



## INDUSTRIAL ATTACHMENT ORIENTATION GUIDELINE

### APPLICABLE TO: DIPLOMA AND UNDERGRADUATE STUDENTS IN COLLEGE OF BUSINESS – MAIN CAMPUS, TOWN CAMPUS & DISTANCE LEARNING STUDENTS.

1. It is a university requirement that all students, Diploma and Undergraduate students **must** undertake Industrial Attachment at the end of the course. For Diploma students, proceed for the attachment after the end of the 5<sup>th</sup> Semester. For Undergraduate students, Industrial attachment should be done after completing coursework or at the end of year 3, semester 2.

**NB:** The Industrial Attachment duration should be undertaken after completion of coursework. Any industrial work done in between your studies will not be considered as Attachment for purpose of completion of course.

2. The duration of attachment is 3 months i.e. 12 weeks.
3. Immediately upon securing an attachment opportunity, within the 1<sup>st</sup> week, fill the following documents;
  - ❖ The attachment details form, fill and send it to [info@kca.ac.ke](mailto:info@kca.ac.ke). Download the attachment details form from the university website using this link; <https://sob.kca.ac.ke/downloads/>.
  - ❖ Supervisor allocation form using this link; <https://docs.google.com/spreadsheets/d/1YXLUBCYlnLjRHoAtymt32dsi9r5mEb0QeB6EQ-1DXm4/edit?usp=sharing>

You will be required to fill daily duties in the attachment logbook. You will therefore need to fill 12 sheets of weekly duties done at the place of attachment. Download the logbook and industry supervisor assessment form from KCA University website, provided under this link; <https://sob.kca.ac.ke/downloads/>.

NB; Supervisor allocation will be done within 1 month following application, you can check out the supervisor allocated using the same link.

4. Upon completion of attachment, send a copy of the logbook and industrial supervisor assessment form to [info@kca.ac.ke](mailto:info@kca.ac.ke). The industrial supervisor assessment form must be filled and stamped at the place of attachment, by the industry supervisor. Make sure you get the email right; we will not issue any response on this submission. However, when clearing for graduation, you will need to show proof that you submitted the logbook in this mail before being cleared for graduation. Submission of logbook and industry supervisor assessment form should be done as soon as you complete the duration of 3 months.

5. Working students, self-employed students are allowed to undertake the attachment at their work stations. Attachment period remains the same for all students.
6. Attachment letter is issued at the College of Business offices. The following will help with processing the letter;

**Main Campus**

- Rose Okwende           0724-041-558   [julian@kca.ac.ke](mailto:julian@kca.ac.ke)
- Beatrice Rotich       0722-980-947   [beatrice@kca.ac.ke](mailto:beatrice@kca.ac.ke)
- Jackline Shanga      0720-532-867   [shanga@kca.ac.ke](mailto:shanga@kca.ac.ke)

**Town Campus**

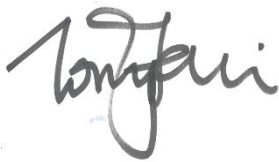
- Eric Otieno                   0720-172-363   [e.otieno@kca.ac.ke](mailto:e.otieno@kca.ac.ke)
- Nativity Mwima             0727-146-439   [nmwimah@kca.ac.ke](mailto:nmwimah@kca.ac.ke)

7. Please note that the University does not provide Insurance for attachment student. Contact any insurance agency of your choice for insurance cover.
8. Any issues or clarification needed on Attachment matters should be raised through the following email; [researchproject@kca.ac.ke](mailto:researchproject@kca.ac.ke).

NB:

Kitengela & Kisumu campus students, kindly contact your respective campus' attachment coordinators for assistance.

Regards,



Victoria Litali.  
Attachment and Research Project Coordinator.