TVET STANDARD

TVET Standard Recognition and Equation of TVET Qualifications-Requirements and Guidelines

TVETS 09:2023

REVISION OF TVET STANDARDS

In order to keep abreast of progress in industry, TVET Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Director General, Technical and Vocational Education and Training Authority are welcome.

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TVET STANDARD

TVETS 09:2023

ICS 03.180

First Edition

TVET Standard — Industrial Attachment — Requirements and guidelines

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TVET AUTHORITY KENYA @ TVETAKenya

Tvet Authority Page

Foreword

Development of the Technical and Vocational Education and Training (TVET) Standards has been necessitated by the need for establishing requirements governing quality of training services in the TVET sector. It is envisaged that through standardization, service delivery disparities that are encountered when services are rendered within the TVET sector will be removed.

Technical and Vocational Education and Training Authority (TVETA) has established a Technical Standards Committee mandated to develop standards through consultations with stakeholders and Kenya Bureau of Standards (KEBS). The Committee is composed of representatives from the TVETA Standards Development Department, public and private sector organizations in the TVET sector.

TVET Standards are developed through a Technical Committee in consultation with key stakeholders and professional experts representing government, regulatory and professional bodies, curricula development and assessment agencies, academia, consumer groups, public and private colleges, universities and other interested parties.

This Industrial Attachment Standard and Guidelines was developed through a participatory process that included a series of consultations between TVETA and several stakeholders who contributed to the development of the standard.

Draft TVET Standards are circulated to stakeholders. The comments received are discussed and incorporated before finalization of the standards, in accordance with the principles and procedures for development of training Standards. Once finalized, the public are then notified through Government gazette.

TVET Standards are subject to review from time to time. Users of the TVET Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

The TVET Authority would like to thank all those who participated in the development of this industrial attachment standard. We thank the technical team that developed content for the standard. We thank the International Labour Organisation (ILO) under the Kenya Skills for Prosperity Project (KS4P) and the Dutch Government through the Orange Knowledge Programme for offering financial support and creating an enabling environment for the development and production of this document.

Our sincere gratitude goes to the MDF Training and Consultancy and CADENA for offering technical support in the development of this standard and guidelines.

Attention is drawn to the possibility that some of the elements of this document may be subject to patent rights. TVETA shall not be held responsible for identifying any or all such patent rights.

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Introduction

Industrial attachment is integral part of TVET programs and is aimed at providing practical training experience that prepares trainees for the tasks they are expected to perform on completion of their training. The world of work is continuously evolving and it is critical to ensure that the training programs we offer, including industrial attachment, are relevant and standardized.

However, for a long time, the TVET sector did not have a standard to guide the industrial attachment of the trainees to ensure relevance. This Standard and Guidelines shall provide a clear guide for implementation of the industrial attachment programme in Kenya and help the country achieve its short and long term development agenda. The development of this document is based on extensive research of the current national and international scenarios in TVET, industry requirements, analysis of labour market research and the priority sectors.

The Industrial Attachment Standard shall help achieve following:

i) ensure and assure establishment of appropriate systems in TVET institutions for the implementation of quality industrial attachment;

ii) provide requirements applicable to all TVET institutions and their trainees, Technical Instructors and Trainers to enhance implementation of quality industrial attachment;

iii) ensure effectiveness and efficiency in implementation and management of industrial attachments;

iv) provide a framework for monitoring, evaluating and reporting for improvement and sustainability of industrial attachments;

v) enhance gender and diversity inclusion, equity and access to skills development opportunities for all trainees, trainers and technical instructors.

The Technical and Vocational Education and Training Authority (TVETA) has the mandate to coordinate and regulate TVET training across Kenya. The strategic objectives of the Authority revolve around promoting access and equity, quality and relevance, governance and management within the TVET system in Kenya.

Quality TVET system requires strong collaboration between training providers and the industry to ensure trainees get workplace training opportunities. Such opportunities as obtained through industrial attachment provides a hands-on opportunity to trainees to develop skills in a work-based setting.

This Standard and Guidelines prescribes requirements to be met by both the industry and TVET institutions to ensure that quality industrial attachment is offered to TVET trainees. The requirements present the best global practices in skill development through industrial attachment and are aimed at ensuring that the overall TVET meets the needs of the labour market.

The use of this Standard and Guidelines will not only create harmony in the conduct of the industrial attachments but will also improve their quality across the Kenyan TVET sector.

TVET Standard — Industrial Attachment — Requirements and guidelines

1 Scope

1.1 This TVET Standard prescribes terminologies, requirements and guidelines for conducting industrial attachment in TVET sub-sector in Kenya. It prescribes the role of various players in the placement, mentoring, coaching and assessing trainees on industrial attachment. It also prescribes requirements for the conduct of Monitoring and Evaluation (M & E) of industrial attachment processes.

1.2 This standard is applicable to all Technical and Vocational Education and Training (TVET) institutions, trainees, Technical Instructors, Trainers and organizations that provide workplace-based training experience.

1.3 This standard excludes trainings outside the scope of TVET.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

TVETS 03, *CBET Trainers Qualifications Framework*

TVET Act, 2013

TVET Regulations, 2015

Industrial Training Act, 2012

The Industrial Training (Amendment) Act No. 13, 2022

Kenya National Qualifications Framework (KNQF)

Persons with Disabilities Act, 2003

Occupational Safety and Health Act, 2007

Sexual Offences Act, 2006

3 Terms, definitions and abbreviated terms

For the purposes of this document the following terms, definitions and abbreviations apply:

3.1 Terms and definitions

3.1.1
coach
experienced and skilled person that supports a trainee in achieving specific personal and professional goals by providing training and guidance

3.1.2
industry
organization or business entity where a TVET trainee, Technical Instructor or Trainer is placed to gain knowledge and practical skills

NOTE This shall be a public or private organization or business entity providing TVET trainees, Technical Instructors and Trainers with workplace training experience.

