



Republic of Rwanda  
Ministry of Education



**RTB** | RWANDA  
TVET BOARD

## INDUSTRIAL ATTACHMENT PROGRAM (IAP)

**ICTIA302**

**Integrate the workplace**

### Competence

RQF Level: 3

Learning Hours



200

Credits: 20

Sector: all

Trade: all

Module Type: Specific

Curriculum: all

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Issue Date: September 2023

1200

<b>Purpose statement</b>	This module describes the skills, knowledge and attitudes required to integrate the workplace. At the end of this module, participants know how to apply for and present themselves for employment. They demonstrate good time management and show up for work on time. They demonstrate behavior and attitudes that are appropriate for the workplace and understand that workplaces have policies and procedures that need to be followed. They take initiative and responsibility for their own work and know how to work under and respect supervision.					
<b>Delivery modality</b>	<b>Training delivery</b>		<b>100%</b>	<b>Assessment</b>	<b>Total 100%</b>	
	Theoretical content		30%	Formative assessment	30%	
	Practical work:		70%		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
<b>1. Apply for internship</b>	1.1. Resources in the community or nationwide are appropriately used to find internship information.
	1.2. Neat CV and an application letter are accurately written.
	1.3. Interview skills are properly demonstrated
<b>2. Demonstrate workplace behavior and attitudes</b>	2.1. Workplace habits and attitudes are appropriately applied.
	2.2. Strategies to manage time effectively are adequately implemented.
	2.3. Personal life at workplace is efficiently managed.
<b>3. Analyze own professional gaps</b>	3.1. Professional gaps in own carrier is properly identified based on labour market demand.
	3.2. Strategies to fill the professional gaps are properly established in accordance with labor market opportunities.
	3.3. Relevant placement is well selected based on identified gaps.
<b>4. Enhance acquired competencies at the workplace</b>	4.1. Tasks assigned are adequately performed according to the agreement with the enterprise.
	4.2. IAP documents are properly prepared based on the work done.
	4.3. Work experience gained during IAP is properly described.
	4.4. Skills transfer based on acquired competences are properly described.

## Course content

<b>Learning outcomes</b>	<p><b>At the end of the module the learner will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Apply for internship</li> <li>2. Demonstrate workplace behavior and attitudes</li> <li>3. Analyze own professional gaps in line with industry demands</li> <li>4. Enhance acquired competencies at the workplace</li> </ol>
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<b>Learning outcome 1: Apply for internship</b>	<b>Learning hours: 10</b>
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### Indicative content

<ul style="list-style-type: none"> <li>• <b>Resources in the community or nationwide used to find internship information.</b> <ul style="list-style-type: none"> <li>✓ Resources to find internship in the community and at national level                             <ul style="list-style-type: none"> <li>● Job announcements</li> <li>● Newspapers</li> <li>● Advertisements</li> <li>● Recruitment agencies</li> <li>● Internet websites</li> </ul> </li> <li>✓ Identify contact persons</li> </ul> </li> <li>• <b>Writing on curriculum vitae (C.V) and an application letter</b> <ul style="list-style-type: none"> <li>✓ Differences between a CV and an application letter</li> <li>✓ Types of application letters</li> <li>✓ Elements of a well written CV</li> <li>✓ Elements of an application letter</li> </ul> </li> <li>• <b>Demonstration of interviewing skills</b> <ul style="list-style-type: none"> <li>✓ Main parts of an interview</li> <li>✓ Interviewing tips:                             <ul style="list-style-type: none"> <li>● what to do before</li> <li>● what to do during interview</li> <li>● what to do after the interview</li> </ul> </li> <li>✓ Typical questions asked during an interview</li> </ul> </li> </ul>
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### Resources required for the learning outcome

Equipment	<ul style="list-style-type: none"> <li>● Computer, Projector, chalk board, flipchart stand</li> </ul>
Materials	<ul style="list-style-type: none"> <li>● Paper, flipchart</li> </ul>

Tools	<ul style="list-style-type: none"> <li>• Sample of IAP application letter, Sample of Curriculum vitae, Sample of Complain letter, Sample of thanks letter, Reference book Pictures</li> <li>• Power Point presentation on mapping the industry organizational structure,</li> <li>• Sample of organizational structure,</li> </ul>
Facilitation techniques	<ul style="list-style-type: none"> <li>• Individual and group work</li> <li>• Group discussion and presentation</li> <li>• Learning through interaction of guest speakers (Practitioners)</li> <li>• Learning through visits on the relevant institutions</li> <li>• Case study</li> </ul>
Formative assessment methods	<ul style="list-style-type: none"> <li>• Written assessment</li> <li>• Oral presentation</li> </ul>

<b>Learning outcome 2. Demonstrate workplace behavior and attitudes</b>	<b>Learning hours: 10</b>
<b>Indicative content</b>	
<ul style="list-style-type: none"> <li>• <b>Identification of appropriate workplace behaviors and attitudes.</b> <ul style="list-style-type: none"> <li>✓ Appropriate workplace behaviors and attitudes <ul style="list-style-type: none"> <li> Dress code</li> <li> Time management</li> <li> Respect,</li> <li> Honesty</li> <li> Integrity</li> <li> Work as a team</li> </ul> </li> <li>✓ Work habits <ul style="list-style-type: none"> <li> Cooperation,</li> <li> Initiative,</li> <li> Courtesy,</li> <li> Constructive</li> <li> Criticism,</li> <li> Supervision</li> <li> Accuracy,</li> <li> Piece of work,</li> <li> Time usage</li> <li> Adaptability</li> </ul> </li> </ul> </li> <li>• <b>Time management.</b> <ul style="list-style-type: none"> <li>✓ Importance of task planning and managing time</li> <li>✓ Strategies to better manage time <ul style="list-style-type: none"> <li> Start your day with a clear focus.</li> </ul> </li> </ul> </li> </ul>	

-  Have a dynamic task list.
-  Focus on high-value activities.
-  Minimize
-  Interruptions.
-  Limit multi-tasking.
-  Review your day.

