

BONDO TECHNICAL TRAINING INSTITUTE



Tel. 057-204 1555
Email: bondotti@yahoo.com
Website: bondotti.ac.ke
P.O. Box 377 – 40601, Bondo - Kenya



PROCEDURES OF PLACEMENT, ASSESSMENT AND SUPERVISION OF TRAINEES ON INDUSTRIAL ATTACHMENT

- 1) The ILO avails original stamped and signed copies of relevant Attachment Letter to every Attachment Committee member who in turn distributes the letters to trainees in his/her Academic Department
- 2) The trainee sends the letters to organizations of his/her choice, alongside NITA Form and Cover Letter (where applicable).
- 3) Each Attachment Committee member prepares list of trainees from his/her Academic Department that are eligible for attachment in a given attachment period and forwards the list to ILO.
- 4) The ILO shall then make requisition for supply of Attachment Logbooks and Insurance Policy Covers for the eligible trainees.
- 5) The Procurement Officer, with Principal's approval, will procure the production/processing of the Attachment Log books and the Insurance Policy Covers.
- 6) On receipt of the two documents in 10.5 above, the ILO shall mandate the Attachment Committee members to issue the documents to the trainees.
- 7) The trainees shall send the Industrial Attachment Data Capture Form to the Industrial Liaison Office within the first two weeks of reporting to the attaching organization. A trainee who has not successfully secured place of attachment shall also make a communication within this period. Consequently, ILO shall contact a relevant organization for attachment opportunity for such trainees.
- 8) The Attachment Committee prepares the Attachment Assessment Budget based on information on Industrial Attachment Data Capture Form and the ILO seeks Principal's approval of the budget.
- 9) The Attachment Committee shall then identify potential assessors from amongst the trainers and assign them the assessment duty.
- 10) ILO then seeks assessment funds from the Finance Officer and release to the assessors.
- 11) Assessor shall physically reach for the trainees and assess them.

- 12) The Assessor shall submit Attachment Assessment Form, Confidential Form and Total Attachment Score of every trainee he/she assessed to the Industrial Liaison Office not later than two weeks after the end of Attachment Period.
- 13) Trainee on return to the College shall submit Attachment Report to the Assessor who in turn submits it to the Industrial Liaison Office.
- 14) Attachment Committee shall prepare Trainee Attachment Performance Results and Attachment Report and submit to Academic Departments and Examination Office.