Republic of Rwanda
Ministry of Education

RTB | RWANDA TVET BOARD

INDUSTRIAL ATTACHMENT PROGRAM (IAP)

# AUTIA402

# INTEGRATE THE WORKPLACE

## Competence

RQF Level: 4

Learning Hours
200

Credits: 20

Sector: All

Trade: All

Module Type: Complementary

Curriculum: ALL

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1200

Issue Date: May 2023

<table>
<tr><td>Purpose statement</td><td colspan="5">This module describes the skills, knowledge and attitudes required to integrate the learners/trainees in workplace for an industrial attachment program. The module will allow the learner/trainee to investigate and secure industrial attachment place, deal with workplace challenges, get briefed on industrial attachment program and be able to develop one's competencies on the workplace.</td></tr>
<tr><td rowspan="6">Delivery modality</td><td colspan="2">Training delivery</td><td>100%</td><td colspan="2">Assessment</td><td>Total 100%</td></tr>
<tr><td colspan="2">Theoretical content</td><td>30%</td><td rowspan="4">Formative assessment</td><td>30%</td><td rowspan="4">100%</td></tr>
<tr><td colspan="2">Practical work:</td><td rowspan="3">70%</td><td rowspan="3">70%</td></tr>
<tr><td>• Group project and presentation</td><td>20%</td></tr>
<tr><td>• Individual project /Work</td><td>50%</td></tr>
<tr><td colspan="3"></td><td colspan="2">Summative Assessment</td><td>N.A</td></tr>
</table>

**Elements of Competency and Performance Criteria**

| Elements of competency | Performance criteria |
|---|---|
| 1. Investigate and secure industrial attachment place | 1.1. Industries/companies are accurately described according to one's sector. |
| | 1.2. Importance of industrial attachment is properly identified in line with one's occupation |
| | 1.3. Industrial attachment place is properly selected based on training package |
| | 1.4. Correspondences are appropriately made in line with industrial attachment program |
| 2. Deal with industrial attachment challenges at workplace | 2.1. Industrial attachment challenges are properly identified in line with factors affecting industrial attachment programs |
| | 2.2. Ways/ strategies to overcome industrial attachment challenges are carefully set |
| | 2.3. Industrial attachment program challenges are solved based on the IAP stakeholders agreements |
| 3. Get briefed on industrial attachment program | 3.1. Industrial attachment goals are properly set. |
| | 3.2. Industrial attachment program documents are properly described. |
| | 3.3. Industrial attachment program assessment conduction is clearly explained |
| 4. Develop one's competencies on the workplace | 4.1. Industrial attachment program expected competencies are fully developed |
| | 4.2. Trainee logbook is completely and well filled during Industrial attachment program |
| | 4.3. Work experience gained during industrial attachment program is properly described. |

| Course content | |
|---|---|
| **Learning outcomes** | **At the end of the module the learner will be able to:**<br><br>1. Investigate and secure industrial attachment place.<br>2. Deal with workplace challenges.<br>3. Get briefed on industrial attachment program.<br>4. Develop one's competencies on the workplace. |
| **Learning outcome 1: Investigate and secure industrial attachment place** | **Learning hours: 10** |
| **Indicative content** | |

- **Description of industries /companies.**
  - ✓ Definition of terms
    - Firm
    - Sector
    - Industry
    - Company
    - Organization
    - Factory
    - Enterprise
    - Business
  - ✓ Industry classification
    - Genetic industry
    - Extractive industry
    - Manufacturing industry
    - Construction industry
    - Service industry
  - ✓ Industry sectors
    - Primary
    - Secondary
    - Tertiary
    - Quaternary
  - ✓ Industries/companies organizational structure
    - Purpose of organizational structure
    - Benefits to use organizational chart
  - ✓ Types of organizational structure.
    - Line organization
    - Line and staff organization
    - Functional organization
    - Project organization
    - Matrix organization
- **Identification of importance of industrial attachment**

- ✓ Benefits of IAP
- ✓ Key roles involved in running an Industrial attachment program
  - Industrial attachment coordinator roles
  - Supervisor roles
  - Trainer roles
  - School roles
  - Trainee roles
- ✓ Parties of industrial attachment
  - Industry/company
  - Trainee
  - Training institution

- **Selection of industrial attachment place**
  - ✓ Methods of information collection
    - Surveys
    - Interviews
    - Observation
    - Existing records reviews
    - Tests
  - ✓ Factors influencing industry location
    - Geographical
    - Non geographical factors
  - ✓ Industry size
    - Mean of industrial size
    - Industrial size determination
  - ✓ Industrial attachment place selection criteria
    - Training package
    - Tasks related to the field.
    - Working hours
- **Identification of correspondence**
  - ✓ IAP selection criteria
    - Training package
    - Task related to the field
    - Working hours
  - ✓ Use of IAP documents.
    - IAP application letter
    - Curriculum vitae
    - E-mail
    - Complain letter
    - Thanks letter
  - ✓ Ways of keeping safe storage
    - Binding
    - Filing
    - Electronic data storage
  - ✓ Methods of document arrangement
    - Chronological

