

***UNIVERSITY OF TOURISM, TECHNOLOGY
AND BUSINESS STUDIES
(UTB)
Making the Difference***



**INDUSTRIAL ATTACHMENT
HANDBOOK**

2020

Second Edition

January 2020

© UTB

Table of Contents

APPROVAL FORM	1
ABBREVIATION	4
INTRODUCTION.....	5
Background of UTB.....	5
Vision	5
Mission.....	5
OBJECTIVES OF INDUSTRIAL ATTACHMENT	5
INDUSTRIAL ATTACHMENT FORMAT.....	6
Requirements for Industrial Attachment	6
PLACEMENT PROCESS.....	7
Role of the Career Advisory Center	8
The role of the student.....	8
SUPERVISION AND ASSESSMENT	9
INDUSTRIAL ATTACHMENT REPORTING	10
INDUSTRIAL ATTACHMENT LOGBOOK	10
FORMAT FOR THE INDUSTRIAL ATTACHMENT LOGBOOK	11
INDUSTRIAL ATTACHMENT ABROAD	11
SPECIFIC DEPARTMENTAL REQUIREMENTS	12
Hotel and Restaurant Management Degree Program.....	12
Vocational Training programs within the Hotel and Restaurant Management department	12
Travel and Tourism Management Degree Program	13
Vocational Training Programs within the Travel and Tourism Management Department 	14
IATA/UFTAA.....	14

Business Information Technology Degree Program.....	15
APPENDICES	16
INDUSTRIAL ATTACHMENT REPORT FORMAT.....	16
EVALUATION FORM INDUSTRIAL ATTACHMENT II(a).....	18
EVALUATION FORM INDUSTRIAL ATTACHMENT II(b).....	19
EVALUATION FORM INDUSTRIAL ATTACHMENT II(c)	20
EVALUATION FORM INDUSTRIAL ATTACHMENT II(d).....	21
EVALUATION FORM INDUSTRIAL ATTACHMENT II(e)	22
EVALUATION FORM INDUSTRIAL ATTACHMENT II(f).....	23
Travel and Tourism Management Department.....	24
INDUSTRIAL TRAINING EVALUATION FORM FOR TTM, IATA, TTO STUDENTS	31
BUSINESS INFORMATION TECHNOLOGY DEPARTMENT	32
INDUSTRIAL TRAINING EVALUATION FORM FOR BIT, CIT STUDENTS.....	35
INDUSTRIAL TRAINING EVALUATION FORM FOR ALL STUDENTS.....	36
Lecturers' Report Form on Industrial attachment Visits	37
INDUSTRIAL ATTACHMENT CLEARANCE CHECKLIST	38
STUDENT CONTRACT FORM	39
REGISTRATION FORM.....	40

ABBREVIATION

VTP- Vocational Training Programs

IATA- International Air Transport Association

CAC- Career Advisory Center

SMART- Specific, Measurable, Achievable, Realistic & Measurable

HRM- Hotel & Restaurant Management

UFTAA- United Federation of Travel Agents Associations

INTRODUCTION

Background of UTB

UTB was founded in 2006 as an institution of higher learning in Rwanda. This was because of the increasing demand and need to provide professional training in the fields of tourism, hospitality management and business management. It has since expanded to different parts of the country to address the needs of the market. The philosophy of UTB is driven by its vision and mission statement as pointed out below:

Vision

UTB is committed to spearhead the advancement of education through quality teaching, learning, research, consultancy and service to the community by preparing graduates to meet the needs of Rwanda, the sub region and the global community professional growth in a conducive environment that values cultural diversity and cultivates awareness of ethical issues, gender, fairness, competitiveness and social responsibility.

Mission

To become a centre of excellence in the region for the quality of academic programs, and to be a solution provider for the training of professionals in the areas of Hospitality, Tourism and Business Information Technology.

It is against this background that students are required to undertake Industrial Attachment placement in the respective industry to equip them with practical skills, knowledge, and proper work attitude. The Industrial Attachment placement enables the student to have an all-round training to meet the industry expectations such as problem-solving skills, analytical ability, and responsibility for tasks, teamwork, and professionalism.

