

**LETIA402**

## INDUSTRIAL ATTACHMENT PROGRAM (IAP)

### INTEGRATE THE WORKPLACE

#### Competence

RQF Level: 4

Learning Hours

LT



200

Credits: 20

Sector: All

Trade: All

Module Type: Specific

Curriculum: ALL

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1200

|                   |                                                                                                                                                                                                                                                                                                                                                                                                    |     |                      |                      |     |            |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|----------------------|-----|------------|
| 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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Learning outcomes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>At the end of the module the learner will be able to:</b> <ol style="list-style-type: none"><li>1. Investigate and secure industrial attachment place.</li><li>2. Deal with workplace challenges.</li><li>3. Get briefed on industrial attachment program.</li><li>4. Develop one's competencies on the workplace.</li></ol> |
| <b>Learning outcome 1: Investigate and secure industrial attachment place</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Learning hours: 10</b>                                                                                                                                                                                                                                                                                                       |
| <b>Indicative content</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• <b>Description of industries /companies.</b><ul style="list-style-type: none"><li>✓ Definition of terms<ul style="list-style-type: none"><li>✚ Firm</li><li>✚ Sector</li><li>✚ Industry</li><li>✚ Company</li><li>✚ Organization</li><li>✚ Factory</li><li>✚ Enterprise</li><li>✚ Business</li></ul></li><li>✓ Industry classification<ul style="list-style-type: none"><li>✚ Genetic industry</li><li>✚ Extractive industry</li><li>✚ Manufacturing industry</li><li>✚ Construction industry</li><li>✚ Service industry</li></ul></li><li>✓ Industry sectors<ul style="list-style-type: none"><li>✚ Primary</li><li>✚ Secondary</li><li>✚ Tertiary</li><li>✚ Quaternary</li></ul></li><li>✓ Industries/companies organizational structure<ul style="list-style-type: none"><li>✚ Purpose of organizational structure</li><li>✚ Benefits to use organizational chart</li></ul></li><li>✓ Types of organizational structure.<ul style="list-style-type: none"><li>✚ Line organization</li><li>✚ Line and staff organization</li><li>✚ Functional organization</li><li>✚ Project organization</li><li>✚ Matrix organization</li></ul></li></ul></li><li>• <b>Identification of importance of industrial attachment</b></li></ul> |                                                                                                                                                                                                                                                                                                                                 |

- ✓ 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"> <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>                                                                                                                                                                                                                              |

### 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                    | <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: 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                    | <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>                  |

### 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               | <ul style="list-style-type: none"> <li>• Equipment available at the workplace</li> </ul>                                                                                                                 |
| Materials               | <ul style="list-style-type: none"> <li>• Raw/consumable materials at the workplace</li> </ul>                                                                                                            |
| 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> </ul> |

|                              |                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>• Project 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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