- **Managing personal life at workplace.**

- ✓ Common situations that make it challenging to balance work & personal life
- ✓ Tips to manage personal and work lives

**Resources required for the indicative content**

Equipment	<ul style="list-style-type: none"> <li>● Projector, computer, Flipchart Stand</li> </ul>
Materials	<ul style="list-style-type: none"> <li>● Flipchart, Markers, Chalks, Paper, stickers, scotch tape.</li> </ul>
Tools	<ul style="list-style-type: none"> <li>● Power Point presentation on creativity and innovation, Reference books</li> </ul>
Facilitation techniques	<ul style="list-style-type: none"> <li>● Individual and group work</li> <li>● Group discussion and presentations</li> <li>● Learning through interaction of guest speakers (Practitioners)</li> <li>● Learning through visits on the relevant institutions</li> <li>● Case study</li> </ul>
Formative assessment methods	<ul style="list-style-type: none"> <li>● Written assessment</li> <li>● Performance assessment</li> <li>● Oral presentation</li> </ul>

**Learning outcome 3: Analyze own professional gaps in line with industry demands**

**Learning hours: 10**

**Indicative content**

- **Identification of professional gaps in own carrier**
  - ✓ Key terms definition
    -  Professional gap
    -  Labor market
  - ✓ Labor market Demand
    -  Labor market role in training
    -  Labor market opportunities
  - ✓ Techniques of identifying professional gaps
    -  SWOT Analysis
    -  Benchmarking competences
    -  Identify important skills

- **Establishment of strategies to fill the professional gap**
  - ✓ Strategies to fill the professional gaps
    - ✚ Online Training
    - ✚ IAP
    - ✚ Volunteering
    - ✚ Attending seminars
  - ✓ Market opportunity
  - ✓ Matching strategies with labor market opportunities
    - ✚ Identifying occupational trends
    - ✚ Anticipating and matching skills and jobs
  - **Selection of relevant placement**
    - ✓ Identifying IAP stakeholders
      - ✚ Relevant workplaces
    - ✓ Responsibilities of the industrial attachment’s stakeholders
      - ✚ Responsibilities of trainer
      - ✚ Responsibilities of learner
      - ✚ Responsibilities of host Industry
      - ✚ IAP placement process
      - ✚ Select Relevant workplaces

**Resources required for the indicative content**

Equipment	<ul style="list-style-type: none"> <li>● Computer, , projector, White/chalk board, Flipchart stand</li> </ul>
Materials	<ul style="list-style-type: none"> <li>● Papers, flip chart, pens / pencil, stickers, scotch tape</li> </ul>
Tools	Scotch tape, Logbooks template form, Reference books, Evaluation form template
Facilitation techniques	<ul style="list-style-type: none"> <li>● Individual research</li> <li>● Group discussion and presentation</li> </ul>
Formative assessment methods	<ul style="list-style-type: none"> <li>● Written assessment</li> <li>● Oral presentation</li> </ul>

<b>Learning outcome 4. Enhance acquired competencies at the workplace</b>	<b>Learning hours: 170</b>
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**Indicative content**

- **Performing assigned tasks.**
  - ✓ Development of competencies related to one’s field
    - ✚ Workplace safety and security activities

 Various planned task related to one's field

 Meetings with the internship supervisor

● **Preparation of IAP documents**

✓ Trainer and Trainee's documents

 Logbooks

 IAP report template

 IAP Code of conduct

✓ Company's documents

 Company supervisor logbook

 Attachment report

 General departmental information of companies

 Training assessment forms

● **Description of work experience gained during IAP**

✓ Description of IAP work carried out

✓ Description of the competences acquired during IAP

✓ Description of challenges encountered in IAP

 Technical challenges

 Social Challenges

✓ Explanation of the approaches used to address challenges

✓ Clarification of recommendations toward

 Company

 College

● **Description of skills transfer**

✓ Definition of skills transfer

✓ Explanation of types of transferable skills

 Social skills

 Professional skills

● **Descriptions of utilization of skills acquired during IAP**

✓ 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	<ul style="list-style-type: none"> <li>• Vocational tools available at the workplace</li> </ul>
Facilitation techniques	<ul style="list-style-type: none"> <li>• Demonstration and simulation</li> <li>• Individual and group work</li> <li>• Trainer guided</li> <li>• Four step method</li> <li>• Developing method</li> <li>• Technical discussion</li> </ul>
Formative assessment methods	<ul style="list-style-type: none"> <li>• Written assessment</li> <li>• Oral presentation</li> <li>• Performance assessment</li> <li>• Product based assessment</li> <li>• Project based assessment</li> </ul>

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