



Republic of Rwanda
Ministry of Education



RTB | RWANDA
TVET BOARD

CCMIA402

INDUSTRIAL ATTACHMENT PROGRAM (IAP)

Integrate the Workplace

Competence

RQF Level: 4

Learning Hours



230

Credits: 30

Sector: All

Trade: All

Module Type: Complementary

Curriculum: ALL

Copyright: © Rwanda TVET Board, 2023

Issue Date: May 2023

ation

Purpose statement	<p>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.</p>					
Delivery modality	Training delivery		100%	Assessment		
	Theoretical content		30%	Formative assessment	30%	
	Practical work:		70%		100%	
	• 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	<p>1.1. Industries/companies are accurately described according to one's sector.</p> <p>1.2. Importance of industrial attachment is properly identified in line with one's occupation</p> <p>1.3. Industrial attachment place is properly selected based on training package</p> <p>1.4. Correspondences are appropriately made in line with industrial attachment program</p>

2. Deal with industrial attachment challenges at workplace	<p>2.1. Industrial attachment challenges are properly identified in line with factors affecting industrial attachment programs</p> <p>2.2. Ways/ strategies to overcome industrial attachment challenges are carefully set</p> <p>2.3. Industrial attachment program challenges are solved based on the IAP stakeholders agreements</p>
3. Get briefed on industrial attachment program	<p>3.1. Industrial attachment goals are properly set.</p> <p>3.2. Industrial attachment program documents are properly described.</p> <p>3.3. Industrial attachment program assessment conduction is clearly explained</p>
4. Develop one's competencies on the workplace	<p>4.1. Industrial attachment program expected competencies are fully developed</p> <p>4.2. Trainee logbook is completely and well filled during Industrial attachment program</p> <p>4.3. Work experience gained during industrial attachment program is properly described.</p>

Course content

Learning outcomes	At the end of the module the learner will be able to:
	<ol style="list-style-type: none">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	
<ul style="list-style-type: none">• Description of industries /companies.<ul style="list-style-type: none">✓ Definition of terms<ul style="list-style-type: none">⊕ Firm⊕ Sector⊕ Industry⊕ Company⊕ Organization⊕ Factory⊕ Enterprise⊕ Business✓ Industry classification<ul style="list-style-type: none">⊕ 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	<ul style="list-style-type: none"> ▪ Computer ▪ Projector ▪ Chalk Board ▪ Flipchart Stand
Materials	<ul style="list-style-type: none"> ▪ Paper ▪ Flipchart
Tools	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Written assessment

methods	▪ Oral presentation
---------	---------------------

Learning outcome 2. Deal with industrial attachment challenges at workplace	Learning hours: 10
Indicative content	
<ul style="list-style-type: none"> • Identification of industrial attachment challenges. <ul style="list-style-type: none"> ✓ Definition of IAP challenge ✓ Types of IAP challenges (before, during and after) <ul style="list-style-type: none"> ⊕ 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 <ul style="list-style-type: none"> ⊕ Trainee's factors ⊕ Institution's factors ⊕ Companies' factors • Development of ways/strategies to overcome industrial attachment challenges <ul style="list-style-type: none"> ✓ Responsibilities of IAP stakeholders to overcome IAP challenges <ul style="list-style-type: none"> ⊕ 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	<ul style="list-style-type: none"> ▪ Projector ▪ Computer ▪ Flipchart Stand
Materials	<ul style="list-style-type: none"> ▪ Flipchart ▪ Markers ▪ Chalks ▪ Paper ▪ Stickers ▪ Scotch Tape
Tools	<ul style="list-style-type: none"> ▪ Power Point presentation on creativity and innovation ▪ Reference books
Facilitation techniques	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Written assessment ▪ Performance assessment ▪ Oral presentation
-------------------------------------	---

Learning outcome 3: Get briefed on industrial attachment program	Learning hours: 10
Indicative content	
<ul style="list-style-type: none"> • Setting industrial attachment goals. <ul style="list-style-type: none"> ✓ Goals of industrial attachment ✓ Types of goals <ul style="list-style-type: none"> ⊕ Short term ⊕ Long term ⊕ Medium ✓ Setting the right Goals <ul style="list-style-type: none"> ⊕ Mastering technical skills ⊕ Perfecting interpersonal skills ⊕ Building a network of contacts • Description of IAP documents <ul style="list-style-type: none"> ✓ Meaning of IAP documents <ul style="list-style-type: none"> ⊕ IAP attendance sheet ⊕ IAP logbooks ⊕ IAP agreement ⊕ IAP report form ⊕ IAP Evaluation form ⊕ IAP interview form ✓ Different documents used in IAP <ul style="list-style-type: none"> ⊕ 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	<ul style="list-style-type: none"> ▪ Computer ▪ Projector ▪ White/chalk board ▪ Flipchart stand
Materials	<ul style="list-style-type: none"> ▪ Papers ▪ Flip Chart ▪ Pens / Pencil ▪ Stickers ▪ Scotch Tape
Tools	<ul style="list-style-type: none"> ▪ Scotch tape ▪ Logbooks template form ▪ Reference books ▪ Evaluation form template
Facilitation techniques	<ul style="list-style-type: none"> ▪ Individual research

