KISEB
Elevating Supply Chain

INDUSTRY BASED LEARNING (IBL) POLICY

1.0Introduction

1.1. This module provides trainees with an opportunity to engage in a twelve-week full-time work placement within an organisation. The aims of Industry Based Learning (IBL) include exposure of trainees to the latest technology in the industry, for the industry to assess the relevance of skills the trainee has acquired and advise trainers, for trainees to gain insight into interpersonal and teamwork relationship in the industry and attain necessary performance levels for the award of professional diploma at the end of the course in line with competency-based education and training.

1.2. This policy sets out principles and guidelines for industry-based learning to guide the implementation of this programme. This policy brings out the rationale for IBL, its specific objectives, the main activities of the programme, the evaluation of the IBL programme and the responsibilities of the key players.

2.0 Rationale for IBL

2.1. The purpose of this programme is to enable trainees to demonstrate the additional knowledge, understandings, skills, values and attitudes they develop from the on-the-job training component of the CPSP-K training.

3.0 Objectives of IBL

3.1. A link between in-school training with on-the-job training

3.2. Provide the trainee with the opportunity to have an insight into the practical application of their skills and knowledge

3.3. Enhance the trainee's 'hands-on' skills in real work situation

3.4. Create an opportunity for the acquisition of knowledge and positive work ethics.

3.5. Appreciate the importance of human relationships and work attitudes while working in a team.

3.6. Develop work attitudes like curiousness, self-confidence, maturity and self-reliance

3.7. Obtain knowledge of potential careers and develop new areas of interest.

3.8. Maintain a high standard of discipline and adherence to laid down rules and regulations to build high standards of integrity.

4.0 Eligibility and Course Requirements

4.0.1. The period of IBL is 12 weeks i.e., 3 months.

4.0.2. Trainees should be CPSP III candidates

4.0.3. Trainees must present for assessment evidence of the learning related to the course outcomes they have achieved whilst in the workplace.

4.0.4. The evidence of Industry-Based Learning will consist of two parts: a log of those tasks and activities which have been undertaken in the workplace which are related to the course outcomes, and a final IBL Report.

4.1 Industrial based learning Tools

4.1.1. Trainee's letter of introduction – containing a list of areas of practice and familiarization and any other important information to be given to trainees before the beginning of the IBL period.

4.1.2. Trainee's guide (policy) on industrial attachment-to be given to trainees

4.1.3. Log book - to be filled on daily basis during the IBL.

4.1.4. Host supervisor's assessment/form-to be filled at the end of the attachment period, sealed and marked confidential and addressed to KISEB.

4.1.5. Performance Appraisal Form and Confidential Report from the host supervisor

4.1.6. Trainee's final IBL report to be submitted on completion of IBL.

5.0 Responsibility

5.1 KISEB

It is the responsibility of KISEB to;

5.1.1. appoint a member of staff as the IBL Coordinator.

5.1.2. liaise with National Industrial Training Authority (NITA), industry partners and be responsible for the trainee assessment and placement.

5.1.3. ensure that the work to be undertaken by each trainee is appropriate and that supervision arrangements are in place before the commencement of IBL

5.1.4. ensure trainees complete the agreed industry-based learning tasks.

5.1.5. ensure that trainees are evaluated (marking of the Industry-based learning report) and marks updated on the KISEB EMS.

5.2 Host Organisation/host supervisor

The supervisor must be a person in a supervisory/managerial position. It is the responsibility of the host organisation/supervisor to;

5.2.1. interview the trainees,

5.2.2. determine qualifications for the positions applied for

5.2.3. orient trainees into the host organisation, supervise, direct, and evaluate their work.

5.2.4. The ideal host supervisor will serve as a mentor. S/he will have sufficient work experience in procurement and supply chain management, the host supervisor meets the trainee on a regular basis to guide performance, provide background information and resources required to perform tasks.

5.2.5. recommend ways of enhancing the trainee's skills.

5.3 Trainee

It is the responsibility of the trainee to;

5.3.1. Apply and select the host organisation

5.3.2. meet with the host supervisor prior to the IBL to clarify the expectations, responsibilities, complete detailed forms,

5.3.3. work required number of hours

5.3.4. completing CPSP-K required tasks and

5.3.5. maintains a high standard of professionalism

6.0 Application Procedure

6.1. The trainee will formally notify the IBL Coordinator, on a prescribed form, of his/her intention to carry out IBL.

7.0 Evaluation of IBL

7.1. Upon completion of programme, the trainee will submit a brief report about their experience at the host organisation and provide suggestions that may help the programme.

7.2. The host supervisor (Departmental Head) will evaluate the trainee's performance using the Trainee Performance Appraisal Form.

