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KITALE NATIONAL POLYTECHNIC
QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD
ILO PROCEDURE MANUAL

KNP/PM/ILO/ 02

VERSION: C

REVISION:1

Authorized by: _____ Principal	Sign: 	Date: <u>25TH OCT 2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25TH OCT 2021</u>

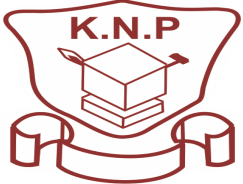
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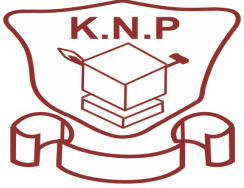
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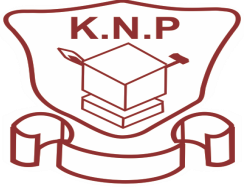
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CIRCULATION

NAME	COPY NO.
Principal	1.
Deputy Principal Administration	2.
Deputy Principal Academics	3.
Registrar	4.
Dean of students	5.
Management representative	6.
HOD Agriculture	7.
HOD Building and civil engineering	8.
HOD Business	9.
HOD Electrical /electronic	10.
HOD Hospitality Management	11.
HOD ICT	12.
HOD Liberal Studies	13.
HOD Applied Sciences	14.
HOD Mechanical Engineering	15.
Examinations Officer	16.
Finance Officer	17.
Procurement Officer	18.
HOD Guidance and Counseling	19.
HOD Library	20.
Industrial Liaison Officer	21.
PC Coordinator	22.
Sports Officer	23.
External Auditor	24.

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PROCEDURE NUMBER 1: INDUSTRIAL ATTACHMENT

1.0 GENERAL

1.1 PURPOSE

This procedure is intended to ensure that industrial attachment is carried out efficiently and effectively

1.2 SCOPE

This procedure applies to all industrial attachment activities in KNP

1.3 REFERENCES

- a) KNP industrial attachment policy
- b) Current DIT guideline
- c) KNP Academic Policy(2018)

1.4 TERMS DEFINITION

- a) ILO – Industrial Liaison Officer
- b) HOD Head of Department
- c) DAC- Departmental Attachment Coordinator.
- d) Attachment Committee- composed of ILO, Deputy ILO, and all the DACs.
- e) Attachment logbook- attaché’s daily record book
- f) Attaché – Trainee on attachment.
- g) FO =Finance Officer
- h) DIT- Directorate OF industrial Training
- i) NITA- National Industrial Training Authority

1.5 PRINCIPAL RESPONSIBILITY

The ILO shall ensure that this procedure is followed and maintained.

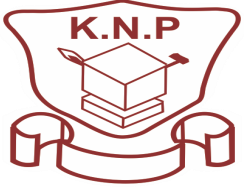
1.6 INTERFACES/INTERACTIONS

- a) Principal for Approvals of Budgets.
- b) Finance officer for facilitation of payments for assessment and insurance covers.
- c) Academic HODs for provision of lists of attaches.
- d) Procurement officer for procurement of insurance covers for students.

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Submission of Lists of all eligible attachés From HODs by 8 th week of term preceding attachment period to the attachment office.	Review date of submission of Lists against stipulated time. Verify the lists from HODs with registrar’s list and admissions criteria (Date of admission and date of attachment)
100% placement of eligible attaches.	Compare assessment reports against and list of students on attachment against approved list from HOD.
100% insurance covers for students proceeding on attachment	Review the list of students proceeding on attachment against insurance policies

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Assessment of all Attachés before the end of attachment period.	Compare assessment reports against list of students on attachment
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1.8 RESOURCES

The resources to be used in the process are listed below:-

- i) Printing Machine
- ii) Stationery
- iii) Computers
- iv) Personnel
- v) Logbooks

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Funds	- Students with practical skills and exposure
List of attaches	-Duly Filled assessment Forms
Insurance Covers	-Duly Filled Confidential Reports
Industry requirements	-Valid Insurance Covers
Industry Data base	-Attachment Certificates
	-feedback on attachment
	-Minutes of attaches briefing.

2.0 METHOD

2.1. IDENTIFICATION OF STUDENTS DUE FOR ATTACHEMENT AND PLACEMENT

2.1.1 This procedure shall start with the ILO determining the names of trainees proceeding on industrial attachment in each department one term in advance of the attachment period for all trainees. ILO shall be guided by:

- a) Admission register
- b) Class attendance register
- c) KNP Academic Policy

2.1.2 Upon determination of the names of trainees proceeding on attachment as per 2.1.1 the ILO shall issue respective attachment introduction letters to the trainees as per department, 4 weeks before the end of the term.