This handbook outlines procedures and evaluations of undertaking Industrial Attachment to fulfill the academic requirements for the award of certificates, diplomas, and degrees in specialization at UTB.

OBJECTIVES OF INDUSTRIAL ATTACHMENT

- To enable students to apply the theory learnt in class to the real work environment. The students will carry out practical activities to enable them to attain the level of competency as per the industry expectations.
- To enable the students, realize their strengths and weaknesses before joining the job market
- To enable students to have a broader understanding of their career
- To instill a sense of responsibility and right attitude required for effective service delivery in the industry.
- Enable students to gain problem solving skills and analytical abilities.

- To provide opportunity for the industry to identify potential employees from our students and to get feedback from industry about our program.

INDUSTRIAL ATTACHMENT FORMAT

Industrial Attachment will be carried out in two phases. All undergraduate students shall proceed for their first phase of Industrial Attachment during the third trimester of the second year for a minimum duration of three months on a full-time basis. The second phase of Industrial Attachment will be carried out during the second trimester of the third year for a minimum duration of three months on a full-time basis. At the end of the Industrial attachment the student trainee will make sure that he has maximized six hundred hours (600 hours) which will be verified in the Industrial Attachment Logbook.

All VTP/IATA students shall proceed for their industrial attachment after trimester three for a minimum duration of three months.

The Industrial Attachment is geared towards the actual operations within their area of specialization. Thus, every department should consider the key sections within their field of specialization. Currently the university has 3 departments: Hotel and Restaurant Management, Travel and Tourism Management, and Business Information Technology.

Requirements for Industrial Attachment

Credit Accumulation

- For an undergraduate student to qualify for Industrial Attachment, he or she must have accumulated an aggregate of 266 credits at least. A student should not have accumulated more than 3 modules subjected to repeat.
- For a student in vocational training programs to qualify for Industrial Attachment, he or she must have accumulated at least 192 credits.

Industrial Attachment Handbook

- All students must obtain a copy of the Industrial Attachment handbook from E-Learning

Industrial Attachment Seminar

- All students must attend the Industrial Attachment seminar. The Industrial Attachment orientation seminar is part of the Industrial Attachment program and accounts for the student's assessment. Whoever fails to attend without notice, will be inducted in the next internship batch.
- The Industrial Attachment seminar shall be conducted at the end of second trimester, second year, and the subject matter includes objectives, student conduct, placement process, key work areas, requirements, assessment and supervision criteria and communication with the university during the Industrial Attachment.

Registration

- For a student to qualify for Industrial Attachment he or she must have registered with the academic registrar and Career Advisory Center for the trimester and should get a clearance before getting an introduction letter to the respective organization where he or she is to be attached.
- The Industrial Attachment period is a normal trimester like any other. As such students are advised to register with the university and pay fees for the trimester.

Clearance

- The student should also have cleared with his/her respective departments and other departments like library and finance.
- The respective departments should verify that the areas of attachment of the students are in line with the specifications on the Industrial Attachment handbook and the students have attained the required number of credits.

Medical requirements

- Students in the Hotel and Restaurant Management program are advised to seek and acquire food handler's certificate from government accredited hospitals before the Industrial Attachment period.

PLACEMENT PROCESS

Activity	Time period
Registration in Career Center, obtain introduction letter, Industrial Attachment handbook and searching for Industrial Attachment places	3 months before the Industrial Attachment trimester begins
Notification of the Industrial Attachment placement to the Career Advisory Center	7 days after securing the place
Approval of the Industrial Attachment placement by the Career Advisory Center	By the end of second week after Industrial Attachment placement
Assigning of a supervisor	By the end of second week after Industrial Attachment placement
Arrangement of Industrial Attachment visits	2 visits
Timing of visits	End of first month and beginning of the third month.
University supervisor's Forms	2 weeks after visit
Student Industrial Attachment report and Logbook	One month after Industrial Attachment completion

Industry supervisor Forms	One week after attachment
---------------------------	---------------------------

Role of the Career Advisory Center

- Advice students regarding the Industrial Attachment
- Coordinating Industrial Attachment seminars for the students
- Create a rapport with the industry stakeholders for attachment opportunities
- Coordinating student supervision activities
- Registration of students for industrial placement
- Assisting students in securing Industrial Attachment places
- Provide each student with introductory package which includes a copy of Industrial Attachment handbook to the industry, industry evaluations forms and any relevant documents

The role of the student

It is the obligation of the student to search for Industrial Attachment places within the areas of specialization. The students are advised to apply for Industrial Attachment places early enough before the period of the attachment, for instance 3 months before the attachment or earlier.