7.3. A copy of the completed Performance Appraisal Form and a confidential report will be forwarded to KISEB

7.4. The trainee records will keep and maintained in the IBL file for future reference.

8.0 Compensation during the IBL

8.1. Industrial attachment may be paid or unpaid. Any payment should be a separate arrangement between the trainee and the host organisation.

ANNEX 1. IBL APPROVAL FORM

ANNEX 2: INDUSTRY-BASED LEARNING FINAL REPORT FORMAT

ANNEX 3: TRAINEE IBL LOGBOOK

ANNEX 1. IBL APPROVAL FORM

KISEB
Elevating Supply Chain

TRAINEE INDUSTRY-BASED LEARNING
LOGBOOK

NAME: .....

REG NO: .....

COURSE: .....

INDUSTRY-BASED LEARNING PERIOD

FROM.....TO.....

HOST ORGANISATION

NAME: .....

CONTACT: .....

EMAIL ADDRESS OF THE HOST SUPERVISOR:

.....

N/B: *IBL logbook will only be accepted if it is signed and stamped at the end of every weekly entry.*

The supervisor must be a person in a supervisory/managerial position.

ANNEX 2: INDUSTRY-BASED LEARNING FINAL REPORT FORMAT

The final industry-based learning (IBL) report will consist of the following key sections:

TITLE PAGE

On top should bear the title of the IBL report. The title should be short, precise, concise and clear (Not more than 15 words).

Specifically, the title page should contain the following information:

i. Course of study
ii. Name and registration number of the trainee on IBL
iii. Host organisation for IBL
iv. Period for the IBL
v. Date for the report submission

ACKNOWLEDGEMENT

This section helps you to thank all those who have assisted you while on IBL especially, the supervisor and the management of the host institution.

EXECUTIVE SUMMARY

It should be a summary, synopsis of the whole work presented and should be one paragraph, double-spaced with no quotations or references and at most 300 words.

TABLE OF CONTENTS

This page serves as the structure of the report and should come immediately after the executive summary. All major sections (chapter-level headings) including references and appendices must be included. The headings as listed in the table must be worded exactly as they appear in the body of the report. The wording and presentation (i.e. capitalization, special fonts and characters) use for all entries in the table of contents must match exactly the one used in the text.

CHAPTER ONE: INTRODUCTION

1.1. History of the organization

1.2. Core activities of the host organization

1.3. Vision, mission statement and core values of the host organisation.

1.4. Organizational structure of the host institution

1.5. Roles and responsibilities of the key personnel in the organization.

CHAPTER TWO: HOST DEPARTMENT

This is the specific department within the host organisation in which the trainee is attached.

2.1. Key functions/ activities of the department.

2.2. Staff establishment of the department

2.3. Trainee's main objectives for the IBL.

2.4. Trainee's assigned routine duties and department's participation forums.

CHAPTER THREE: EVALUATION OF THE IBL

3.1 Review of the trainee's objectives and the IBL experience.

3.2. Challenges encountered by the trainee during the IBL period.

3.3. How the challenges were overcome /solved.

3.4. Recommendations

BIBLIOGRAPHY/ REFERENCES Includes the consulted sources that need to be acknowledged.

Appendix (if any).

ANNEX 3: TRAINEE IBL LOGBOOK

THE IBL LOGBOOK

INTRODUCTION

This IBL logbook aims to assist the trainee to keep a record of the IBL activities. It will show the organization in which the trainee has worked on attachment and the period of time spent in that organization.

IBL PROGRAMME: The trainee must follow the set out IBL programme formulated by the department to which he/she is attached. This programme should be given to the trainee at the beginning of the activity. The department should provide an atmosphere for learning desired competencies

CHANGE OF ORGANISATION: A trainee is expected to start and finish his/her IBL in one organization. If it becomes absolutely necessary that he/she must change his/her place of attachment, the trainee should first secure permission in writing from KISEB.

REPORT WRITING: The trainee is expected to write a report on the experiences acquired during the IBL. The organization chosen for IBL should provide an atmosphere for learning desired competencies.

DAILY REPORT: The daily work carried out during the period of IBL is to be recorded clearly.

WEEKLY REPORT: This is a summary of work done in a week and should cover all the activities and the level of accomplishment of each. Trainees are required to present the Logbook periodically to the host supervisor and IBL coordinator for assessment.

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

DAILY/WEEKLY IBL RECORDS

WEEK……

DATE: FROM……

TO……

DAY	***Daily description of work done***	***Competencies gained***
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

SUMMARY OF THE WEEK (MAJOR ACCOMPLISHMENTS)

COMMENTS BY THE HOST SUPERVISOR

CHECKED BY: (SIGNED AND STAMPED)

NAME OF THE HOST SUPERVISOR:

SIGNATURE:

DATE:

We thank the host organization and the supervisor for their continued support.