



# KITALE NATIONAL POLYTECHNIC

QMS CONTEXT DOCUMENT - ODeL DEPARTMENT

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Approved by: Principal

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Signature..... 

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<b>Interested Parties</b>					
<b>#</b>	<b>Interested Party</b>	<b>Internal or External</b>	<b>Summarize expectations or requirements</b>	<b>References</b>	<b>Responsibilities</b>
<b>1</b>	Trainees	Internal.	Timely issuance of log books and insurance covers, Timely and relevant Placement, Timely Assessment, and Timely Issuance of attachment Certificates on completion.	KNP Academic and Industrial Policies,	ILO, Principal
<b>2</b>	Principal	Internal	Timely Submission of attachment Budget, Timely assessment of Trainees. and prudent use of resources	Attachment Budgetary allocation.	Principal, ILO
<b>3</b>	Industry	External	Trainees with all attachment requirements, Advice on the skills areas for trainee exposure. Disciplined trainees	NITA regulations on Attachment, Relevant industry's rules and regulations.	ILO, Industry Supervisor
<b>4</b>	HODs	Internal	Timely Assessment of trainees, Letters of introduction,	KNP Academic and Industrial Policies,	ILO
<b>5</b>	Procurement Officer	Internal	Timely submission of requirements	KNP Procurement Policy	ILO
<b>6</b>	Finance Officer	Internal	Timely submission of Budget duly approved by Principal	KNP Budget	ILO
<b>7</b>	Insurance Agency	External	Timely submission of lists of all Trainees to be insured and cooperation	Legal Industry requirements	ILO
<b>8</b>	Parents	External	Timely assessment and issuance of attachment certificates. Trainees to gain relevant practical skills.	KNP Academic and Industrial Policies,	ILO

### Internal Issues

#	Issue	Category	Summary description
1	Late reporting of placement.	Shared values	Trainees delay reporting where they are placed hence delaying the process o budget preparation and sending assessors.
2	Late payment of Fees	Social	Parents' inability or reluctance to pay fees on time hence the students cannot get logbooks in time.
3	Lack of initiative	Staff	Lack of commitment by lecturers. As a result, some collude with trainees and write reports without actual assessment
4	Ill-prepared Trainees	System	Trainees not exposed to adequate skills and knowledge relevant in the field and as such they find themselves unable to cope with industry expectations and demands.
5	Funding	System	Slow Disbursement of funds by finance officer. Trainees become anxious since assessors get to their stations when they are just finishing attachment.
6	Failure to assess attaches	System	This may be due to the absence of attaché when assessors visit their stations or failure of assessor to reach the assigned stations. It leads to incomplete attachment exercise.
7	Failure to get placements places	social	Too many trainees and industry inability to cope with demand. It leads to frustration on trainees who desire but can't get attachment.

## External Issues

#	Issue	Category	Summary description
1	Inadequate Placement Places	Social	Many institutions competing for few available places. This frustrates trainees who would desire to get attachment but cannot. As such they can't complete their courses properly.
2	High Attachment fees	Economic	Some organizations charge high and unaffordable attachment fees to trainees. Trainees are thus unable to access such institutions even though they could be very relevant to their areas of training.
3	Rapid change in Technology	Technological	Equipment and Machines in the field different from those in the Polytechnic so trainees are unable to cope.
4	Social Vices	Social	Some trainees engage in activities that may lead to pregnancies, drug and substance abuse, diseases. This interferes with their performance in the field.
5	Financial constraints	Social	Some Trainees lack adequate financial support to cater for their upkeep. This interferes with their performance.

Products and Services			
#	Product or service title	Brief description	Summarize usage and importance
1	Industrial Attachment/Placement	Identifying trainees due for attachment, issuing introduction/Application letters, Processing insurance policies, liaising with industry, advice on possible placement places, Briefing on expected conduct and industry expectations. Maintaining a database of trainees,	Attachment of Trainees to gain practical skills
2	Industrial assessment	facilitate assessors and budgeting	Assessment of Trainees to determine attainment of attachment objectives.
3	Issuance of attachment Certificates	Giving certificates to successful trainees on completion of attachment	Trainee is able to prove he attended attachment and thus met the course requirements.

### Laws and Regulations

#	Law / regulation title or reference	Brief description of Quality requirement	Who is responsible for compliance?
1	KNP Academic Policy	Industrial attachment as a mandatory requirement for course completion	ILO
2	Occupational, Safety and Health Act, 2007	Compulsory insurance for all workers	ILO

<b>Communication</b>					
<b>Sno.</b>	<b>What will be communicated</b>	<b>When to communicate</b>	<b>With whom to communicate</b>	<b>How to communicate</b>	<b>Who communicates</b>
<b>1</b>	Trainees' Attachment Reports submission notice	2nd week of term	Trainees reporting from Attachment	Internal Memos on NoticeBoards	ILO
<b>2</b>	Coordinators' meetings	4th week of term	DACs	Internal Memos, SMS, What's-up forum.	ILO
<b>3</b>	Procurement of logbooks and insurance covers	5 <sup>th</sup> week	Procurement Officer	Requisition through ABM	ILO
<b>4</b>	Assessment Budgeting	7th week of term	Budget committee	Internal Memos, SMS, What's-up forum.	ILO
<b>5</b>	Assessment budget approval	7 <sup>th</sup> week	Principal, finance officer	Budget presentation	ILO
<b>6</b>	Attachment Assessors' Briefing	8th week of term	Trainees returning from attachment	Memos/Notices on Notice boards	ILO
<b>7</b>	Trainees Briefing meetings	9th week of term	Attachment Assessors	Internal Memos, SMS,	ILO

#	What needs to be Monitored and Measured	Methods of MMAE	When to Monitor and Measure	When the results of Monitoring and Measurement shall be Analyzed and Evaluated
1	Classes Proceeding on Attachment	Obtain class Lists, Compile Lists	One term before attachment period	2 months before commencement of attachment
2	Attachment Placement	Trainees feedback on place of attachment	6th week of attachment period	7th week of attachment period.
3	Assessors' Evaluation	Returned duly filled assessment Tools	End of assessment Period.	11th week of term



SNO	ORGANIZATIONAL KNOWLEDGE SOURCES	DESCRIPTION	MAINTENANACE AND SHARING
1	Seminars, Workshops, Conferences	Staff attending relevant seminars to upgrade their grasp of current trends	Seminar notes duly filed and shared with other staff
2	Industry Visits	Visiting Industry to obtain Feedback on Training needs, gaps, industry requirements, new technology,	Visit reports filed and contents shared with departmental attachment coordinators.
3	Journals, magazines	obtaining relevant magazines, journals concerning industry	Maintaining relevant journals, magazines and other relevant materials. The same to be Made available to staff.
4	Exchange programs	Staff participating in programmed activities in partner organizations.	Reports, training materials, Booklets. Sharing of information during meeting with Department members.
5	Benchmarking	Taking our staff to share experiences with other institutions.	Benchmarking reports. Knowledge and challenges shared with rest of staff.