

KUMASI TECHNICAL UNIVERSITY



**STUDENTS INDUSTRIAL
ATTACHMENT POLICY**

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Table of Contents

1.0 Definition of Terms	1
2.0 Policy	1
2.1 Policy Statement	1
2.2 Purpose.....	1
2.3 Scope.....	1
2.4 Principles	2
2.5 Periods for Attachment.....	3
2.6 Agreement and Learning Outcome Form.....	3
2.7 Code of Conduct	3
2.8 Fees.....	4
3.0 Procedures	4
3.1 Placement for industrial attachment in Ghana.....	4
3.2 Placement for industrial attachment outside Ghana	4
3.3 Supervision	5
3.4 Monitoring and Coordination.....	5
3.5 Assessment of Students	6
3.5.1 Students Appraisal Form.....	6
3.5.2 Logbook.....	6
3.5.3 Attachment Report	6

1.0 Definition of Terms

Industrial attachment: A “work- based experience programme” providing a real-life organisational context for students to develop specific or generic skills, valuable to their professional development.

Learning outcomes: Statements describing the knowledge, skills and attitudes that a learner must be able to demonstrate or have at the end of a learning activity.

2.0 Policy

2.1 Policy Statement

Kumasi Technical University has the obligation to produce graduates who are relevant to industry. This shall be achieved by linking in-school training with on-the-job training which provides life-transforming opportunities and experiences for students to gain and apply learned knowledge and skills at the workplace.

2.2 Purpose

To provide each student the opportunity to apply learned skills in an organization related to the students’ programme.

2.3 Scope

This policy shall apply to all students required to undertake the industrial attachment training as part of their programme.

2.4 Principles

- i. Kumasi Technical University in collaboration with industry shall create and provide opportunities for industrial attachment for on-the-job training for each student to improve the student's labour market relevance and exposure.
- ii. It is the responsibility of Kumasi Technical University to establish links with industry for industrial attachment of its students.
- iii. Students shall be given the opportunity to find their own placements. Those who are unable to do so shall be placed by the Industrial Liaison Office (ILO).
- iv. Students can undertake industrial attachment outside Ghana.
- v. Students who undertake industrial attachment shall be covered by a group insurance policy. This policy shall be paid for by students as part of the school fees.
- vi. A student who finds a place for attachment must inform the ILO for the request to be formalized by the University.
- vii. Students shall be supervised and assessed during the attachment.
- viii. Students shall be assessed using the Industrial Attachment Assessment Form.
- ix. The total score and grade obtained shall be compiled as part of the students' comprehensive examinations records.

- x. The total score and grade shall however be indicated on the students' transcript of academic records.
- xi. Students shall submit a formal report on the attachment to the Head of Department which shall be assessed and scored according to a predetermined scheme.
- xii. In case a student is involved in an accident during the industrial attachment, the student must inform the ILO immediately for necessary assistance.
- xiii. The organization (placement provider) shall be provided with an official contact in case of emergency.

2.5 Periods for Attachment

- i. Each student shall undertake industrial attachment training for the period required by their programme of study.
- ii. A student shall complete 6 months of attachment before graduation.

2.6 Agreement and Learning Outcome Form

This form shall be completed prior to the beginning of the attachment, and shall define mutually agreed learning objectives for the attachees. This may be signed by the student, Industry Supervisor and the Industrial Liaison Officer.

2.7 Code of Conduct

Students shall be governed by the rules and regulations of Kumasi Technical University as well as those of the organization where the attachment is being done.

2.8 Fees

Students shall pay an industrial attachment fee annually which shall be approved by Academic Board.

3.0 Procedures

3.1 Placement for industrial attachment in Ghana

- i. The ILO shall find placements for students in organizations throughout the country.
- ii. However, students who find their own placements shall contact the ILO for a Form to be used to formalize the placement.

3.2 Placement for industrial attachment outside Ghana

- i. The student shall submit the official contact details of the organization outside Ghana to the ILO not later than four weeks before the commencement of the programme.
- ii. The ILO shall submit the Form on behalf of the student to the organization.
- iii. When the ILO receives official notification of acceptance of the request, the student shall then be notified.
- iv. Reports on the student shall be submitted by the organization to the ILO.
- v. Each student shall be provided with a Students Log Sheet for recording their activities at the place of industrial attachment.

3.3 Supervision

- i. Supervision shall be provided by the Industrial Supervisors.
- ii. The Supervisors shall submit individual reports on each student to the ILO at the end of the attachment period.
- iii. The Pro Vice-Chancellor may authorize physical visit to industry to supervise students on industrial attachment.

3.4 Monitoring and Coordination

- i. The ILO shall liaise with the industrial supervisors to ensure that students remain at post during the attachment period.
- ii. The Departmental Coordinators shall ensure proper coordination between the University and industry to maintain cordial relationship.
- iii. Departmental Coordinators shall be appointed in line with the Scheme of Service after each attachment exercise.
- iv. Departmental Coordinators shall submit detailed reports to the ILO.
- v. The ILO shall compile detailed reports on departmental basis and submit it to the Academic Board for consideration.

3.5 Assessment of Students

3.5.1 Students Appraisal Form

- i. This shall be completed by the industry supervisor. Areas to be appraised include Specific Skills, General Employment Skills, Attitude to Work, and Human Relationship.
- ii. The report shall be sealed in an envelope, and the sealed envelop shall be endorsed with the stamp and signature of the industry supervisor.
- iii. The report shall be returned to the ILO by the student.

3.5.2 Logbook

- i. Each student shall be supplied with a logbook by the ILO.
- ii. Logbooks must be completed on a weekly basis and endorsed by Industry Supervisors and finally by the Industrial Liaison Officer at the end of the attachment programme.

3.5.3 Attachment Report

In addition to the appraisal report and the students **Logbooks**, the students shall also submit a comprehensive report on the activities undertaken during the attachment. The students' report shall be in accordance with the guidelines for writing the reports.