2.1.3 The ILO shall also issue NITA forms to attaches' as applicable and also advice on online application.

2.1.4 The trainees shall be directed to apply to industries based on:-

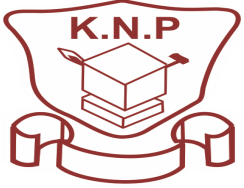
- a) Relevant industry in regard to the course
- b) Ability to self-sustain
- c) Availability

2.1.5 This activity shall be deemed complete when the trainee communicates with the ILO on their successful placement.

2.2 INSURING OF TRAINEES.

2.2.1 All trainees shall be insured every academic year upon registration. Before the start of the industrial attachment period, the ILO shall in liaison with the F.O compile a list of all trainees due to proceed for attachment and have completed payment of attachment and insurance fees.

2.2.2 The ILO shall liaise with the Principal and the F.O to ensure the trainees who have completed payment of attachment and insurance fees as per the procurement procedure.

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2.2.3 The ILO shall communicate with insurance company as per external communication procedure number 2 in the general operations procedures and the insurance company shall proceed to insure the trainees.

2.2.4 Upon receipt of the valid insurance cover/policy, the ILO shall issue them to the trainees who shall sign for them.

2.2.5 This activity shall be deemed complete when all eligible attachés have been issued with insurance covers.

2.3 ATTACHMENT BRIEFING

2.3.1 This activity shall start with the ILO convening an attachment briefing meeting as per meetings procedure, three weeks before the end of the term. Before the briefing meeting, the attachment committee shall meet to deliberate the agenda outlined in 2.3.3

2.3.2 The briefing meeting shall be attended by:

- a). Administration representatives
- b). ILO/ deputy ILO
- c). Representatives from Dean's office
- d). Guidance and Counseling Representative
- e). Departmental attachment coordinators
- f). Trainees proceeding on attachment.

2.3.3 During the briefing meeting, the trainees shall be advised on

- a) personal discipline
- b) observing rules/regulations governing place of attachment
- c) log book use
- d) assessment criteria
- e) safety
- f) Deadline for reporting attachment placement
- g) Deadline for submitting post attachment reports
- h) any emerging issues

2.3.4 The ILO shall issue the trainees with:-

- a) log books/Mentoring tools for CBET trainees
- b) Attachment introduction letters as per individual courses.

2.3.5 This activity shall be deemed complete when trainees are released from the meeting.

2.4 ASSESSMENT OF TRAINEES

2.4.1 This activity shall start when attaches report to the place of attachment.

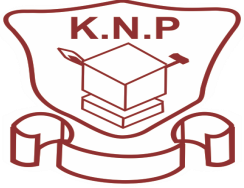
2.4.2 The ILO shall communicate with the attaches within 6 weeks to confirm: -

- a) the place/location of attachment
- b) The number of attaches in a given location.
- c) Budget of the exercise guided by the destination
- d) Proposed assessment dates.

2.4.4 The ILO shall submit the proposed budget to the principal for approval as per the internal communication procedure.

2.4.5 If the principal does not approve, the proposed budget is returned to the ILO with recommendations on amendments.

2.4.6 If the principal approves, the proposed budget shall be forwarded to the FO for facilitation/processing of funds and the funds availed to the trainers proceeding for the assessment exercise.

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- 2.4.7 After briefing the assessors, the ILO shall provide them with:
- a) Lecturers introduction letter
 - b) Industrial assessment form
 - c) Confidential report form.
 - d) Particulars of attaché i.e. contact, company, industry, town etc
- 2.4.8 The assessors shall communicate with attaches to inform them of the assessment day.
- 2.4.9 The lecturers shall assess the attaches as per the schedule by:-
- a) Marking the log book
 - b) Discussing with the supervisor/training manager
 - c) Submitting the employers confidential report form.
 - d) Ensuring that the supervisor signs and rubber stamps on the student's assessment form.
- 2.4.10 When the assessors /lecturers return from the field, they shall submit the assessment tools together with field assessment report for analysis.
- 2.4.11 Upon attachment completion, the trainees shall submit their log books, industrial attachment reports, and recommendation letters to their respective DACs within 2 weeks of reporting from attachment.
- 2.4.12 The DACs shall mark the documents and submit the marks to the ILO within 2 weeks of receiving them.
- 2.4.13 Upon receiving the marks from the DACs, the ILO shall issue the trainees with attachment completion certificate.
- 2.4.14 This activity shall be deemed complete upon the ILO having the certificates printed, duly signed and given to the trainees.
- 3.0 LIST OF APPLICABLE RECORDS AND REPORTS**
- a) Filled attachment particulars form
 - b) Filled industrial attachment assessment form
 - c) Confidential assessment report.
 - d) Insurance issuance record.
 - e) Communications
 - f) Minutes of meetings

PROCEDURE NUMBER 2: SELECTION AND RECRUITMENT OF INTERNS

2.0 GENERAL

2.0 PURPOSE

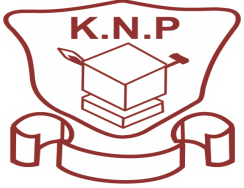
The purpose of this procedure is to ensure efficient, effective and fair way of selecting and recruiting of KNP Interns as per the HR policy.

