



INDUSTRIAL ATTACHMENT ORIENTATION GUIDELINE

APPLICABLE TO: DIPLOMA AND UNDERGRADUATE STUDENTS IN COLLEGE OF BUSINESS.

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 5th 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. 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/>.
4. Upon completion of attachment, send a copy of the logbook and industrial supervisor assessment form, which must be filled and stamped, to info@kca.ac.ke. 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 are allowed to fill their work stations as attachment.
6. Attachment letter is issued at the College of Business offices. The following will help with processing the letter;
 - Rose Okwende julian@kca.ac.ke
 - Beatrice Rotich beatrice@kca.ac.ke
 - Brenda Achieng brenda.achieng@kca.ac.ke
7. Attachment supervision by University supervisor is currently suspended until further notice.
8. Please note that the University does not provide Insurance for attachment student. Contact any insurance agency of your choice for insurance cover.
9. Any issues or clarification needed on Attachment matters should be raised through the following email; researchproject@kca.ac.ke.

Regards,

A handwritten signature in black ink, appearing to read 'Victoria Litali', with a stylized, cursive script.

Victoria Litali.
Attachment and Research Project Coordinator.