

# ACCRA TECHNICAL UNIVERSITY



## POLICY ON STUDENTS INDUSTRIAL ATTACHMENT

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## SUMMARY DETAILS TABLE

<b>Version</b>	1.0
<b>Short description</b>	Policy for linking in-school training with on-the-job training to provide life-transforming opportunities and experiences for students to gain and apply learned knowledge and skills at the workplace.
<b>Relevant to</b>	First and second year HND students and B.Tech students, and staff of the Technical University involved with industrial attachment.
<b>Issuing Authority (Approved by)</b>	These Guidelines have been approved by the Council.
<b>Responsible officer</b>	Industrial Liaison Officer
<b>Responsible office</b>	Industrial Liaison Office
<b>Date introduced</b>	Monday, May 23, 2016
<b>Date(s) modified</b>	
<b>Next scheduled review date</b>	1st, April, 2018
<b>Related Technical University documents</b>	Technical University statutes, Guidelines on Industrial Attachment
<b>Related legislation</b>	Technical University Act,
<b>Key words</b>	Industry, Attachment, Assessment

## SECTION ONE

### 1. DEFINITION OF TERMS

- Industrial attachment - A “work-based experience programme” providing a real-life organisational context for students to develop specific or generic skills, valuable to their professional development.
- Learning outcomes - Statements describing the knowledge, skills and attitudes that a learner must be able to demonstrate or have at the end of a learning activity.

## **SECTION TWO**

### **2. POLICY**

#### **2.1. POLICY STATEMENT**

Accra Technical University has the obligation to produce graduates who are relevant to industry. This shall be achieved by linking in-school training with on-the-job training which provides life-transforming opportunities and experiences for students to gain and apply learned knowledge and skills at the workplace.

#### **2.2. PURPOSE**

To provide each student the opportunity to apply learned skills in an organization related to the students' programme.

#### **2.3. SCOPE**

This policy shall apply to all first and second year HND students and BTech students, and staff of the Technical University involved with industrial attachment.

#### **2.4. PRINCIPLES**

- 2.4.1. Accra Technical University in collaboration with industry shall create and provide each student opportunities for industrial attachment for on-the-job training, and to improve the student's labour market relevance and exposure.
- 2.4.2. The industrial attachment shall be a mandatory requirement for graduation for HND and BTech Students.
- 2.4.3. It is the responsibility of Accra Technical University to establish links with industry for industrial attachment of its students.
- 2.4.4. Students shall be given the opportunity to find their own placements. Those who are unable to do so shall be placed by the Industrial Liaison Office.
- 2.4.5. Students can undertake industrial attachment outside Ghana.
- 2.4.6. Students who undertake industrial attachment shall be covered by a group insurance policy for which the students have paid fees for.
- 2.4.7. A student who finds a place for attachment must inform the Industrial Liaison Office for the request to be formalized by the institution.
- 2.4.8. Each student shall undertake two industrial attachments during the course of the programme.
- 2.4.9. Students shall be supervised and assessed during the attachment.
- 2.4.10. Students shall be assessed using the Industrial Attachment Assessment Form A.

- 2.4.11. The total score and grade obtained shall be compiled as part of the students' comprehensive examinations record but will not be used to compute the students CGPA.
- 2.4.12. The total score and grade shall however be indicated on the students transcript of academic records.
- 2.4.13. Students shall submit a formal report on the attachment to the Head of Department which shall be assessed and scored according to a predetermined scheme.
- 2.4.14. In case a student is involved in an accident during the industrial attachment, the student must inform the Industrial Liaison Office immediately for necessary assistance.
- 2.4.15. The organization shall be provided with an official contact in case of emergency.

## **2.5. PERIODS FOR ATTACHMENT**

- 2.5.1. The period for industrial attachment shall be three (3) months per academic year.
- 2.5.2. A student shall complete 6 months of attachment before graduation.

## **2.6. AGREEMENT AND LEARNING OUTCOME FORM**

This form shall be completed prior to the beginning of the attachment, and shall define mutually agreed learning objectives for the attachees. This must be signed by the students, Industry Supervisors and the Industrial Liaison Officer.

## **2.7. CODE OF CONDUCT**

Students shall be governed by the rules and regulations of Accra Technical University as well as those of the organization where the attachment is being done.

## **2.8. FEES**

Students shall pay an industrial attachment fee annually which shall be approved by Academic Board.

## **SECTION THREE**

### **3. PROCEDURES**

#### **3.1. Placement for industrial attachment in Ghana**

- 3.1.1. The Industrial Liaison Office shall find placements for students in organizations throughout the country.
- 3.1.2. However, students who find their own placements shall contact the Industrial Liaison Office for a Form to be used to formalize the placement.
- 3.1.3. The student shall submit the acceptance letter from industry to the Industrial Liaison Office to complete the process.

#### **3.2. For industrial attachment outside Ghana**

- 3.2.1. The student shall submit the official contact details of the organization outside Ghana to the Industrial Liaison Office not later than four weeks before the commencement of the programme.
- 3.2.2. The Industrial Liaison Office shall submit the Form on behalf of the student to the organization.
- 3.2.3. When the Industrial Liaison Office receives official notification of acceptance of the request, the student shall then be notified.
- 3.2.4. Official reports on the student shall be submitted by the organization to the Industrial Liaison Office.
- 3.2.5. Each student shall be provided with a Students Log Sheet for recording their activities at the place of industrial attachment.

#### **3.3. Supervision**

- 3.3.1. Supervisors shall visit all the placement sites in the country.
- 3.3.2. Supervision shall be done by Teaching Staff.
- 3.3.3. Supervisors shall be selected by the HODs on a rotational basis.
- 3.3.4. Supervisors shall submit detailed reports to the Liaison Office.
- 3.3.5. The Liaison Office shall compile detailed reports on departmental basis and submit to the Academic Board for discussion.

### **3.4. Assessment of Students**

#### **3.4.1. Students Appraisal Form (Form A)**

- 3.4.1.1. This shall be completed by the industry supervisor. Areas to be appraised include Specific Skills, General Employment Skills, and Attitude to work and Human Relationship.
- 3.4.1.2. The report shall be sealed in an envelope, and the seal endorsed by the stamp and signature of the industry supervisor.
- 3.4.1.3. The report shall be returned to the Industrial Liaison Office by the student.

#### **3.4.2. Logbook**

- 3.4.2.1. Each student shall be supplied with a logbook by the Industrial Liaison Office.
- 3.4.2.2. Logbooks must be completed on a weekly basis and endorsed by Industry Supervisors and finally by the Industrial Liaison Officer at the end of the attachment programme.

#### **3.4.3. Attachment Report**

In addition to the Appraisal report and the students **Logbooks** the students shall also submit a comprehensive report of the activities undertaken during the attachment. The students' report shall be with accordance with the guidelines for writing the reports.