3.1.3
industrial attachment
placement of TVET trainees, technical instructors and trainers in an industry for the purpose of gaining practical and employability skills in their area of training

3.1.4
inclusion
provision of equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as PWDs and other minority groups

3.1.5
log-book
booklet used by a trainee to record the work activities and has to be signed by the trainer and the supervisor

3.1.6
mentee
trainee who is on work place - based training in an industry as part of their study programme

3.1.7
mentor
competent person who provides support and advice that empowers the mentee to acquire relevant knowledge and develop appropriate attitude and practical skills

NOTE This may be a supervisor, manager or a worker who is an expert in a particular field.

3.1.8
mentoring tool
document used to assess whether a mentee meets the requirements of the occupational standards for a particular training programme during industrial attachment

3.1.9
monitoring and evaluation
mechanism put in place to ensure adherence to quality, standards, cost effectiveness and relevance of industrial attachments

3.1.10
soft skills
personal attributes that enable someone to interact effectively and harmoniously with other people for day-to-day professional growth

NOTE Soft skills include but not limited to teamwork, time management, leadership, communication, public relations and etiquette.

3.1.11
supervisor
competent person under whom a trainee is placed for purposes of inducting, allocating job tasks and overseeing work performance

3.1.12
technical instructor
person whose qualification is a craft or a diploma in a TVET field and in addition has training in pedagogy/ andragogy

NOTE The technical instructor shall also be registered by TVETA and practising in a TVET institution.

3.1.13
trainee
learner placed in an industry for a specified period for practical training and exposure

3.1.14
trainer
person whose qualification is a bachelor degree and above in a TVET field and in addition has training in pedagogy/ andragogy

NOTE The trainer shall also be registered by TVETA and practising in a TVET institution.

3.2 Abbreviations

HR Human Resource

ILO Industrial Liaison Officer

MOU Memorandum of Understanding

M&E Monitoring and Evaluation

PWD Persons with Disabilities

TVET Technical and Vocational Education and Training

TVETA Technical and Vocational Education and Training Authority

4 Management of industrial attachment

This clause prescribes the roles and responsibilities of the TVET institution, industry and trainee for quality conduct of industrial attachment.

4.1 TVET institution

4.1.1 To ensure quality industrial attachment for trainees, the TVET institution shall:

a) develop Institutional Industrial attachment policy to guide the process;

b) allocate a budget and resources to support industrial attachment activities;

NOTE The details of the budget shall be specified in the institutional budget.

c) establish linkages through Memorandum of Understanding (MoUs)/agreements with industry for the purpose of trainees' industrial attachment. The MoUs shall include but not limited to:

i. parties to the agreement;

ii. description of the project (trainee's industrial attachment) on which they are agreeing;

iii. definition of its scope;

iv. roles and responsibilities for each party;

v. conditions for alteration and termination;

vi. dispute resolutions;

NOTE Annex A provides a sample of a Memorandum of Understanding (MoU).

d) appoint an industrial liaison officer to coordinate industrial attachment activities;

e) appoint an industrial attachment committee to be chaired by the industrial liaison officer. The committee membership shall have diversity.

NOTE Diversity may include gender inclusivity, PWDs and membership drawn from various academic departments.

4.1.2 Industrial attachment committee

The industrial attachment committee shall undertake the following roles and responsibilities:

a) map out industries relevant to the courses being offered; i.e. sites that offer a holistic learning workplace experience to trainees;

b) assess the eligibility of the company/employers for industrial attachment placement;

c) source industrial attachment places for trainees;

d) post trainees in relevant places of attachment taking into consideration the needs of the minority, marginalised, PWDs and special needs;

e) ensure each trainee undertakes industrial attachment within the duration stipulated in the curriculum;

f) provide rules and regulations (code of conduct) to govern the trainees during industrial attachment;

g) facilitate provision of insurance cover for trainees during industrial attachment;

h) conduct briefing of trainees on industrial attachment requirements;

i) provide the industry with trainees' workplace learning guidelines i.e. mentoring tool (See Annex B) and log books;

j) supervise and assess trainees during the industrial attachment;

k) maintain records on industrial attachment, including but not limited to:

i. log books;

ii. mentoring tool;

iii. portfolio of evidence;

iv. progress reports for each trainee submitted by both industry and institutional supervisors;

v. trainee's industrial attachment report;

l) induct industry supervisors/mentors/coaches on workplace -based training of trainees;

m) develop a monitoring and evaluation framework (criteria) for the industrial attachment program;

n) coordinate and conduct monitoring and evaluation of industrial attachment program;

o) assign supervision duties to trainers with relevant skills that match the trade area of the trainee;

p) create platforms and mechanisms for sharing experience arising out of the industrial attachment program by the stakeholders;

q) gather and assess the logbooks worked on by trainees and company supervisor/mentor/coach during industrial attachment program;

r) gather the feedback from the industry supervisor;

s) assess the trainees during and at the end of industrial attachment;

t) hand over the results of trainees and evidence to the TVET institution's examination officer;

u) schedule technical instructors and trainers for industrial attachment placement every three years

NOTE Upon completion of the industrial attachment, the technical instructors and trainers shall provide the institution with a report.

4.2 Industry

4.2.1 General

The industry should

a) establish a policy to govern industrial attachment programme;
b) prepare industrial attachment contract document (See Annex C);
c) appoint an industrial supervisor and coach/ mentor for the trainee;
d) provide adequate safety and security for trainees at the workplace according to the organisational policies and relevant legal requirements;
e) facilitate the trainee to acquire meaningful learning experiences in respective areas of learning;
f) provide the trainee with a progress report on a regular basis;
g) inform the TVET Institution of any misconduct, challenges experienced or caused by the trainee immediately;
h) ensure the trainee adheres to industry's code of conduct in line with the contract of attachment;
i) commit its facilities and/ or resources for effective implementation of the industrial attachment program;
j) provide trainees on industrial attachment with a wide range of experiences that develop soft skills;
k) conduct induction and orientation for the trainee;
l) conduct investigations on instances of professional misconduct raised by the trainee, mentor or supervisor;
m) Provide accessibility and reasonable adjustments in the workplace to ensure PWDs access quality industrial attachment environment;
n) Provide the trainee with a Recommendation Letter or Certificate of Completion.

NOTE No industry shall use the industrial attachment placement, as an alternative of regular or laid-off paid employees.

