial Attachment Assessment Form (***KCAU/IA/F004***).
- v. Industrial Attachment Summary Form (***KCAU/IA/F005***).
- vi. Industrial Attachment Clearance Form (***KCAU/IA/F006***).

The Log Book and the attached documents are to be filled appropriately and the trainees are expected to submit the completed document to the Industrial Attachment Coordinator when they report back KCAU at the end of the attachment.

NOTE TO THE TRAINEE

- This Log Book is a very important document for your training. The information entered here will contribute to part of your Course Work assessment grade.
- You should take good care of the Log Book and ensure you present it to the assessing lecturer during assessment.
- Make **Daily** entries in the Log Book of all activities/work done.
- Ensure your immediate supervisor inspects and make comments in the Log Book on a daily basis.
- You may use a separate note book where you need to write notes, procedures or drawings related to your assignments.

NOTE TO THE SUPERVISORS

- The Log Book should be inspected daily by the trainee's immediate supervisor and comments entered, accompanied by a signature.
- The trainee is expected to abide by all the rules and regulations of your firm/organization and any other instruction deemed necessary.
- Cases of absence from duty without permission and any misconduct should be entered in the Log Book.
- The management of your organization is at liberty to make any comment relevant to the trainee's performance.

NB. In case of gross misconduct, the management should immediately contact the University

STUDENT'S PARTICULARS

Name of student..... (Surname first)

Registration No. of the student.....

Faculty.....

Course of Study.....

Stage/year of study.....

Name and address of company/establishment attached.....

.....

.....

Name of Industry based supervisor.....

.....

Designation.....

Telephone contact..... Mobile.....

Duration From:.....

To:.....

Draw the organization Chart of the institution or organization you are attached

DAILY INDUSTRIAL ATTACHMENT RECORD (KCAU/IA/001)

DAY/ DATE	DEPARTMENT	DESCRIPTION OF WORK DONE	SKILL(S) ACQUIRED	SUPERVISOR	
				NAME	REMARKS
MON.					
TUE.					
WED.					
THUR					
FRI.					

Ensure your supervisor enters a remark daily. A signature is not enough

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WEEKLY INDUSTRY DEPARTMENTAL/UNIT SUPERVISOR'S COMMENTS

Name of the supervisor.....

Department/unit.....

Date.....

FOR THE USE BY THE VISITING UNIVERSITY SUPERVISOR ONLY

(General comments on visiting the student)

Name of supervisor.....

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Nature of Supervision (1st2nd visit, etc.).....

Date.....

INDUSTRIAL ATTACHMENT PLACEMENT FORM (KCAU/IA/F002)

(To be filled by the student)

Please complete this form and send it back to the Department as soon as you settle down in place of attachment and not later than two weeks. Alternatively, you can call or e-mail the Department Chair and copy your unit lecturer. Ensure that this form is duly filled and signed in the logbook as well.

NameAdm.No.....

Department.....

Cohort Telephone

Name of the Firm/Organization

Telephone Email

Name of Immediate Supervisor:

.....

Designation of Immediate Supervisor:

.....

Student's Signature **Date**.....

TRAINEE’S POST ATTACHMENT REPORT (KCAU/IA/F003)

Name of Student.....Reg. No Department

Cohort Telephone

Period of attachment From To

Name of Firm/Organization

P. O Box Postal Code Town.....

Telephone E-mail

TRAINEE’S QUESTIONNAIRE

Fill the questionnaire below by ticking the appropriate box

- 1. Did you get attachment placement? Yes No
- 2. If yes, were assessed? Yes No
- 3. How many times were you assessed?
- 4. Were you posted by KCAU? Yes No
- 5. How many other trainees from KCAU were in your place at attachment?
- 6. Was the attachment relevant to your training? Give reasons for your answer.

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- 7. Please give suggestions on how to improve your Industrial Attachment Experience.

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Signature Date.....

INDUSTRIAL ATTACHMENT ASSESSMENT FORM (KCAU/IA/F004)

(To be filled by the Immediate Industrial Supervisor)

Name of the student

Adm. No ID.no.....

Please rate the student on scale of 1 – 5 with 5 being best and 1 being poor.

	1	2	3	4	5
1. Grooming					
2. Ability to interact					
3. Team work					
4. Communication					
5. Patience					
6. Observe of safety					
7. Punctuality/Attendance					
8. Willingness to learn					
9. Reliability					
10. Direct observation					

Name of Immediate Supervisor:

Signature Date

Official Stamp

INDUSTRIAL ATTACHMENT ASSESSMENT FORM (KCAU/IA/F005)

(To be filled by the Immediate Industrial Supervisor)

Name of Student

Adm. No ID. No

Period of Attachment From To

The above named was attached in this Firm/Organization in the period stated above.