- Subject
- Alphabetic
- Numerical

| Resources required for the learning outcome | |
|---|---|
| Equipment | • Computer, Projector, chalk board, flipchart stand |
| Materials | • Paper, flipchart |
| Tools | • Sample of IAP application letter, Sample of Curriculum vitae, Sample of Complain letter, Sample of thanks letter, Reference book Pictures<br>• Power Point presentation on mapping the industry organizational structure,<br>• Sample of organizational structure, |
| Facilitation techniques | • Individual and group work<br>• Group discussion and presentation<br>• Learning through interaction of guest speakers (Practitioners)<br>• Learning through visits on the relevant institutions<br>• Case study |
| Formative assessment methods | • Written assessment<br>• Oral presentation |

| Learning outcome 2. Deal with industrial attachment challenges at workplace | Learning hours: 10 |
|---|---|
| **Indicative content** | |

- **Identification of industrial attachment challenges.**
  - ✓ Definition of IAP challenge
  - ✓ Types of IAP challenges (before, during and after)
    - Budget issues
    - Cope with a new work situation
    - Insufficient of industrial attachment place
    - Lack of assistance from industrial attachment in charge
    - Industry attitude toward interns
    - Competition from Co-Interns
    - Not enough work
    - Too much work
    - Work is unnoticed, unappreciated
    - Coping with unfamiliar office culture
  - ✓ Factors affecting industrial attachment
    - Trainee's factors
    - Institution's factors
    - Companies' factors

- **Development of ways/strategies to overcome industrial attachment challenges**
  - ✓ Responsibilities of IAP stakeholders to overcome IAP challenges
    - Institution
    - Industry/company
    - Parents
    - Trainers
    - Trainee
  - ✓ Tips to address IAP challenge

- **Solving IAP challenges**
  - ✓ Common solutions for IAP challenges
  - ✓ Innovation and creativity
    - Ways to boost Innovation and creativity
  - ✓ Parties in IAP challenge solving
    - Trainee
    - Industry /company
    - Institution

| Resources required for the indicative content | |
|---|---|
| Equipment | • Projector , computer, Flipchart Stand |
| Materials | • Flipchart, Markers, Chalks, Paper, stickers, scotch tape. |
| Tools | • Power Point presentation on creativity and innovation, Reference books |
| Facilitation techniques | • Individual and group work<br>• Group discussion and presentations<br>• Learning through interaction of guest speakers(Practitioners)<br>• Learning through visits on the relevant institutions<br>• Case study |
| Formative assessment methods | • Written assessment<br>• Performance assessment<br>• Oral presentation |

| **Learning outcome 3: Get briefed on industrial attachment program** | **Learning hours: 10** |
|---|---|
| **Indicative content** | |

- **Setting industrial attachment goals.**

✓ Goals of industrial attachment

✓ Types of goals

- Short term
- Long term
- Medium

✓ Setting the right Goals

- Mastering technical skills
- Perfecting interpersonal skills
- Building a network of contacts

- **Description of IAP documents**

✓ Meaning of IAP documents

- IAP attendance sheet
- IAP logbooks
- IAP agreement
- IAP report form
- IAP Evaluation form
- IAP interview form

✓ Different documents used in IAP

- Documents before starting IAP
- Documents after completing IAP

✓ Tips to fill in IAP documents

- Use of rough book
- Keep summary list
- Be consistent

- **Explanation on how IAP assessment is conducted**

✓ Tips to conduct IAP assessment

- Respond to interview questions
- Written tests
- Performance evidence

✓ IAP assessment checklist

- Intern evaluation form

| Resources required for the indicative content | |
|---|---|
| Equipment | • Computer, , projector, White/chalk board, Flipchart stand |
| Materials | • Papers,, flip chart,pens / pencil, stickers, scotch tape |
| Tools | Scotch tape, Logbooks template form, Reference books, Evaluation form template |
| Facilitation techniques | • Individual research<br>• Group discussion and presentation |
| Formative assessment methods | • Written assessment<br>• Oral presentation |

| Learning outcome 4. Develop one's competencies on the workplace | Learning hours: 170 |
|---|---|

**Indicative content**

- **Developing field related competencies**
  - ✓ Perform activities/tasks related to one's trade
  - ✓ Exhibit acceptable workplace behaviour and attitudes
- **Fill in trainee logbook**
  - ✓ Daily report
  - ✓ Weekly report
  - ✓ IAP report
- **Describe gained work experience**
  - ✓ Definition of experience
  - ✓ Work experiences related to one's field

| Resources required for the indicative content | |
|---|---|
| Equipment | • Equipment available at the workplace |
| Materials | • Raw/consumable materials at the workplace |
| Tools | • Vocational tools available at the workplace |
| Facilitation techniques | • Demonstration and simulation<br>• Individual and group work<br>• Trainer guided<br>• Four step method<br>• Developing method |

| | |
|---|---|
| | • Project method<br>• Technical discussion |
| Formative assessment methods | • Written assessment<br>• Oral presentation<br>• Performance assessment<br>• Product based assessment<br>• Project based assessment |

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