On securing the Industrial Attachment places, the student must notify or inform the Career Advisory Center immediately.

It is the duty of the student to ensure that he or she is registered with the relevant university authorities such as the Career Advisory Center, department, and the academic registrar before such a student is considered for Industrial Attachment. Each attached student must keep in touch with the assigned supervisor or Head of Department for planning visitation and supervision during Industrial Attachment

Each student must obtain, read, and comprehend the Industrial Attachment handbook before commencement of the Industrial Attachment period. Students must write their Industrial Attachment report based on the guidelines from their respective departments. Students must demonstrate the highest standards of ethical behaviour, positive attitude, and a sense of professionalism while at their places of attachment.

For instance, students must abide by the rules and regulations of the organizations they are attached to including obeying the lawful instructions of their supervisors and managers. The student should not demand for any payments or benefits unless it is the policy of the organization.

Industrial Attachment progress

Any change by the student on the organization where they are attached should be agreed with the Career Advisory Center. No change is allowed one month after Industrial Attachment begins. Students are expected to always report for duty without abandoning or absconding duty without informing their supervisors. Students are expected to take up and occupy places the Career

Advisory Center has given them. Students who will violate this will be subject to disciplinary action.

SUPERVISION AND ASSESSMENT

Supervisors' allocation criteria and process

The Career Advisory Center will be required to submit a list of all the students who have secured Industrial Attachment to the respective department once every two weeks. The respective department shall proceed to allocate supervisors based on the following criteria:

- The supervisors should have relevant professional knowledge in the field where the student has been attached for training.
- They must also have teaching experience in the same field.

Industrial attachment partners' role

1. **The institution:** UTB shall ensure that every student is visited as stated in the placement schedule.

2. **Industry supervisor**

The industry supervisor should be at least in a supervisory level in the department where the student is training. The supervisor shall use the assessment form provided by the university to indicate the extent to which the student differs from an experienced professional in their performance of tasks and activities and their behavior or attitude. He or she shall ensure that the student is exposed to the key areas in their field and sign the student's Logbook at the end of every week. In the case of any unusual circumstance on the part of the student the industry supervisor shall report to the university

3. **The UTB supervisors**

- The supervisor shall serve as an intermediary between the organization where the student is attached and the university.
- The supervisor must secure an appointment before visiting the student.
- He or she must ensure that both the student and the industry supervisor are available.
- During the visit the institution supervisor shall take that opportunity create rapport with the organization for future collaboration
- He or she must report on the student progress on attachment in line with the criteria set by the relevant department.

The criteria include

- Reviewing the student's logbook and advice accordingly.
- Obtaining feedback from the industry supervisor and the student
- Fill in the student assessment forms
- The supervisor from the university must confirm whether the industry supervisor received the Industrial Attachment assessment forms from the student.

At the end of the Industrial Attachment training, the student is required to submit a final Industrial Attachment report to Head of department, Head of department to lecturer for marking. When Lecturer will finish marking the industrial attachment report he will submit it to the Head of department, head of department to Career Advisory Center and Career Advisory Center to the

examination office.

Benefits for the organization

Organizations where students do their Industrial Attachment will immensely benefit from the fresh knowledge our students are bringing on board. Although young in their field of specialization, our students are well equipped to excel in the field and firms can incorporate their ideas and insight to turnaround their operations.

INDUSTRIAL ATTACHMENT REPORTING

At the end of every month, each student shall send a detailed account of daily activities as recorded in the logbook, to the institution supervisor's official e-mail. The institutions supervisor should also complete the assessment forms after every visitation. The industry supervisor will continually assess the student and complete the provided form, which are to be submitted at the end of the student Industrial Attachment period to the university.