4.2.2 Industry Supervisor

The industry supervisor responsibilities should include but not limited to:

a) inducting and orienting the trainee within the department or section;
b) preparing an Industrial Attachment Training Plan (See Annex D);
c) setting performance targets with the trainee;
d) assigning job tasks to the trainee;
e) assigning tools and equipment to the trainee;
f) providing experiential learning activities to the trainee;
g) aiding the trainee in developing soft skills, communication and documentation in addition to competencies in their respective fields;
h) overseeing the day-to-day work performance;
i) attesting to the acquisition of the expected level of competency by the trainee at the end of the training in that particular department and ensure comprehensive completion of the necessary entries in the trainee's logbook/ mentoring tool;
j) assessing the trainee using the mentoring tool/ assessment form provided by the TVET institution;

k) identifying areas where the trainee may not have acquired the requisite competency and suggesting corrective measures.

4.2.3 Industry Coach/Mentor

The industry should appoint a coach/ mentor for the trainee whose responsibilities shall include but not limited to:

a) interacting with the trainees on a regular basis for purposes of assisting them to develop appropriate attitude, knowledge and practical skills;

b) assisting trainee/mentee to understand the organization's requirements and adherence to the organizational code of conduct;

c) aiding the trainees in developing employability and competencies relevant to their respective fields of specialization;

d) assigning trainee/mentee relevant tasks;

e) observing trainee/mentee performance and record areas where he/she needs improvement;

f) assisting the trainee/mentee to come up with action plan for areas where he/she needs improvement;

g) ensuring that common precautions observed in the industry are learnt and followed by the trainees to ensure safety of self, clients, industry staff and equipment during the training process;

h) assisting the trainee in learning the importance of ethical and legal procedures;

i) guiding the trainees in the realization of their learning objectives by giving them individual attention especially those with any form of impairment;

j) addressing the welfare of the trainees;

k) contributing to the assessment of the trainees by the supervisor using the mentoring tool/ assessment form provided by the TVET institution.

NOTE The roles of a supervisor, mentor or coach may be assumed by one person.

4.3 Trainee

The trainee on industrial attachment shall be required to:

a) abide by rules, regulations and protocols of the attaching organization;

b) respect the cultural, religious and other differences of the people in the attaching organization;

c) demonstrate commitment and willingness to fully and actively participate in the learning experiences of the industrial attachment;

d) make effort to acquire relevant skills in the area of specialization;

e) complete assignments given by the mentor and/or supervisor as per the given timeline;

f) document activities undertaken in the logbook on a daily basis;

g) complete the assessment tasks assigned by the mentor and filling out the self-assessment section in the mentoring tool;

h) complete the industrial attachment as per the guidelines provided in the curriculum;

i) ask for feedback and provide feedback when required to by the supervisor/mentor on the progress he/she is making and any challenges thereto with regard to the industrial attachment;

j) observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the industrial attachment;

k) hand over all materials and equipment/tools belonging to the attaching organization at the end of the industrial attachment period;

l) submit a report on industrial attachment experience to the training institution and the industry;

m) clear with the attaching organization before leaving the industrial attachment station;

n) provide feedback on the industrial attachment experience to the training institution as appropriate.

4.4 Assessment Body

The roles and responsibilities of the assessment body in relation to industrial attachment should include but not limited to:

a) develop framework for assessment of trainees during industrial attachment;

b) provide TVET institutions with mentoring tools for specific programs to be used by the trainee/mentee, mentor and supervisor during industrial attachment;

c) determine the weighting of industrial attachment trainee's scores for the purpose of certification.

5 Trainee assessment during industrial attachment

During the industrial attachment training, the trainee shall be subjected to an assessment by the industry and institution supervisors to establish the extent of competence development. For quality conduct of the assessment, the following guidelines shall be observed:

a) Assessment to be carried out using the mentoring tool/ assessment form at predetermined intervals;

b) Areas of assessment include specific trade skills, general employment skills, attitude to work, human relationship/interpersonal skills and ability to work in multicultural and multi-disciplinary environment;

c) The mentoring tool to be used as guided by the Curriculum Developer;

d) The industry supervisor to submit the trainee's assessment report to the institution in the manner agreed upon between the industry and the TVET institution;

e) The TVET institution's supervisor to assess the trainee's performance of job tasks through the trainee's own reports and portfolio of evidence;

f) The supervisor to physically visit the industry to assess the trainee during actual performance of job tasks.

6 Monitoring and evaluation

Monitoring and evaluation (M & E) of the industrial attachment process shall be conducted for quality assurance. The following mechanisms shall be applied in carrying out of the M & E:

a) monitoring of attachment placement trends and patterns for forecasting and planning purposes;

b) determining the total number of trainees who successfully complete the programme, obtain a Recommendation Letter or Certificate of Completion;

c) ascertaining the degree to which management of places of attachments are satisfied with the value of and contribution made by the trainees;

d) preparing annual reports on the industrial attachment programmes; and

e) reviewing the overall programme for purposes of improvements and alignment with places of attachment strategic goals.

6.1 Monitoring, evaluation and learning framework

The M & E framework shall be designed to ensure adoption of a participatory approach in the implementation of the industrial attachments. Focus shall be on the following:

a) definition of the main objectives and targets;
b) selection of indicators to measure the efficiency and effectiveness of the industrial attachment activities;
c) identification of gaps and corrective measures;
d) identification of lessons learnt and the replication of best practices;
e) involvement of industry and stakeholders in the monitoring and evaluation of the industrial attachment programme.

6.2 Conduct of monitoring evaluation and learning

Conduct of Monitoring Evaluation and learning of industrial attachment shall be the responsibility of the TVET institution, TVET authority (TVETA) and the Assessment Body.

6.2.1 TVET Institution shall:

a) put in place suitable mechanisms and structures for monitoring and evaluation of industrial attachment programmes;
b) coordinate monitoring and evaluation of industrial attachment activities of its trainees.
c) develop industrial attachment monitoring and evaluation tools to track implementation of industrial attachment program.
d) receive feedback from the industry and trainees
e) prepare schedule of monitoring activities
f) gather data related to industrial attachment programme
g) analyze industrial attachment data
h) prepare monitoring and evaluation reports
i) share monitoring and evaluation reports with other stakeholders.

