



KATINE TECHNICAL TRAINING INSTITUTE

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INDUSTRIAL LIAISON OFFICE PROCESSES AND PROCEDURES

S/NO.	Activity	Process/Procedures	Requirement	Duration/ Timeline
1	Listing of trainees going for industrial attachment	<ul style="list-style-type: none">• Collection of trainee's data• Verification and preparation of the trainee's data.• Acquisition of insurance cover for trainees.	<ul style="list-style-type: none">• Memos• Data collection forms	2 weeks
2	Briefing of trainees going for industrial attachment	<ul style="list-style-type: none">• Conduct a briefing meeting with trainees• Sensitize training on industrial attachment procedures and requirements• Issuance of logbooks, insurance covers and cover letters	<ul style="list-style-type: none">• Memos• Attendance list• Minutes of meeting	1 hour
3	Assessment of the trainees'	<ul style="list-style-type: none">• Receipt of secured industrial attachment places• Assigning assessors to trainees• Assessment visits to trainees industrial attachment places• Assessors feedback	<ul style="list-style-type: none">• Data of trainees industrial attachment places• Facilitation for assessors• Assessment forms• Report on assessors feedback	3 weeks
4	Analysis of the assessment process	<ul style="list-style-type: none">• Evaluate feedback from assessors and trainees	<ul style="list-style-type: none">• Assessment forms• Assessment reports	1 week
5	Certification of trainees who satisfactorily met industrial attachment requirements	Compiling a list of trainees data	<ul style="list-style-type: none">• Assessment forms• Attendance lists• Logbooks	2 weeks

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KATINE TECHNICAL
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