At the end of the Industrial Attachment training, the student is required to submit a final Industrial Attachment report to the respective university supervisor. This should be prepared in accordance with the guidelines provided by the respective department. The university supervisor will compile the total marks and submit them to the respective department. Provided in the appendices are the detailed formats for the Industrial Attachment report for the students.

The students in Vocational Training Programs (VTP) should follow the guidelines given by the mother departments but only concentrate on their field of specialization.

Assessment criteria

Student's logbook	40%
Industry supervisor's report	10%
UTB supervisor's report	20%
Student's Industrial Attachment report	30%
Total	100%

INDUSTRIAL ATTACHMENT LOGBOOK

During an Industrial Attachment, one may have different learning experiences. These experiences tend to get mixed up, and therefore, fade away with time. The personal logbook will help the student benefit as much as possible from the Industrial Attachment. The student must record in the note book his or her daily experiences in the department or section where he or she is attached for the whole Industrial Attachment period.

The student must maintain the logbook of daily operations. Before reporting to work, the student must formulate the objectives of the day depending on the area they are working, a summary of daily activities and challenges encountered at the end of the day, which must then be recorded in the Logbook every day.

The Industrial Attachment Logbook is valid only if it is signed by the industry supervisor at the end of every week. If the signature of the industry supervisor at the department where the student was attached is missing, the university shall reject the student's logbook. The UTB supervisors must read the logbook and sign on it during the supervision visit.

FORMAT FOR THE INDUSTRIAL ATTACHMENT LOGBOOK

The logbook should start with the overall Industrial Attachment objectives. These objectives should be individually generated as per the student's expectations. The objectives must be SMART (Specific, Measurable, Achievable, Realistic and Measurable)

Daily to do List

Formulate objectives to be attained daily, depending on the department.

Example:

Date: 01/03/2011

Department: Front Office department - at the reception:

Working shift: 7.00 AM-3.00 PM (Morning shift)

Objectives for the day

- i. Find out how the check-in process is done
- ii. Check in the day's arrivals,

Ascertain whether your objectives were achieved at the end of the shift/day. Have different objectives for each day for the 3 months. Record any major incidences for every day in your Log book and how they were addressed /resolved: what you think was done well and what was not. (e.g. Angry guest protesting poor service-didn't see the lion in the game drive) this will form a basis for your report at the end of the Industrial Attachment period. Gather as much data as possible, every day in your notebook. Thank the staff you worked with before you relocate to another department. Record your observations and experiences carefully in your diary or notebook daily, as the UTB Lecturer will have to assess your progress & notebook when he or she visits you in your place of attachment.

INDUSTRIAL ATTACHMENT ABROAD

Students have freedom to seek and undertake Industrial Attachment abroad. However, they will be responsible for their own upkeep (Insurance, food, accommodation, and transport) and documentary requirements (passport, work permit, yellow fever vaccination and medical certificate The Food Handlers' Certificate to be obtained at the recommended laboratories in the countries/localities as required by the tutoring companies).

Students will also be responsible for the expenses (Transport, food, accommodation, communication) of the supervisor who shall visit them abroad.

Students should provide a copy of the acceptance letter to the Career Advisory Center before

leaving for Industrial Attachment abroad. (These conditions only apply for self-sponsored students. For sponsored students by UTB or other organizations where the CAC does the coordination, the students should proceed to the CAC for information). However, UTB shall provide recommendation to enable such students to process their documents.

A higher level of language proficiency, especially English is mandatory for students seeking Industrial Attachment abroad. If a student secures Industrial Attachment abroad himself or herself, and obtains an acceptance letter, it is up to the organization to assess the language proficiency of the student. But if the university secures Industrial Attachment places abroad, then students must be vetted by their respective department. Local insurance is not applicable abroad. The concerned department in conjunction with the university administration will determine the best way to supervise the student undertaking Industrial Attachment abroad. The university will work to create a good rapport with stakeholders abroad.

SPECIFIC DEPARTMENTAL REQUIREMENTS

Hotel and Restaurant Management Degree Program

Key areas to be covered

The key areas to be considered for instance in hotel and restaurant management are:

- Front office operations,
- Housekeeping operations,
- Food and beverage service,
- Food production,
- Banqueting.
- Food and Beverage control including Stores and Purchasing

The undergraduate student should be attached to a minimum of 3 departments during the 3 months of Industrial Attachment period. Trainees will be expected to submit their Industrial Attachment reports at the end of their Industrial Attachment to the Head of department.

