





**FRIENDS COLLEGE KAIMOSI  
INDUSTRIAL LIAISON PROCEDURE MANUAL  
FCK/QMS/PM/MR/12**

Authorized by: 	Principal	Date: 29 <sup>th</sup> June 2018
Issued by: 	MR	Date: 29 <sup>th</sup> June 2018

**1.0 GENERAL**

**1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, timeliness in activities pertaining to Industrial Liaison.

**1.2 SCOPE**

This procedure applies to preparing students for industrial attachment, acquiring students' insurance covers, placement, and assessment of students on attachment and issuance of certificates.

**1.3 REFERENCES**

- a) Current Syllabi
- b) Current Academic Policy

**1.4 TERMS DEFINITIONS**

- a) IAC-Industrial attachment coordinator
- b) HoD – Head of Department
- c) KPIs-key performance indicators

**1.5 PRINCIPAL RESPONSIBILITY**

The IAC shall ensure that this procedure is adhered to.

**1.6 INPUT**

- a) Logbooks
- b) Insurance covers
- c) Resources as outlined in 1.7 below
- d) Attachment request letters
- e) Course requirements

**1.7. RESOURCES**

- a) Human Resource
- b) Stationery
- c) Tools and equipment

**2.0 METHOD**

**2.1 Preparation of students for attachment**

2.1.1 This shall start with the ILO as per the internal communication procedure number 2 in the administration procedures manual, notifying the academic HoDs during the first week of the term to submit lists of names of students from their respective departments due for attachment.

- 2.1.2 Upon receipt of the notification, the HoDs shall identify the students due for attachment from the class registers.
- 2.1.3 Upon identifying the students, the academic HoDs shall forward the lists to the ILO.
- 2.1.4 Upon receipt of the lists, the ILO shall compile a final list of students due for attachment.

## **2.2 Acquiring insurance covers**

- 2.2.1 This shall start with the ILO convening an industrial attachment meeting with academic HoDs within the first month of the term to discuss attachment requirements including insurance covers.
- 2.2.2 The ILO shall then convene a meeting one week after the meeting in 2.2.1 above with students proceeding for attachment to brief them on the requirements for obtaining insurance covers.
- 2.2.3 The ILO shall ensure that the students fill in an insurance cover application form within one week after the meeting in 2.2.1.
- 2.2.4 The ILO shall forward a copy of the names to the Principal and inform him/her to ensure a payment is made to the insurance firm based on their current rates. Payment shall be done as per the payment procedure number 3 in the finance procedure's manual.
- 2.2.5 Upon authorizing payment, the Principal shall resubmit a copy of the authorized list to the ILO who shall in turn forward a copy to the Bursar.
- 2.2.6 The Principal shall receive insurance covers from the insurance firm.
- 2.2.7 Upon receipt, the Principal shall forward them to the Bursar for onward issuance of the insurance covers to the respective students.
- 2.2.8 Upon receipt, the Bursar shall communicate to the students as per the internal communication procedure number 2 in the administration procedures manual, to collect the insurance covers.
- 2.2.9 The Bursar shall upon issuing the students with the insurance cover, he/she shall tick as appropriate on the copy of the list received from the ILO.

## **2.3 Final Placement of attachment places**

- 2.3.1 This shall start with the ILO preparing an Industrial Attachment Application form for all students due for attachment.
- 2.3.2 Upon preparing the forms, the ILO shall communicate to the students as per the internal communication procedure number 2 in the administration

procedures manual, to collect them for onward submission to the respective firms.

2.3.3 The ILO shall convene a final meeting with the students within the last month of the term to brief them on the communication protocol once they have secured a place of attachment.

2.3.4 The ILO shall receive notification of final placement from the students.

2.3.5 In the event that the student fails to secure a place of attachment, the industrial attachment committee shall assist the student where possible.

## **2.4 Assessment**

2.4.1 This shall start with the industrial attachment committee compiling the final placement details basing on notifications of placement received from the students.

2.4.2 The committee shall prepare a schedule of assessment for the students.

2.4.3 In preparing the schedule, the committee shall consider the following:

- a) The number of lecturers to assess the students
- b) The location of the firms

2.4.4 Upon preparing the schedule, the committee shall draft a budget for assessment.

2.4.5 In preparing the budget, the committee shall consider the following:

- a) Prevailing market public transport rates
- b) Guidelines from the TSC Circular
- c) Students attachment fee records

2.4.6 The ILO shall forward the schedule and budget for assessment to the Bursar for verification which shall be based on criteria in 2.4.5.

2.4.7 In the event of an anomaly, the Bursar shall advise the ILO accordingly.

2.4.8 Upon verification, the Bursar shall forward the Budget and schedule of assessment to the Principal for approval.

2.4.9 Upon receipt, the Principal shall consider the criteria in 2.4.5 in approving the schedule and the budget.

2.4.10 In the event of anomaly the Principal shall make recommendations to the Bursar.

2.4.11 Upon approval, the Principal shall authorize the Bursar to effect the payment which shall be done as per the payment procedure number 3 in the finance procedures manual.

2.4.12 The ILO shall communicate as per the internal communication procedure number 2 in the administration procedures manual, to the respective HoDs who shall in turn communicate to the respective lecturers on the approval of the budget and issue details of the assessment schedule.

2.4.13 The Lecturers shall then proceed to assess the students and submit the assessment reports to the ILO

## **2.5 Preparation and issuance of attachment certificates to students**

2.5.1 This shall start with the ILO compiling a final assessment report from the assessment reports submitted by the lecturers

2.5.2 The ILO shall then forward the details of the student and the name of the firm they were attached to the reprographic section for the preparation of attachment certificates.

2.5.3 The officers in the reprographic section shall then prepare and print the certificates and forward them to the ILO for verification. Printing of the certificates shall be done as per the reprography procedure number 16 in the administration procedures manual.

2.5.4 In the event of anomaly the ILO shall make recommendations to the officer(s) in the reprographic section.

2.5.5 Upon verification the ILO shall sign the on the respective sections of the certificates and forward them to the Principal for signing.

2.5.6 Upon receiving the certificates, the Principal shall sign and forward them to the Registrar.

2.5.7 Upon receiving the certificates, the Registrar shall communicate to the respective students as per the internal communication procedure number 2 in the administration procedures manual, to collect their attachment certificates

2.5.8 The Registrar shall ensure the certificates are issued to the students during final clearance of students.

## **3.0 OUTPUTS**

a) Attachment Reports

**4.0 PROCESS KPIs**

<b>KPI</b>	<b>Monitoring and Measurement</b>
Placement of students in their relevant industrial attachment facilities	Analysis of placement documents
Successful assessment of students	Analysis of assessment documents

**5.0 PROCESS INTERFACES**

- a) Internal Communication Procedure
- b) External Communication Procedure
- c) Payment procedure
- d) Procurement of goods and services procedure
- e) Reprography procedure

**6.0 LIST OF APPLICABLE RECORDS**

- a) List of students due for attachment
- b) Industrial attachment application form
- c) Assessment reports
- d) Assessment Schedule
- e) Filled Attachment Place Notification
- f) List of Placed students
- g) List of assessed Students