

KEWI STUDENT INDUSTRIAL ATTACHMENT DOCUMENTS CHECKLIST-AUGUST 2016

Student Industrial attachment is an important component of your training to link theory and practice learnt with the real market situation. It is compulsory for all students as described in KEWI curricular and will be supervised by the Industrial Supervisor in conjunction with KEWI academic supervisors. At the end of the programme, you will be assessed and graded based on your own report, that of the industrial supervisor and oral interview by KEWI examiners.

Confirm all items on checklist before you leave for attachment.

1. Documents required before proceeding on attachment

	Document	Serial number	Notes	Check
1	Introduction letter		-make copies and present to as many companies as possible	
2	Industrial attachment student guideline		For your own information	
3	Student Industrial attachment log book	KEWI/ISO-IA-F1	-make 12 copies of page 5-6 and complete daily, signed every week by supervisor	
4	Student assessment form	KEWI/ISO-IA-F2	-Each Programme(DWE,CWE ,DWRTM etc) has its own unique form -Put in envelop and give to Industrial supervisor	
5	Student feedback form	KEWI/ISO-IA-F3	Complete at the end of the attachment period and return to KEWI with your completed log book	
6	Confirmation of student placement	KEWI/IS)-IA-F4	- Complete and return to KEWI within two weeks of attachment	
7	GPA Insurance cover		Obtain from insurance company and attach to application letter	

2. Student IA report (3-6 pages)

Prepare a summary report at the end of attachment based on your daily work in industry. This will be marked by the KEWI academic supervisors. Contents of report are as follows:

- ✓ **Cover page:** your name, admission number, details of attachment period and Institution attached
- ✓ **Introduction:** describe briefly the company you were attached and the nature of department work you were involved as per your log book report
- ✓ **Evaluation of attachment:** what you learnt(success/failure), challenges encountered, how the challenges were overcome
- ✓ **Recommendation and conclusion**

NB: report must be typed. Font type: times new roman, size 12, single spaced

3. Other Important Documents to accompany your application (to be prepared by student)

- 1) **Cover Letter:** write a brief formal introduction letter, stating you interest in attachment and how it will assist you in your course
- 2) **Curriculum Vitae:** Write a brief CV, highlighting your academic achievements, other professional training (e.g.IT, AUTO CAD , First aid training)

4. Reference for assistance or information while on Industrial Attachment

In case of any further assistance while in the field, you can contact any of the following:

- ✓ Dean of Students
- ✓ HOD of your Department or Principal of your Campus