6.2.2 TVET Authority shall

a) develop standards to guide the implementation of industrial attachment;
b) develop a tool for the conduct of the monitoring and evaluation;
c) conduct periodic quality audits on the conduct of industrial attachments to ensure compliance with this Standard.

6.2.3 Assessment body should:

a) organize and visit the trainees at the attaching organizations as per the assessment schedule;
b) check the supervisor's and the trainee’s entries in the trainee’s mentoring tool/assessment form and log book;
c) discuss the progress report on the trainee with the supervisor;
d) assessment of the trainee by the relevant assessor;

e) write a report on all trainees the assessors supervised and the feedback from the respective industries or firms.

7 Termination of industrial attachment

7.1 The industry may terminate the industrial attachment for a trainee on grounds that include but not limited to the following:

a) absence without prior permission or reasonable cause for a period exceeding one week;
b) reporting to the assignment station under the influence of alcohol and other psychoactive substances;
c) involvement in fighting / violent activities at the industry;
d) being charged in court of law with a criminal offense;
e) intentional destruction of industry property;
f) refusal to obey lawful instructions.

7.2 A trainee on attachment may seek termination from the attaching organization through the TVET institution, which on confirmation of valid grounds for termination, will provide a letter for termination to the attaching organization.

7.3 The TVET institution/ attaching institution upon reasonable determination may terminate and/or transfer a trainee on attachment to a different attaching institution/branch.

Annex A
(informative)

Sample of Memorandum of understanding (MoU)

Memorandum of Understanding (MOU)

Between

(Name of TVET Institution)

and

(Name of Industry)

OVERAL INTENT

This working agreement between **(Name of TVET Institution)** P.O BOX …. and **(Name of Industry)** P.O BOX ….. signifies mutual interest in the implementation of industrial attachment for skills development.

1. Parties

This MoU is between (Name of TVET Institution) and (Name of Industry).

2. Obligation

a) (Name of TVET Institution)

i. Provide rules and regulations (code of conduct) to govern the trainees during industrial attachment;
ii. Conduct briefing of trainees on industrial attachment requirements;
iii. Provide the industry with trainees' workplace learning guidelines i.e. mentoring tool, log books;
iv. Facilitate provision of insurance cover for trainees use during industrial attachment.

b) (Name of Industry)

i. Conduct supervision of trainees while on attachment;
ii. Provide space, time and mentorship for hands-on experience;
iii. Expose trainees to the world of work.

3. Specific Duties and responsibilities of (Name of Industry)

i. Provide placements for trainees on attachment;
ii. Expose trainees to real world of work– enhanced hands-on practical skills;
iii. Provide Conducive working environment for the trainees;
iv. Have structured work approach when deploying trainees – deploy trainees in relevant places;
v. Supervise trainees on attachment and give fair and honest feedback;
vi. Enforce ethical code of conduct and regulations on part of trainee and report appropriately any inconsistencies;
vii. Assign a relevant mentor or a supervisor;
viii. Participate in curriculum review and development;
ix. Provide resource person during training when need arises;
x. To attach at least …. (Number) trainees at any one attachment period;
xi. Comply with terms of MoU.

4. Duties and responsibilities of (Name of TVET Institution)

i. Ensure trainees go through quality training to bring value to the industry;
ii. Ensure trainees are professional and ethical;
iii. Inculcate in the trainees the passion to learn and willingness to be trained at the workplace;
iv. Trainers to make timely follow up on trainee's progress;
v. Timely communication at least two months advance notice;
vi. Arrange for group personal accident insurance cover;
vii. Ensure that trainees have personal protective gear as necessary for their workplace training;
viii. Provide specification of areas of coverage as per their curriculum;
ix. Comply with terms of MoU.

5. Disclaimer

Either party may initiate further collaborations in specific areas of interest under this MoU. In the execution of this MoU each party shall function within their legal mandate under the laws of Kenya.

6. Duration of Validity

This MoU shall be valid for a period of three (3) years and takes effect on the day the **Chief Principal of (Name of TVET Institution)/Authorized person on behalf of (Name of TVET Institution) and** the **CEO of (Name of Industry) appends their signatures.** This MoU will remain unless one party notifies the other in writing within **One year** of intended date of termination. This MoU may be amended within the 3-year period. However, all active programs and projects under this MoU shall be allowed to run to completion.

7. **Financial Arrangements**

Neither party assumes any financial obligations as a result of this MoU but financial arrangement shall be negotiated separately and shall depend upon the availability of funds.

8. **Risk Sharing/Force Majure**

This MoU shall be suspended under force majeure. Each institution shall bear their own risks.

9. Having read this agreement and being fully aware of its contents, the parties hereby affix their signatures IN WITNESS WHEREOF the two of parties herein

For (**Name of TVET Institution)**

Signed;

Name;

Title;

Date;

For **(Name of Industry)**
Signed;

Name;

Title;

Date;

Annex B
(informative)

Sample Mentoring Tool

MENTORING TOOL

FOR

(TITLE OF THE PROGRAM i.e., as per OCCUPATIONAL STANDARD)

LEVEL xxx (Indicated in the Occupational Standard)

TRAINEE (MENTEE) DETAILS

Name of Trainee (Mentee)	
National ID No. of Mentee	
Admission Number of Mentee	
Mentee's Institution Details	Name:
	Physical & postal address:
	Phone and email address:
Date of Commencement of Mentoring Period (dd/mm/yyyy)	
Date of Completion of Mentoring Period (dd/mm/yyyy)	
Industry	Name:
	Physical & postal address:
	Phone and email address:

1.0 INFORMATION FOR USERS

1.1 Role of a Mentor

A **mentor** is someone who provides support and advice that empowers the mentee to achieve knowledge, skills and attitudes (worker behaviors). This may be a supervisor, manager or a worker who is an expert in a particular field. The role of the mentor includes:

i. Assisting mentee understand the organisation's requirements
ii. Assigning mentee tasks
iii. Observing mentee performance and record areas where the mentee needs improvement
iv. Assisting the mentee to come up with action plan for areas where he/she needs improvement

1.2 Role of Mentee

A **mentee** is a trainee who is on work placement (attachment) or is on-job training in an organization. The role of the mentee includes:

i. Completing the assessment tasks assigned by the mentor and filling out the self-assessment section
ii. Keeping the company's information confidential

iii. Being aware that he/she may be working with people from different backgrounds and cultures, so there is a need to respect those differences
iv. Asking for feedback and giving feedback when required.

