



THE AGRICULTURAL SOCIETY OF KENYA

**INDUSTRIAL ATTACHMENT/
INTERNSHIP POLICY**

JUNE 2014
Nairobi



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1.0 Introduction

The Agricultural Society of Kenya (ASK) in its efforts to improve the quality of labour market in Kenya has designed an industrial attachment programme aimed at creating opportunities for industrial attachment to continuing students from different institutions of higher learning. The programme is tailored in such a way so as to improve labour market relevance and exposure. In addition, the programme provides a platform for on-the-job training, which will provide the trainee with the opportunity to have an insight into the practical application of their skills, safety consciousness and interpersonal skills in the labour industry.

A policy which sets out principles and guidelines for industrial attachment has been developed to guide the implementation of this programme. This policy brings out the purpose of industrial attachment, its specific objectives, the main activities of the programme and the key players that make it functional and meaningful.

This policy sets out principles and guidelines for industrial attachment at The Agricultural Society of Kenya. The policy aims at:

- 1.1 Establishing a permanent and effective system that would provide valuable work experience to college/university students
- 1.2 Providing a clear defined framework that will guide and give direction in management of internship/attachment programmes at ASK
- 1.3 Creating a bridge between the world of study and the work place for young professionals

2.0 Objectives of Internship/Industrial Attachment

- 2.1 Improve labour market relevance and exposure
- 2.2 A link of in-school training with on-the-job training
- 2.3 Provide the trainee with the opportunity to have an insight into the practical application of their skills and knowledge
- 2.4 Sharpen the trainee's 'hands on' skills in real work situation



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- 2.5 Create an opportunity for acquisition of knowledge and positive work ethics.
- 2.6 Appreciate the importance of human relationships and work attitudes while working in a team and as a member of a hierarchy.
- 2.7 Understand the constraints of working life and the functional relationships within and between organizations.
- 2.8 Orient towards work processes and the relationship of work to the rest of society.
- 2.9 Develop work attitudes like curiousness, self-confidence, maturity and self-reliance
- 2.10 Obtain knowledge of potential careers and develop new areas of interest.
- 2.11 Maintain high standard of discipline, obedience and adherence to laid down rules and regulations of the Society to build high standards of integrity.

3.0 Benefits accruing to the parties involved

3.1 The Agricultural Society of Kenya

- a) Additional manpower
- b) Young fresh initiatives
- c) Avenue for selection of competent employees
- d) Easy to manage and sustain

3.2 Attachee/Trainee

- a) Exposure
- b) Career information
- c) Work attitude

4.0 Requirements for Attachment at ASK

- 4.1 The applicant should be a Kenyan citizen.
- 4.2 Each application should be backed up by a supporting letter from the educational institution.
- 4.3 Applicants should be pursuing a diploma or degree course relevant to ASK operations from a recognized/reputable government/private institution of higher learning and particularly in the following fields of specialization:
 - a) Marketing
 - b) Communication
 - c) ICT



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- d) Purchasing and Supplies
- e) Human Resource
- f) Agricultural Economics
- g) Finance
- h) Accounting
- i) Law
- j) Business Administration/Management.

- 4.4 Applicants should be continuing students where the attachment internship period is within the study period before completion.
- 4.5 The period of internship should not exceed 12 weeks i.e. 3 months and is not renewable upon expiry.

5.0 Responsibility of the Parties involved:

5.1 ASK - It is the responsibility of ASK-

- a) To make places for attachment available to trainees
- b) To expose the trainees to relevant activities and training opportunities.
- c) To supervise and assess progress of the trainees and cooperate with their training institutions in this regard.
- d) To complete and release the academic logbook of the trainee.

5.2 TRAINEE - It is the responsibility of the trainee-

- a) Read and observe the behavioral requirements in the Code of Conduct and regulations of ASK.
- b) To endeavour to learn and acquire as much knowledge and skills as possible
- c) To seek to understand the operations of their area of study through consultations with their supervisors

6.0 Application Procedure

- 1. All applications for industrial attachment be addressed to the CEO/Human Resource Manager



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2. The Human Resource Manager will seek to confirm availability of vacancy for attachment in the respective department.
3. Upon confirmation of availability of vacancy, the application will be forwarded to the CEO for approval.
4. Once approval is granted, the Human Resource Manager will issue a notification and letter of offer to the applicant with a copy to the Head of Department.
5. The Trainee will then be deployed in the respective department and an internship schedule prepared and monitored to ensure that the trainee is inducted on all operations of ASK.
6. In case of non-availability of a vacancy for internship, the applicant will be notified accordingly through a letter of regret.

7.0 Evaluation of Attachment/Internship Programme

- 7.1 Upon completion of programme, the trainee/attaché will submit a brief report about their experience at ASK and provide ideas/suggestions that may help the programme.
- 7.2 The Departmental Head/Supervisor will evaluate the intern's performance using the Trainee Performance Appraisal Form.
- 7.3 A copy of the completed Performance Appraisal Form and confidential report will be forwarded to the relevant college/university.
- 7.4 The trainee/attachee records will be kept and maintained in the industrial attachment file for future reference.

8.0 Compensation during the Industrial Attachment period

Compensation during the industrial attachment period may be considered at the discretion of the Chief Executive Officer.

Signed:

CHIEF EXECUTIVE OFFICER

29th May 2014.