	<ul style="list-style-type: none"> ▪ Group discussion and presentation
Formative assessment methods	<ul style="list-style-type: none"> ▪ Written assessment ▪ Oral presentation

Learning outcome 4. Develop one's competencies on the workplace		Learning hours: 170
Indicative content		
<ul style="list-style-type: none"> • Developing field related competencies <ul style="list-style-type: none"> ✓ Perform activities/tasks related to one's trade ✓ Exhibit acceptable workplace behaviour and attitudes • Fill in trainee logbook <ul style="list-style-type: none"> ✓ Daily report ✓ Weekly report ✓ IAP report • Describe gained work experience <ul style="list-style-type: none"> ✓ Definition of experience ✓ Work experiences related to one's field 		
Resources required for the indicative content		
Equipment	<ul style="list-style-type: none"> ▪ Equipment available at the workplace 	
Materials	<ul style="list-style-type: none"> ▪ Raw/consumable materials at the workplace 	
Tools	<ul style="list-style-type: none"> ▪ Vocational tools available at the workplace 	
Facilitation techniques	<ul style="list-style-type: none"> ▪ Demonstration and simulation ▪ Individual and group work ▪ Trainer guided ▪ Four step method 	

	<ul style="list-style-type: none"> ▪ Developing method ▪ Project method ▪ Technical discussion
Formative assessment methods	<ul style="list-style-type: none"> ▪ Written assessment ▪ Oral presentation ▪ Performance assessment ▪ Product based assessment ▪ Project based assessment

References:

1. <http://www.differencebetween.net/business/difference-between-factory-and-industry/>
2. <https://www.capitalfm.co.ke/campus/students-5-things-you-need-to-do-to-secure-anattachment/>
3. <http://smallbusiness.chron.com/purpose-organizational-structure-3812.html>
4. <http://iamanentrepreneur.in/guru-gyan/importance-mapping-organisation-structure/>
5. <https://www.edrawsoft.com/why-use-orgchart.php>
6. <http://open.lib.umn.edu/strategicmanagement/chapter/9-3-creating-an-organizationalstructure/>
7. <http://www.differencebetween.com/difference-between-company-and-vs-industry/>
8. <https://hbr.org/2014/11/to-encourage-innovation-make-it-a-competition>
9. <http://www.innovationmanagement.se/2012/11/09/does-encouraging-creativity-in-the-workplace-improve-innovation/>
10. <http://smallbusiness.chron.com/different-ways-file-documents-filing-cabinet-57513.html>
11. <https://www.thebalance.com/creating-a-document-management-system-2948084>
12. http://www.wow.com/wiki/Technical_writing?s_chn=70&s_pt=source2&s_gl=US&v_t=content
13. <https://bizfluent.com/how-5093085-write-daily-report.html>
14. <https://resources.workable.com/supervisor-job-description>
15. [https://ischool.syr.edu/infospace/2017/07/20/tips-overcoming-Industrial Attachment Program\(IAP\)-challenges/](https://ischool.syr.edu/infospace/2017/07/20/tips-overcoming-Industrial-Attachment-Program(IAP)-challenges/)
16. https://www.researchgate.net/profile/Frank_Twenefour/publication/272370787_Industrial_Training_Programmes_of_Polytechnics_in_Ghana_The_Pertinent_Issues/links/55056a6e0

cf24cee3 a046df8/Industrial-Training-Programmes-of-Polytechnics-in-Ghana-The-Pertinent-Issues.pdf

17. [https://toughnickel.com/misc/Challenges-faced-by-interns-Problems-commonly-found-in-Industrial-Attachment-Program-\(IAP\)s](https://toughnickel.com/misc/Challenges-faced-by-interns-Problems-commonly-found-in-Industrial-Attachment-Program-(IAP)s)
18. AdupeprohJ.,Frank.B.KTwenefour (2015) industrial training program of polytechnics in Ghana: the pertinent issues, Ghana