2.1 SCOPE

This procedure shall cover all selection and recruitment of interns at KNP

2.2 TERMS DEFINITION

- a) GC – Governing Council
- b) HOD-Head of Department
- c) HOS – Head of Section
- d) CDTVET - County Director TVET
- e) D.P - Deputy Principal Administration
- f) HRO -Human resource officer

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- g) HRAC-human resource advisory committee
- h) DC – Disciplinary Committee
- i) ILO- Industrial Liaison Officer
- j) IRC- Intern Recruitment Committee.

2.3 REFERENCES

- a) Current T.S.C code of ethics
- b) TSC rules and regulations
- c) WIBA - The Work Injury Benefits Act, 2007
- d) OHS – Occupational Safety and Health Act, 2007 (Act No. 15 of 2007) (Cap. 514).
- e) Government circulars on labour
- f) Terms of service for staff
- g) Human resource policy manual
- h) Public Service Code of Conduct

2.4 PRINCIPAL RESPONSIBILITY

The ILO shall ensure that this procedure is strictly adhered to and maintained.

2.5 INTERFACES/INTERACTIONS

- a) All departments for submission of department Intern requirements
- b) HR and Departmental Section Heads for Induction.
- c) Principal for approval/ advice/consultation

2.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

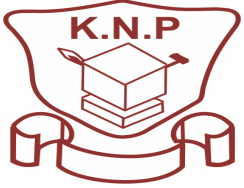
2.7.1 FOR RECRUITMENT

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Fairness and transparency in recruitment	Review advertisement ,list of applicants, and their qualification against the list of selected candidates their interviews scorecards and the minimum requirements for the job.
Effective recruitment	Compare departmental needs requirement with the available intern slots for relevant period.
Fairness in the placement of staff	Review the appointment letter against staff job description and placed areas.

2.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Tools, equipment and machines
- b) Personnel
- c) Funds
- d) Facilities

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2.9 INPUTS AND OUTPUTS

2.9.1 FOR RECRUITMENT

INPUTS	OUTPUTS
Staff establishment	Advert for vacant positions
Man power requisition forms	Applications
Shortlisting tool	Shortlisted candidates
Interview score sheets	Interview report
Personnel	Name of successful candidates
Funds	Communications
HR policy	Letter of appointment to the successful Candidates

2.0 METHOD

2.0 Recruitment of Internship Staff

2.1.1 This procedure shall start with the ILO requesting the HOD to submit their intern staffing requirements

2.1.2 The ILO shall summarize the staff needs guided by the HR Policy and report, with the recommendation, to the IRC.

2.1.3 The Principal shall confirm the available intern positions available for the given period as recommended by the GC.

2.1.4 Upon receipt of the number of intern slots allowed by the GC the ILO shall Advertise the vacant position(s) where necessary.

2.1.5 Upon receipt of applications the ILO shall make a summarised list of all applicants and short list the applicants as per the advert and present the lists to the IRC who will set a date for the interview.

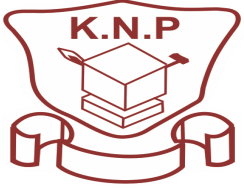
2.1.6 The ILO shall invite the candidates for interviews as per the set dates.

2.1.7 Upon successful interview the candidates shall be informed about the outcome of the interview in writing within two days.

2.1.8 The successful candidates shall be expected to report within 7 days from the day of dispatch of letter of offer of internship.

2.1.9 The prospective intern shall first report to the Principal who will then refer him/her to the ILO.

2.1.10 If the successful candidate declines or fails to report within the stipulated time the vacancy shall be filled guided by the HR policy.

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2.1.11 Upon reporting, the prospective intern shall hand over the letter of offer of internship to the ILO.

2.1.12 Upon receiving the letter of offer of internship, the ILO shall refer the intern to the HRO to be inducted on general issues as per the HR policy and the HRO shall refer the new intern to the respective department for further induction on departmental/technical issues.

2.1.13 Upon completion of internship, the intern shall receive an internship completion recommendation letter from the HOD. He/she shall deposit a copy of this letter to the ILO, and the HRO.

2.1.14 The procedure shall be deemed complete upon ILO and HRO receiving the internship completion recommendation letter.

3.0 LIST OF APPLICABLE RECORDS/REPORTS

- a) Memo
- b) Minutes.
- c) Application letters.
- d) A list of shortlisted Interns.
- e) A list of successful interns.
- f) Letter of offer.
- g) Internship Completion Recommendation Letters