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KEWI/ISO/CC/DOS/R/001

# TRAINEE FIELD ATTACHMENT LOG BOOK

NAME \_\_\_\_\_ ADM NO. \_\_\_\_\_

COURSE \_\_\_\_\_

CLASS \_\_\_\_\_

## ATTACHMENT PERIOD

FROM \_\_\_\_\_ TO \_\_\_\_\_

## NAME OF ATTACHMENT ORGANIZATION AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**INTRODUCTION LETTER**

NAME OF STUDENT \_\_\_\_\_

ADMISSION NUMBER \_\_\_\_\_

COURSE \_\_\_\_\_

CLASS \_\_\_\_\_

The bearer of this letter is a bona fide student of the Kenya Water Institute and is expected to undertake Industrial Attachment as component and integral part of his/her training.

The student is expected to obey all the rules and regulations of your firm and carry out all the assignments given to him/her during the duration of attachment.

In case of any misconduct, please, report immediately to:

SENIOR PRINCIPAL REGISTRAR, KEWI

P.O BOX 60013 - 00200

Nairobi

*Useful Contact: 0735 339 206, 072227757*



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## **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 Industrial Vocational Entrepreneurship Training (TIVET) 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. Looking for suitable places in industry
- iv. Supervising the programme to ensure, it is physically and effectively implemented.
- v. Evaluating the trainees,
- vi. Compiling all the data from stakeholders
- vii. Issuing of certificate of performance and disseminating the results
- viii. Enabling the results of the course to be complete and results released.

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.



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## **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.



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## **INDUSTRIAL ATTACHMENT TOOLS**

- 1. Students letter of introduction** - to be given before students leave for attachment
- 2. Placement report form** - to be filled and returned to the institute.
- 3. Log book** - to be filled on daily basis during attachment.
- 4. List of areas of practice and familiarization** - to be distributed to students by HODS.
- 5. Confidential reports by supervisor**—to be filled by the supervisor and returned
- 6. Field assessment forms**- to be used by the lecturers visiting students.
- 7. Attachment report** - to hand over the post attachment report form on completion of attachment.
- 8. Attachment certificate** - to be issued to every trainee who successfully completes his/her Industrial attachment



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**DAILY ATTACHMENT RECORD** *Week 1*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
|           |      |                  |                   |
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| TUESDAY   |      |                  |                   |
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Supervisor's Remarks.....Date.....

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**DAILY ATTACHMENT RECORDS**

*Week 2*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
|           |      |                  |                   |
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| TUESDAY   |      |                  |                   |
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**DAILY ATTACHMENT RECORDS**

*Week 3*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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## DAILY ATTACHMENT RECORDS

*Week 4*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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**DAILY ATTACHMENT RECORDS**

*Week 5*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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**DAILY ATTACHMENT RECORDS**

*Week 6*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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## DAILY ATTACHMENT RECORDS

*Week 7*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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**DAILY ATTACHMENT RECORDS**

*Week 8*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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| TUESDAY   |      |                  |                   |
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**DAILY ATTACHMENT RECORDS**

*Week 9*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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| TUESDAY   |      |                  |                   |
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## DAILY ATTACHMENT RECORDS

*Week 10*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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## DAILY ATTACHMENT RECORDS

*Week 11*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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| SATURDAY  |      |                  |                   |
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**DAILY ATTACHMENT RECORDS**

*Week 12*

| DAY/DATE  | TIME | DAY'S ACTIVITIES | TRAINER'S REMARKS |
|-----------|------|------------------|-------------------|
| MONDAY    |      |                  |                   |
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| TUESDAY   |      |                  |                   |
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Supervisor's Remarks.....Date.....

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## **CONFIDENTIAL REPORT**

**NB: To be filled by supervisor and sent to:**

**The Principal,  
 Kenya Water Institute  
 P.O BOX 60013 -00200  
 Nairobi**

Name of the student .....

KEWI Registration No .....

Name of the Supervisor .....

Designation .....

Company / Organization .....

Date .....

