Republic of Rwanda
Ministry of Education

RTB | RWANDA TVET BOARD

TORIA402

INDUSTRIAL ATTACHMENT PROGRAM (IAP)

Integrate the Workplace

Competence

RQF Level:	**4**
Credits:	**20**
Sector:	**All**
Trade:	**All**
Module Type:	**Specific**
Curriculum:	**ALL**

Learning Hours 🕐 **200**

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Purpose statement	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.					

Delivery modality	Training delivery		100%	Assessment		Total 100%
	Theoretical content		30%	Formative assessment	30%	100%
	Practical work:		70%		70%	
	• Group project and presentation	20%				
	• Individual project /Work	50%				
				Summative Assessment		N.A

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:
	1. Investigate and secure industrial attachment place.
	2. Deal with workplace challenges.
	3. Get briefed on industrial attachment program.
	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 - Power Point presentation on mapping the industry organizational structure - Sample of organizational structure
Facilitation techniques	- Individual and group work - Group discussion and presentation - Learning through interaction of guest speakers (Practitioners) - Learning through visits on the relevant institutions - Case study

Formative assessment methods	• Written assessment
	• 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 ▪ Group discussion and presentations ▪ Learning through interaction of guest speakers(Practitioners) ▪ Learning through visits on the relevant institutions ▪ Case study

Formative assessment methods	▪ Written assessment
	▪ Performance assessment
	▪ 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

Employable Skills for Sustainable Job Creation

Facilitation techniques	▪ Individual research ▪ Group discussion and presentation
Formative assessment methods	▪ Written assessment ▪ 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 ▪ Individual and group work ▪ Trainer guided

	- Four step method - Developing method - Project method - Technical discussion
Formative assessment methods	- Written assessment - Oral presentation - Performance assessment - Product based assessment - Project based assessment

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