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STUDENT INDUSTRIAL ATTACHMENT LOG BOOK

NAME _____ ADMNO. _____

COURSE _____

CLASS _____

ATTACHMENT PERIOD

FROM _____ TO _____

NAME OF ATTACHMENT ORGANIZATION AND ADDRESS

STUDENTS INDUSTRIAL ATTACHMENT LOG BOOK

IMPORTANT NOTES

Industrial attachment is an important part of technical training and is therefore compulsory session for each trainee. It is meant to give the trainee exposure in real-work situation. It also gives the trainee 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 trainees to latest technology in the industry
- ii. For industry to assess relevance of skills the trainee 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 parents will meet the costs of industrial attachment programme. The institutions will then-co-ordinate all the stakeholders for smooth running by:

- i. Arranging and preparing trainees
- ii. Preparing the log books
- iii. Supervising the programme to ensure, it is physically and effectively implemented.
- iv. Evaluating the trainees,
- v. Compiling all the data from stakeholders
- vi. Disseminating the results

Industrial attachment is by and at large a practical learning session for the trainee. The industry and in particular the supervisors are exhorted to treat and guide the trainee with understanding and patience. The trainee, on the other hand, is strongly cautioned against failure to perform. All standards of any organization must be maintained, Where unsure always consult. During this period, the student is expected to be able to identify problems, and devise or use the established means of solving them in a given industrial setting. She/he is also expected to relate well with the staff in any organization in dealing with the industrial challenges faced.

THE LOG BOOK

INTRODUCTION

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

ATTACHMENT PROGRAMME

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

REPORT WRITING

The student is expected to write a report on the experiences acquired during the attachment. The writer should give some information on the organization and contact address. The organization or agency chosen for attachment should provide an atmosphere for learning desired competencies.

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. Students are required to present the Logbook periodically to the Lecturer/Supervisor for assessment of content and progress. The Lecturer /Supervisor can use any part for his comment where necessary.

INDUSTRIAL ATTACHMENT TOOLS

- a) **Student's letter of introduction** – containing List of areas of practice and familiarization and any other important information to be distributed to students by HOD'S two months before the beginning of attachment period.
- b) **Student's guide on industrial attachment**-to be distributed to students by the Dean of students two (2) months before students leave for attachment.
- c) **Log book** - to be filled on daily basis during attachment.
- d) **Industry supervisor's assessment/form**-to be filled at the end of the attachment period, sealed and marked confidential and addressed to KEWI.
- e) **Student's attachment report** - to hand over the post attachment report on completion of attachment. (Format to be provided by HOD's)
- f) **Student's -evaluation form-** to be filled and returned to the institute.

DAILY ATTACHMENT RECORDS

Week

DAY/DATE	DAY'S ACTIVITIES
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
TRAINER'S REMARKS	
Name.....Designation.....Date.....Sign.....	

HELPFUL DRAWINGS/DIAGRAMS/SKETCHES/NOTES/CALCULATIONS/E.T.C