



Internal Memo

To: All Bcom Students Year 3 Stage 2 (DAY/EVE/WEEKEND/TOWN/DL)

From: Attachment Coordinator College of Business & Public Management

Date: 9 December 2020

RE: ATTACHMENT ORIENTATION

1. After completing the course work you are expected to proceed for attachment.
2. Download the logbook and industry supervisor assessment form provided under this link: <https://sob.kca.ac.ke/downloads/>
3. Once you have completed your attachment period, send the logbook and a copy of industry supervisor assessment form (sign & stamped) to **info@kca.ac.ke**.
4. Working students and business people are allowed to fill their work stations as attachment.

NB: All students are expected to go for attachment as a step to complete the course. However, due to the current situation in the country, attachment supervision has been suspended. You should however send industry supervisor assessment form to the email provided above as proof that you have been on attachment.

Regards,

Victoria Litali.