During his/he attachment she/he was exposed to the following areas or sections:

S/No	Area	Skills Acquired (Specific to Programme /Course)	Score (A,B,C,D) – Where A is Excellent
1			
2			
3			
4			
5			
6			
7			
8			

Signature Date

Official Stamp

INDUSTRIAL ATTACHMENT CLEARANCE FORM (KCAU/IA/F006)

(To be filled by the attaching firm)

Name of firm/organization:

P.O. Box Postal code Town

Telephone Email

This is to certify that ID. No Of

KCA University department ofhas cleared with us this day

.....having completed his/her attachment from to

Any other remarks

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

Signature Date

Official Stamp

OUR PROGRAMMES

SHORT PROFESSIONAL COURSES

- Certificate in Computer Applications
 - Linux (Level 1-3)
 - CISCO (Level 1-4)
 - International Computer Driving License (ICDL)
 - Web Applications and Development
 - Accounting Packages: QuickBooks, Sage and Pastel
 - MS Office: Ms Word, Ms Excel, Ms PowerPoint, Ms Access.
- Others include: Internet, Visual Basic.net and C++ Programming

PROFESSIONAL COURSES

- Vocational Certificate in Block Chain Technology
- Vocational Certificate in Entrepreneurship & Innovation
- Vocational Certificate in Graphics Design
- Vocational Certificate in Information and Cyber Security
- Certificate in Accounting and Management Skills (CAMS)
- Accounting Technicians Diploma (ATD)
- Certified Public Accountants (CPA)
- Certified Secretaries (CS)
- Certified Investment and Financial Analysts (CIFA)
- Certified Human Resource Professional (CHRP)
- Diploma in Data Management and Analytics (DDMA)
- Association of Chartered Certified Accountants (ACCA- UK)
- Certified Information System Auditor (CISA)
- Certified Forensic Fraud Examiner (CFFE)

KNEC ARTISAN CERTIFICATE

- Artisan Certificate in Salesmanship
- Artisan Certificate in Food and Beverages

KNEC CRAFT CERTIFICATE

- Craft Certificate in Business Management
- Craft Certificate in Food & Beverages
- Craft Certificate in Human Resource Management
- Craft Certificate in Information Communication Technology (ICT)

KNEC DIPLOMA CERTIFICATE

- Diploma in Business Management
- Diploma in Human Resource Management
- Diploma in Information Communication Technology (ICT)

DIPLOMA AND CERTIFICATE PROGRAMMES

- Diploma and Certificate in Banking
- Diploma and Certificate in Project Management
- Diploma and Certificate in Business Management
- Diploma and Certificate in Procurement and Logistics
- Diploma and Certificate in Information Technology
- Diploma and Certificate in Business Information Technology
- Diploma and Certificate in Counselling Psychology
- Diploma and Certificate in Film Technology
- Diploma in Journalism and Digital Media
- Certificate in Performing Arts Theatre and Film

UNDERGRADUATE PROGRAMMES

- Bachelor of Business Information Technology
- Bachelor of Science In Data Science
- Bachelor of Science in Applied Computing
- Bachelor of Science in Information and Communications Technology

- Bachelor of Science in Information Security and Forensics
- Bachelor of Science in Information Technology
- Bachelor of Science in Software Development
- Bachelor of Commerce with specializations in
 - Accounting
 - Finance
 - Marketing
 - Human Resources Management
 - Entrepreneurship

- Bachelor of Science in Economics & Statistics
- Bachelor of International Business Management
- Bachelor of Procurement and Logistics
- Bachelor of Public Management
- Bachelor of Science in Actuarial Science

- Bachelor of Arts Counselling Psychology
- Bachelor of Arts in Criminology
- Bachelor of Arts in Economics and Business Studies
- Bachelor of Arts in Film Technology and Performing Arts
- Bachelor of Arts in Journalism and Digital Media
- Bachelor of Education Arts
- Bachelor of Education (Early Childhood Education)

POSTGRADUATE PROGRAMMES

- Post Graduate Diploma in Education
- Post Graduate Diploma in Internal Audit

MASTERS PROGRAMMES

- MBA with Specialization in
 - Human Resource Management
 - Marketing
 - Procurement and Supplies Management
- MBA Corporate Management
- MSc. Commerce with Specialization in
 - Finance
 - Accounting
 - Finance and Accounting
 - Finance and Investment
 - Finance and Economics
 - Economics and Investment
- MSc. in Development Finance
- MSc. in Knowledge Management and Innovation
- MSc. in Information Systems Management
- MSc. in Data Analytics
- MSc. in Data Science

- Master of Arts in Counselling Psychology
- Master of Education (M.Ed)
- Master of Education Leadership and Management
- Master of Educational Administration, Curriculum and Policy Studies

DOCTOR OF PHILOSOPHY

- Doctor of Philosophy in Business Management
 - Human Resource Management
 - Strategic Management
 - Marketing Management
- Doctor of Philosophy in Finance
- Doctor of Philosophy in Information Systems