2.0 How to use the mentoring tool

i. Where a skill, knowledge or attitude is not applicable in a particular workplace, the mentee should indicate not applicable (NA)
ii. The mentor should ask the mentee oral questions to gauge the knowledge of the mentee
iii. The mentee should fill the self-assessment section upon self-evaluation
iv. The mentor should fill the mentor review record upon observing and evaluating the mentee
v. Action plan should be filled by the mentee after agreeing with the mentor for any item assessed as needs to improve.

3.0 Mentoring Period

The attachment period shall be three months.

4.0 Number of Assessments

Three assessments are to be conducted using the mentoring tool: one within the first month of the attachment where the mentor assesses the mentee to assess their initial level of competence; another assessment will be conducted within the second month of the attachment period to gauge the progress of the mentee and the third one will be conducted within the third month of the attachment.

5.0 Submission of Mentoring Reports

The trainee/mentee is required to submit each of the three mentoring reports (in hard or soft copy) to the Industrial Liaison Officer of the respective institution.

COMPETENCY AREA: XXX

Mentor and mentee: *Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.*

S.No	**Competences for evaluation** (knowledge, skills and attitudes)	**Self-assessment record: Need to improve (NI) Or met (date)**	**Mentor review record: Need to improve (NI) Or met (initials & date)**	**Record action plan for any assessed as needs to improve (as agreed with mentor)**	**Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.**
	KNOWLEDGE The mentee demonstrates knowledge of:	**Self-assessment**	**Mentor review**		
1.					
2.					
3.					
	SKILLS The mentee:				
1.					
2.					
3.					

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SUMMARY OF TOTAL PERIOD OF MENTORING

S. No	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		

MENTOR SUMMARY REPORT

Name of Mentee……
Admission Number of Mentee……
Name of Mentee's Institution……
Name of Mentor……
Organization……
Date……
Signature and Stamp……

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: **Competent** ☐ **Not Yet Competent** ☐ *(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)*	

Annex C
(informative)

Sample Industrial Attachment Contract

Specific conditions:

a) The trainee on industrial attachment shall:

1. Obey and observe all industrial/ site safety rules and regulations;
2. Not divulge any of the organization's classified information;
4. Seek the supervisor's permission to be absent during normal working hours;
5. Avail himself /herself for continuous assessment by authorized persons to determine his/her achievements;
8. Complete all assignments given by the supervisor/ coach on time;
9. Maintain the insurance cover for the period of attachment;
10. Cooperate with the organization's employees at work.

b) The employer shall:

1. Give the trainee on industrial attachment proper induction and orientation of the organization;
2. Place the trainee under a qualified and competent supervisor/ coach;
3. Provide necessary tools/ equipment and materials during the period of attachment;
4. Provide the best possible and diversified experience to the trainee;
5. Assess the trainee using the provided assessment criteria and guidelines;
6. Furnish the TVET institution with reports on progress and conduct of the trainee in the prescribed format;
7. Provide necessary security and protection to the trainee;
8. Allow adequate access by the supervisor to assess the trainee.

The parties to this contract are the organization providing the industrial attachment, the trainee on attachment and the TVET Institution

Part A: To be signed by the trainee.

Name (as it appears in ID Card) ……
ID Card No (attach copy) ……College Admission No…….....
Gender……..……Mobile Phone No……...
Postal Address……. Code……Town…….....
Course of study……Level of Training …….
Signature of trainee……. Date…….
Duration of attachment: No of months ……. From……. To…….....
Insurance Details: Company……. Policy No. (Attach Copy) …….

The above named agrees to serve attachment provider as a trainee on attachment for the term of the attachment in order to learn the trade and gain practical exposure in the relevant skill area.

PART B. To be signed by the TVET Institution

Name of the institution……
Postal Address……. Code……Town……
Physical address (Street /Road) ……. Region…….
Telephone……. Email…… …….....
Name of ILO/ Placement Coordinator……Tel…….....
Signed by (Name)……. Designation……
(Principal/Dean/ HoD/ILO/Placement Coordinator / Any other)
Signed and Stamped……. Date…….....

Part C. To be filled by the Attachment Provider

TVETS 09:2023

Name of the attachment provider……..
Postal Address ……Code…… ……Town…….....
Physical address (Street /Road) …… Region…….....
Telephone……Email…… …….....
Name of officer in charge of Training…… Tel…….....
Signed by (Name)…… Designation…….....

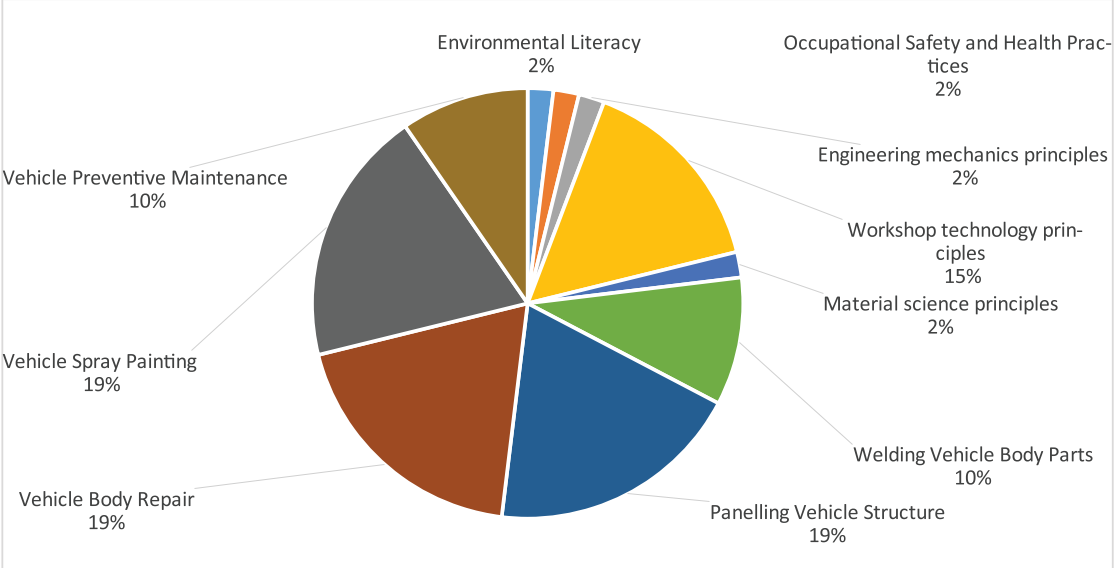
Annex D
(informative)