**1. Basic Personal Information (tick where appropriate)**

| Criteria  | Unsatisfactory | Below Average | Average | Good | Very Good |
|---|----------------|---------------|---------|------|-----------|
|   | 1pt            | 2pts          | 3pts    | 4pts | 5pts      |
| Appearance (courtesy, dressing)                   |                |               |         |      |           |
| Personality and Confidence                        |                |               |         |      |           |
| Communication (ability to express oneself)        |                |               |         |      |           |
| Punctuality                                       |                |               |         |      |           |
| Relation to others ( students, company staff etc) |                |               |         |      |           |

**2. Competency (tick where appropriate)**



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| Criteria                           | Unsatisfactory<br>1pt | Below Average<br>2pts | Average<br>3pts | Good<br>4pts | Very Good<br>5pts |
|------------------------------------|-----------------------|-----------------------|-----------------|--------------|-------------------|
| Willingness to learn               |                       |                       |                 |              |                   |
| Carrying out duties accordingly    |                       |                       |                 |              |                   |
| Ability to produce quality results |                       |                       |                 |              |                   |
| Taking initiative in training      |                       |                       |                 |              |                   |

**3. Use of tools/ machinery (tick where appropriate)**

| Criteria  | Unsatisfactory<br>1pt | Below Average<br>2pts | Average<br>3pts | Good<br>4pts | Very Good<br>5pts |
|---|-----------------------|-----------------------|-----------------|--------------|-------------------|
| Trainee is able to use tools without much assistance once taught.   |                       |                       |                 |              |                   |
| Trainee showed innovativeness in the use of tools.                  |                       |                       |                 |              |                   |
| The trainee is confident when handling tools/machinery once taught. |                       |                       |                 |              |                   |

Do you think the attachment training was relevant to the student course he/she is undertaking.

Please comment

.....

Any identified strength / potential of the student?

Please comment.....

.....

Any identified weakness of the student?

Please comment

.....

Would you recommend the student/ other students to be attached in your organization under you

YES

NO

Any other general comment

.....





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TRAINER'S NAME \_\_\_\_\_ MOBILE No. \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

OFFICIAL RUBBER STAMP \_\_\_\_\_



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## OVERALL ASSESSMENT

Please tick the appropriate box to indicate your overall rating of the trainee.

EXCELLENT

VERY GOOD

GOOD

AVERAGE

PASS

Tick appropriate box above

Trainer's Comments:

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**NB:** It is appreciated that opportunities for displaying the qualities mentioned will vary with the type of training given, It Is intended therefore that the rating scale should show the assessment of the extent to which the student had met the demands imposed on him/her by those opportunities as may be related to other trainees of a similar type and level.

Sign: \_\_\_\_\_ Official Stamp \_\_\_\_\_



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## ATTACHMENT REPORT

### NB: To be filled by the Student

Name of the student .....

KEWI Registration Number .....

Name of the Supervisor .....

Designation .....

Company / Organization .....

Date .....

1. Relevancy (tick where appropriate)

|  | Unsatisfactory | Below Average | Average | Good | Very Good |
|--|----------------|---------------|---------|------|-----------|
| Criteria   | 1pt            | 2pts          | 3pts    | 4pts | 5pts      |
| Is the attachment relevant to your course  |                |               |         |      |           |
| Did the attachment training connect in any way to what you have learnt in class? |                |               |         |      |           |
| Did the attachment meet your expectations  |                |               |         |      |           |
| How was the quality of training  |                |               |         |      |           |
| Supervisor ability to communicate to you effectively                             |                |               |         |      |           |
| Will you be able to apply the knowledge learnt                                   |                |               |         |      |           |

Any strength / potential of yourself you identified?  
 Please comment

.....  
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Any weakness of yourself you identified?

Please comment

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Met any challenges in the attachment period?

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Was the time allocated for attachment enough?

YES  NO

Would you like to be attached in the organisation again in your subsequent attachments?

YES  NO

How do you rate the training overall?

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very poor                | Poor                     | Average                  | Good                     | Excellent                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |