Republic of Rwanda
Ministry of Education

RTB | RWANDA TVET BOARD

INDUSTRIAL ATTACHMENT PROGRAM (IAP)

WIRIA302 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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<table>
<tr><td>Purpose statement</td><td colspan="5">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.
.</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>
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Elements of Competency and Performance Criteria	
Elements of competency	**Performance criteria**
1. Apply for internship	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
2. Demonstrate workplace behaviour and attitudes	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.
3. Analyse own professional gaps	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 labour market opportunities.
	3.3. Relevant placement is well selected based on identified gaps.
4. Enhance acquired competencies at the workplace	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	
Learning outcomes	**At the end of the module the learner will be able to:** 1. Apply for internship 2. Demonstrate workplace behaviour and attitudes 3. Analyse own professional gaps in line with industry demands 4. Enhance acquired competencies at the workplace

Learning outcome 1: Apply for internship	**Learning hours: 10**

Indicative content

- **Resources in the community or nationwide used to find internship information**.
  - ✓ Resources to find internship in the community and at national level
    - Job announcements
    - Newspapers
    - Advertisements
    - Recruitment agencies
    - Internet websites
  - ✓ Identify contact persons
- **Writing on curriculum vitae (C.V) and an application letter**
  - ✓ Differences between a CV and an application letter
  - ✓ Types of application letters
  - ✓ Elements of a well written CV
  - ✓ Elements of an application letter
- **Demonstration of interviewing skills**
  - ✓ Main parts of an interview
  - ✓ Interviewing tips:
    - what to do before
    - what to do during interview
    - what to do after the interview
  - ✓ **Typical questions asked during an interview**

Resources required for the learning outcome	
Equipment	Computer ,projector ,chalk board
Materials	Flip chat, markers, chalks, pen, scotch tape, paper
Tools	Template of CVs and application letters, Template of an application letter
Facilitation techniques	Individual and group work, Practical exercise, Group discussion and presentations
Formative assessment methods	Written assessment, Oral presentation, Product based assessment

Learning outcome 2: Demonstrate workplace behaviour and attitudes	Learning hours: 10

Indicative content

- **Identification of appropriate workplace behaviours and attitudes.**
  - ✓ Appropriate workplace behaviours and attitudes
    - Dress code
    - Time management
    - Respect,
    - Honesty
    - Integrity
    - Work as a team
  - ✓ Work habits
    - Cooperation,
    - Initiative,
    - Courtesy,
    - Constructive
    - Criticism,
    - Supervision
    - Accuracy,
    - Piece of work,
    - Time usage
    - Adaptability
- **Time management.**
  - ✓ Importance of task planning and managing time
  - ✓ Strategies to better manage time
    - Start your day with a clear focus.
    - 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	Projector, computer , chalk board
Materials	Flip chart, markers, chalks, paper, scotch tape, pen
Tools	Books, visual aids,
Facilitation techniques	Individual research on the content, Role play, Group discussion and presentation, Video based learning, Debate on the related content
Formative assessment methods	Written assessment, Performance assessment, Oral presentation

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
    - Professional gap
    - Labor market
  - ✓ Labour market Demand
    - Labour market role in training
    - Labour 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 labour 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	Computer, Projector, ,white/chalk board
Materials	Stickers, scotch tape, papers, pens / pencil, flipchart, Raw/consumable materials related to the trade
Tools	Reference books, hand out note, Vocational tools available at the workplace
Facilitation techniques	Demonstration and simulation, Individual and group work, Trainer guided method, Developing method, Project method , Technical discussion
Formative assessment methods	Written assessment, Oral presentation, Performance assessment, Product based assessment, Project based assessment

Learning outcome 4: Enhance acquired competencies at the workplace	Learning hours: 290

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&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 assesment forms
- **Description of work experience gained during IAP**
  - ✓ Description of IAP work carried out
  - ✓ Description of the competences aquired 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 utilisation of skills acquired during IAP**

Resources required for the indicative content

Equipment	Computer ,projector, chalkboard
Materials	Markers/Chalks, papers, stickers, pens / Pencil
Tools	Visual Aids, books, -manuals ,handout, template IAP documents

Facilitation techniques	Role play, Demonstration and simulation, Individual and/or group work presentations, Individual research
Formative assessment methods	Written assessment ,Oral presentation, Individual assignment

References:

1. *Bing Wen SHAN BIAN ZHU, Cement Concrete Dodgson, Mark, Gann, David and Salter, Ammon. 2008. The Management of Technological Innovation: Strategy and Practice. Completely rev. and updated. Oxford: Oxford University Press*
2. *AFL-CIO. "Training and Apprenticeships."* ***http://www.aflcio.org/Learn-About-Unions/Training-and-Apprenticeships****.*
3. *Central Intelligence Agency. "The World Fact book."* ***https://www.cia.gov/library/publications/the-world-factbook/index.html****.*
4. *Clark, John Bates. Essentials of Economic Theory: As Applied to Modern Problems of Industry and Public Policy. New York: A. M. Kelley, 1907, 501*