Sample Industrial Attachment Training Plan (Source: GIZ)

The in-company training plan from 01st January to 31st March 2021 has 520 hours and comprises the introduction to the following topics (units):

1. Induction to the company
2. Environmental Literacy
3. Occupational Safety and Health Practices
4. Engineering mechanics principles
5. Workshop technology principles
6. Material science principles
7. Welding Vehicle Body Parts
8. Panelling Vehicle Structure
9. Vehicle Body Repair
10. Vehicle Spray Painting
11. Vehicle Preventive Maintenance

Time allocation to Units of Competency/ Topics



Kindly note the following:

- All units should be covered during the regular day-to day business of your company in form of on-the job training. The time allocations are therefore given as recommendations. For this an experienced staff is nominated as a mentor for each topic.
- The learning outcomes and content (performance statement) stated in the table below provide orientation what the trainee should learn.
- We kindly ask you to appoint mentor(s) for the different units. Please not that for cross-cutting units like e. g. communication no specific time and mentor is required since this topic are covered

constantly during the working / learning process. Please insert the name of the mentor for the learning outcome in the last column of the table below and allocate a timeframe (date) when the trainee will be assigned to this mentor.

- Please indicate to the TTI if your company does not cover specify units, thus the trainee can be assigned to another learning place for this specific unit.

Training scheme:	**Autobody Technology level 6**	**Block:**	**2**
		Date	**01.01.2021 - 31.03.2021**
Name of company:		**Name of Trainee:**	

1 Induction to the company (done at the first day)			
Learning Outcomes	**Content, Performance Statement**	**Assessment**	**Mentor & time**
Knowledge about the company, its mission and vision, its rules and regulations.	Students should understand about the Company and its rules and regulations. Students should know each other's names and the names of their trainers and mentors. Students should also understand the various operations of the company and relation to their course.		E. g. Training manager first day of assignment
2 Occupation Safety and Health Practices **Time allocation: 10 hrs (2 % of training time in this block)**			
Learning Outcomes	**Performance Statement**	**Assessment**	**Mentor & time**
Clean Work Environment	Clean and make the work area safe Use tools and equipment Observe Health and Safety Dispose Waste oil, fluids and Scrap Components	Observation Practical Assessment etc	
Identify Work Place Hazards	Identification of Hazards in the Workplace and/or the indicators of their presence	Oral questions Observation	
Identify and implement appropriate control measure	Preventive and Control measures, including use of PPE (personal protective equipment) for specific hazards are identified and implemented Appropriate risk controls based on result of OSH hazard evaluation is recommended Contingency measures, including emergency procedures during workplace incidents and emergencies are recognized and established in accordance with organization procedures	Oral questions Practical test Observation	
3 Environmental Literacy **Time allocation 10 hrs (2 % of training time in this block)**			
Learning Outcomes	**Performance Statement**	**Assessment**	**Mentor & time**
Analyse resource use	Identification of resource consuming processes Determination of quantity and nature of resource consumed Analysis of resource flow through different parts of the process. Classification of wastes for possible source of resources	Observation Practical Assessment etc	

4 Engineering mechanics principles **Time allocation 10 hrs (2 % of training time in this block)**			
Learning Outcomes	**Performance Statement**	**Assessment**	**Mentor & time**
Analyse mechanical properties of materials	Definition of terms Identification of engineering materials Metals Metal alloys Polymers Composites Ceramics Determination of physical properties of engineering materials Determination of mechanical properties of engineering materials • Ductility • Malleability • Elasticity • Toughness • Hardness • Brittleness • Plasticity • Strength Stress • Shear • Torsion	Observation Oral questioning Practical assessments	
5 Material science principles **Time allocation 10 hrs (2% of training time in this block)**			
Learning Outcomes	**Performance Statement**	**Assessment**	**Mentor & time**
Perform heat treatment	Observation of safety procedures and practices Classification of heat treatment processes • Annealing • Tempering • Normalizing • Hardening • Case hardening Identification of heat treatment method Heat treatment defects Performing heat treatment	Oral questioning Observation Trainee's report	
Perform material testing	Observation of safety procedures and practices Identification of material testing methods • Compression test • Hardness tests Tensile tests Brinel hardness tests Rockwell hardness test • Impact tests • Creep tests • Bending tests	Portfolio/ Projects Oral questioning Observation Trainee's report	

	• Fatigue tests • Torsional tests • Sharing tests Non-destructive testing • Visual examination • Radiographic tests • Ultrasound test • Liquid penetrating test • Magnetic particle testing Preparation of work-piece for testing Setting up of equipment and work-piece Carrying out testing Tabulation, analysis and presentation of results Maintenance of the testing equipment		
Prevent material corrosion	Identification of corrosion types Corrosion prevention methods Application of corrosion prevention on work piece	Oral questioning Observation	
6 Workshop technology principles **Time allocation 80 hrs (15 % of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & time**
Use technical drawing to plan work operations	Reading and extraction of information from the drawing which includes; • Dimensions • Tolerances • BS/ANSI Drawing Standards • Geometric ISO symbols & abbreviations) Development of working procedure and operational plan Development of operational plan • Sequence of operations • Measuring tools • Hand tools • Cutting tools • Inspection tools	Oral questioning	
Choose appropriate tools and materials	Hand tools Machine tools Selection of tools as per the specific operation Inspection and/or recalibration of tools Demonstration of correct handling of tools Selection of material for the given component	Oral questioning Trainee presentation Observation Oral question	
Measure and mark-out dimensions on work pieces	Measuring tools • Steel rule • Vernier calliper • Micrometre screw gauge • Vernier height gauge • Combination set • Bevels	Oral question Observation	

