



NGONG TECHNICAL AND VOCATIONAL COLLEGE



P.O. Box 1170 - 00208
NGONG HILLS



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INDUSTRIAL ATTACHMENT TRAINING LOGBOOK (DAILY RECORD OF WORK)

TRAINEE'S NAME : _____

ADMISSION NUMBER : _____

COURSE : _____

LEVEL : _____

NAME OF INSTITUTION : _____

ADDRESS : _____

ATTACHMENT PERIOD

: FROM : _____ TO : _____



PRELIMINARIES

Ngong Technical and Vocational College is a public tertiary Institution established under the education Act and managed by BOG on behalf of Ministry of Education (MOE).

VISION STATEMENT

To be the International Centre of Excellence in Technical and Vocational Training.

MISSION STATEMENT

To produce competent and innovative manpower in Technical and Vocational disciplines to meet the dynamic needs of the industry and society.

MOTTO

Technology For Sustainable Development.

MANDATE

To develop and enhance theoretical, practical, innovative, and technological skills required by modern economy and technology.

CORE VALUES

- Accountability
- Excellence
- Innovation
- Integrity
- Fairness
- Professionalism
- Team work

1 EXPECTATIONS

The Industry/Institution Authorities expected to:

- a) Provide opportunities for hands-on experience to the trainees.
- b) Assist the trainees to learn practically about the industrial organization and industry operations.
- c) Inform the Ngong Technical and Vocational College promptly of any problems experienced in relation to trainees behavior, attitude and importantly performance.
- d) As far as is practically possible give trainees similar treatment as given to other employees.
- e) Evaluate performance of trainees by filling the logbook.
- f) Provide safe and conducive working environment.
- g) As far as is practically possible offer a certificate of attachment to the trainee upon completion of attachment and a copy for future reference.

The Trainee is expected to:

- a) Observe working hours as the rest of all the employees in the organization.
- b) Take and follow instructions from supervisors and assessors.
- c) Work diligently and ensure optimum production for the Institution.
- d) Be ready to learn, take initiative to increase knowledge and skills from opportunities presented by the industry.
- e) Obtain permission for leave of absence before leaving his/her place of attachment when that becomes necessary.
- f) Complete all assignment and work assigned to him/her by the supervisor.
- g) Have insurance cover.
- h) Each day, to note in the logbook the work he/she has carried out.
- i) Give your logbook to your supervisor whenever they wish to see it after recording your weekly activities.

2 AREAS OF ASSESSMENT

- a) Attendance/ Punctuality
- b) Interaction and team work
- c) Attitude towards work
- d) Ability to follow instructions
- e) Organization and orderliness.
- f) Observation of safety rules
- g) Creativity and innovativeness
- h) Application of skills/work output
- i) Obedience and integrity
- j) Independence/ least supervision
- k) Leadership/responsibility
- l) Knowledge of subject matter
- m) Patience/determination

PERSONAL DETAILS:

Attachee

Last Name.....Other Names.....

Female..... Male.....

Identity Card NoDate of Birth. Date.....Month.....Year.....

CoursesLevelYear/Module.....

Home Address.....Telephone.....

Next of kin (Name)Relationship.....

Postal Address.....Postal Code.....Tel No.....

Training Institution:

Last Name.....

Postal Address.....Postal Code.....Telephone.....

FaxEmail.....

Name of head of institution.....

Department.....

Head of Department.....

Details of Attachment Place:

Name of the Organization.....

Postal Address.....Postal Code.....

TelFax.....

Details of Attachment Place:

Name

Position/Designation.....

INDUSTRIAL ATTACHMENT RECORD

Student Reg. No.....

Week :..... Date from.....to

Part I: To be filled by Attachee

<i>Day</i>	<i>Note on week done</i>
<i>Monday</i>	
<i>Tuesday</i>	
<i>Wednesday</i>	
<i>Thursday</i>	
<i>Friday</i>	
<i>Saturday</i>	

Part II: Attachees remarks.....

.....

Part III: Supervisor remarks:.....

.....

Name:.....Signature:.....Date:.....

WEEKLY INDUSTRIAL ATTACHMENT RECORD

Student Reg. No.....

Week :..... Date from..... to

Part I: To be filled by Attachee

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ASSESSMENT OF ATTACHEES

FINAL INDUSTRIAL TRAINING REPORT

Student Reg. No.....

Scorecard scale 1 to 10 for lowest score and 10:- for maximum score in each area listed

EVALUATION AREAS	POOR		FAIR		AVERAGE		GOOD		V. GOOD	
	1	2	3	4	5	6	7	8	9	10
Attendance and punctuality										
Attitude to work and workmates										
Knowledge of subject matter										
Attitude to Authority										
Quality of work (workmanship and work output)										
Industriousness and teamwork										
Independence, less supervision and reliability										
Adaptability, creativity and innovativeness										
Leadership, responsibility and integrity										
Patience, determination and obedience										

Student's Name: Signature: Date:

Supervisors's Name: Signature: Date:

Designation of Supervisor:

Official Stamp



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