	Marking out tools • Scribers • Dividers • Dot punch • Centre punch • Engineers square • Straight edge • Surface plate Laying out work piece(s) Transfer of dimensions onto the work piece(s)		
Use hand tools to cut and file parts	Types hand cutting tools • Chisels • Saws • Files Selection of cutting tools as per the specific operation Inspection of cutting tool Demonstration of correct handling of cutting and filling tools	Oral questions Observation	
Use drills to make holes	Marking and centre punching the hole Selecting and mounting drill bits Mounting and clamping work pieces • Bench vice • V-Block • Angle plate • G-clamp • Jigs and fixtures • Hand vice Drilling hole to specification Inspecting the hole	Observation Practical assessment	
7 Welding Vehicle Body Parts **Time allocation 50 hrs (10% of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & time**
Level vehicle chassis	Observation of safety as per work procedure and OSHA Interpretation of working drawings Chassis diagonals checking Chassis midpoint, front and end points checking Chassis levelling	Observation Oral questioning Practical performance	
Arc-weld vehicle cross members	Selection of materials, tools and equipment Observation of safety in arc welding cross members Joint preparation • Butt • Lap • Edge • Tee • Corner joints	Oral questioning Practical performance	

	Setting up MMA welding equipment MMA welding process (ISO 9606-1 standard) Welding joints, symbols and positions Post weld treatment • Heat treatment • Peening • Dressing Weld joint examination ISO 17637 standard)		
Perform MIG welding	Setting up MIG welding equipment MIG welding process Documentation of weld joints results	Observation Oral questioning	
8 Panelling Vehicle Structure **Time allocation 100 hrs (19% of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & time**
Grind vehicle structure	Vehicle structure inspection methods Types of grinding tools Vehicle structure ground finish methods	Observation Practical assessment On the job assessment	
Align vehicle structure	Inspection methods of frame alignment on vehicle structure Identification of alignment areas	Observation Practical assessment On the job assessment	
Construct vehicle boot compartment	Vehicle boot compartment inspection Boot compartment material requirement Selection of material and equipment for construction Panel fitting and welding methods	Observation Practical assessment On the job assessment	
Construct vehicle floor panel	Vehicle floor panel material inspection Types of material used and sizing in floor panel Floor panel material cutting and shaping Floor panel fitting and welding	Observation On the job assessment	
Construct vehicle exterior panel	Vehicle exterior inspection Exterior panel material identification and sizing Methods of cutting and bending panel sheets Panel joining and fitting methods Inspection of panel fitting and spacing	Observation On the job assessment	
9 Vehicle Body Repair **Time allocation 100 hrs (19% of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & time**
Perform panel beating	Inspection of vehicle body Identification the damaged vehicle body Straightening of vehicle body panel Application of body fillers	Observation Oral questioning	
Perform plastic welding	Inspection of plastic parts of the vehicle	Observation	

	Identification of damaged vehicle body parts Plastic panel welding procedures and materials	Practical exercise	
Perform fibre glass repairs	Inspection of vehicle body repair Cleaning procedures Application of fibre glass materials Methods of surface spray painting	Observation. Oral questioning Written assessments	
Perform vehicle body surface preparation	Cleaning of vehicle body Sanding of the vehicle body Selection of resin and hardener mixer Application of resin and hardener mixer Selection of tools and materials Work space preparations Cleaning of work area	Observation Practical exercise	
Apply filling material	Inspection of vehicle body Body filler application Material application Application of blended filler	Observation Oral questioning	
Perform vehicle dent repairs	Observation of vehicle body Identification of dents Removal of dents	Observation Oral questioning	
10 Vehicle Spray Painting **Time allocation 100 hrs (19% of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & Time**
Perform vehicle body surface preparation	Vehicle body inspection Vehicle body cleaning Covering of unpainted vehicle parts	Practical assessment	
Apply vehicle body primer	Mixing and applying of etching and activator on the metal surface Application of first primer Application of bond seal on the joints Spot putty application Body primer application	Demonstration Practical assessment	
Apply body bond seal	Types of bond seal Preparatory work and application of bond seal	Oral questioning Simulation of performance Project assignment Practical Assessment	
Perform body sanding	Sanding methods and materials Sanding of vehicle surfaces	Oral questioning. Practical assessment	
Spray paint vehicle body	Preparatory work on the body before painting identification of automotive paints Appropriate colour matching and mixing Spraying equipment selection and preparation	Practical assessment Oral questioning	

	Spraying of first coat paint Spraying of second coat paint Spraying of final coat paint Vehicle paint drying procedures		
Perform surface refinishing	Selection of buffing materials Vehicle body preparation for buffing Body buffing Body vehicle cleaning	Practical performance Practical assessment	
11 Vehicle Preventive Maintenance **Time allocation: 50 hrs (10% of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & time**
Perform on-board diagnosis of vehicle braking system and generate defect report	Identifying components and function of vehicle braking system Diagnosing problems in vehicle braking system Working principles of sensors and actuators. On-Board Diagnosis (OBD) system of operation Basic electrical and electronics.	Practical assessment Oral presentation Observation	
Troubleshoot Electronic Braking Systems (EBS)	Types and characteristics of EBS and EPB systems Construction and operation of Electric braking system Construction and operation of Electric parking brakes	Observation Practical assessment Oral presentation	
Service mechanical brake system components	Types and characteristics of brake callipers Types, characteristics and applications of friction materials Principle of operation of hand brake and ratchet mechanism for mechanical hand brakes, S-cam Parts examination Repair and maintenance procedures System adjustments	Observation	
12 Vehicle Transmission System Maintenance **(Time allocation 50 hrs (10% of training time in this block)**			
Learning Outcome	**Performance Statement**	**Assessment**	**Mentor & Time**
Assess vehicle operational condition	Identifying and repairing tyre punctures Performing wheel balancing Performing tyre fitting on the rim Straightening bent wheel rims Replacing tyre pressure nozzles Maintaining tyre pressure Inspect exterior lights functionality including; Head lamp Parking light Fog light Brake lights Reverse lights Indicator light	Observation Practical assessment Oral presentation	

	Number plate Checking wipers for wear and wiper jets for clogging and target Types of instrument cluster for warning lights including; Service reminders lights ABS (Anti-lock braking system) light Overheating light Check engine light Diagnosing vehicle operation system including; Engine test Gearbox performance Working of the ABS system Seat belt Check brake pads and linings for wear Check drive belts for wear, abrasion, cracks and tension including; V-belt Fan belt Alternator belt Air Con belt Timing chain belt Water pump belt Performing engine starting for abnormal sound Observing vehicle test-driven and its clutch, brakes, steering and suspension Lifting and observing vehicle for under leakages and anomalies Preparing vehicle operational assessment report		
Replenish vehicle fluids	Lubricants and fluids replenished to the levels and quantities as specified by the manufactures The use of manufacturer's specifications to identify the correct types and grades of lubricants and fluids for systems Protective measures to avoid spillage that may damage the vehicle and cause a safety and health hazards Perform top up of fluids not due for replacement checked for anomalies including; Minor service Major service Drain used oil into the disposing drain tank Perform lubrication by fixing drain plug and topping up oils/fluids	Oral questioning Observation Practical assessment	
Replace service parts	Identification of service parts that should be replaced as part of routine maintenance including; Oil filters Air filters Fuel filters Cabin filters	Oral questioning Observation Practical assessment	

	Spark plugs Glow plugs Drive belts The use of manufacturer's part numbers to verify that the parts are correct for the type of vehicle Use of appropriate tools for removal and replacement to ensure correct replacement without damage Replace faulty parts Tests to ensure that the replacement parts perform to manufacturers specifications Disposal of waste oil, fluids, and scrap parts in accordance with current environmental regulations		
Adjust specified parts	Use of manufacturers technical information to identify operating specifications and tolerances Tools and equipment for checking and carrying out adjustments Identification of components and systems that are to be checked and adjusted including; Hand brake lever travel Clutch, brake Accelerator pedal play and travel Wiper nozzles Principles of power torque and speed The use of approved checklists and documentation to record checks and adjustments carried out	Oral questioning Learner portfolio of evidence	
Lubricate wear and tear parts	Application of antirust (WD40) to rusted friction parts Types, characteristics and applications of antirust, grease and general lubricants Apply lubricants to door hinges and locks, window winder and window path Apply grease to suspension parts and joints including Shock absorber/ strut Control arms Ball joints	Practical assessment Oral questioning	
Align electronic headlamp	Parking vehicle on a flat level ground with headlamps aiming a plain opaque target Connection of vehicle OBD-II port with the VCI and computer Vehicle lighting legal requirements Access headlamps using controller and the computer including; Xenon lamps Halogen lamps Perform headlamps alignment	Oral questioning Written assessment Portfolio of evidence	
Reset service reminders	Connection of vehicle OBD-II port with the VCI and computer Uses of computer to access cluster/meter	Observation Oral questioning	

	controller Service reminders update including; Fluid levels Brakes Plugs Air cleaner element Any leaks Perform counters update		

Title code and topic	Duration Company BLOCK2 (Total 520 Hours)
ENG/CU/ABT/BC/05/6/A; Environmental Literacy (40)	10
ENG/CU/ABT/BC/06/6/A; Occupational Safety and Health Practices (40)	10
ENG/CU/ABT/CC/03/6/A; Engineering mechanics principles (80)	10
ENG/CU/ABT/CC/04/6/A; Workshop technology principles (160)	80
ENG/CU/ABT/CC/07/6/A; Material science principles (70)	10
ENG/CU/ABT/CR/03/6/A Welding Vehicle Body Parts (360)	50
ENG/CU/ABT/CR/04/6/A Panelling Vehicle Structure (400)	100
ENG/CU/ABT/CR/05/6/A Vehicle Body Repair (120)	100
ENG/CU/ABT/CR/06/6/A Vehicle Spray Painting (360)	100
ENG/CU/ABT/CR/09/6/A Vehicle Preventive Maintenance (240)	50
TOTAL HOURS	**520**

Important Events and Dates to Note:

1st Monthly Assessment - 3rd Week

2nd Monthly Assessment - 7th Week

3rd Monthly Assessment - 12th Week

Annex F
(informative)

Additional information

F.1 Trainee welfare

F.1.1 Trainee support

Attaching organization will:

i. assist the trainee to attain full potential during attachment
ii. provide the necessary guidance to the trainee
iii. liaise with the TVET institution and supervisors of the trainee to ensure that he or she has an enabling work environment

F.1.2 Safety and wellbeing of trainees at workplaces

Attaching organization is required to provide a conducive environment for trainees by avoiding unacceptable conduct that includes but not limited to deliberate exposure, conversation or harassment of any type be it gender based, ethnic, sexual, disability, class or religious

NOTE The attaching organization shall abide to the Sexual Offences Act, 2006.

F.1.3 Health and occupational safety of trainees

Attaching organization is required to;

a) orient trainees to the health and safety policies and procedures at the workplace during induction session.
b) provide appropriate safe systems of work, preventive and control measures and where not feasible, provide suitable personal protective appliances and clothing.
c) ensure access to work systems, equipment, and washrooms for those with an impairment.
d) meet industry minimum health and safety standards.

NOTE The attaching organization shall abide to the Occupational Safety and Health Act, 2007.

F.1.4 Gender and diversity inclusion

The Attaching organization shall be required to establish, implement and maintain a gender and diversity inclusion policy to ensure non-discrimination of a trainee based on gender and assure inclusion of the marginalized and PWDs to undertake quality industrial attachment.

In addition, attaching institutions are required to make reasonable adjustments to accommodate trainees with disabilities so that they are not disadvantaged.

111Bibliography

[1] Sessional paper no. 2 of 2013 on National Industrial Training and Attachment Policy

[2] National Industrial Training Scheme for Industrial Attachment, 2019

[3] National Skills Development Policy,2020

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