Students who are already engaged in work are allowed to spread out the Industrial Attachment program throughout their free time to cover the required period, subject to written approval from their respective department within the university.

Vocational Training programs within the Hotel and Restaurant Management department

Sections that students of short courses should rotate in during their Industrial Attachment. They have been selected based on their areas of specialization:

Food Production

- Garde-manger section
- Entremetier section
- Saucier section
- Pâtissier section
- Butcher section

Food and Beverage Service

Students will be attached in food and beverage department in the hotel or a three-star restaurant or catering establishment and the areas to be covered include: Food and beverage service (table setting, napkin folding, cashiering, and customer care and menu translation), Conference and banqueting (hall arrangement e.g. theatre, T- style etc)

House Keeping

- Room attendant
- Public area
- Linen section
- Laundry

Front Office

- Reception
- Reservation
- Port rage
- Cashiering
- Concierge
- Switchboard

Travel and Tourism Management Degree Program

The key companies or organizations to be considered for instance in travel and tourism management are:

- Tour operations
- Travel agency operations
- Airline or airport operations
- Historical or cultural sites such as museums
- Protected areas such as national parks and wildlife reserves
- Recreation centres
- Tourism organizations, for example Rwanda development board,
- The front office departments of hotels, lodges and resorts.

The key sections, within these companies or organizations mentioned above, to be covered throughout the Industrial Attachment period are:

- Reservations
- Finance and accounting
- Marketing and public relations
- Human resource

- Operations
- Product development

The undergraduate student is expected to be attached to at least one of the above areas of the tourism industry for the entire 3 months period. Students who are already engaged in work are allowed to spread out the Industrial Attachment program throughout their free time to cover the required period, subject to written approval from their respective department within the university.

Students are free to be attached in 3 different areas of the tourism industry as indicated above within the 3 months duration but must spend one month in each organization, subject to written approval from their respective department within the university.

Students in vocational training programs in travel and tourism management should be attached in their specific areas of specialization/departments only for a period of 3 months. Trainees will be expected to submit their Industrial Attachment reports and industrial attachment logbook one month after their Industrial Attachment to the Head of department.

Vocational Training Programs within the Travel and Tourism Management Department

IATA/UFTAA

Students will be attached in one of the following companies:

- Airline,
- Tour companies
- Travel agencies

Areas to be visited during the Industrial Attachment include the following:

- Reservation
- Ticketing
- Call center

Cabin Crew

Students studying this programme are to be attached in an airline company. Activities to be carried out during the Industrial Attachment period include:

- In-flight services e.g. serving passengers, giving information on flight safety,

Airport Operations

Students to be attached at the airport or in civil aviation authorities and their main duties during the Industrial Attachment is ground work services

Airline Cargo Handling

The students to be attached in one of the following companies

- Airline and clearing and forwarding agencies and their main duties will be handling of

cargo.

Tour and Travel Operations

Students to be attached in tour companies, airline, and the area to be covered include:

- Tour files handling procedures
- Client handling procedures, airport, and Hotel procedures
- Handling payment
- Reservation procedure
- Relationship with Global Distribution System
- Transit formalities
- Pricing of travel product and commission

Tour Guiding

Students to be attached in tour company or in protected areas, duties during the Industrial Attachment include:

- * Escorting clients on tours
- * Writing tour reports
- * Procedure for vehicle allocation
- * Scheduling transport services

Business Information Technology Degree Program

Key areas to be covered

The key areas to be considered for instance in business information technology are:

- Hardware and software maintenance
- Software development
- Databases
- Networking
- Web development

Students who are already engaged in work are allowed to spread out the Industrial Attachment program throughout their free time to cover the required period, subject to written approval from their respective department within the university.

APPENDICES

INDUSTRIAL ATTACHMENT REPORT FORMAT

Hotel and Restaurant Management Department

Module title: Industrial Attachment

Module code: HRM 3411

Cover Page

Acknowledgement- (Appreciate all that had an input in your work)

Table of Content

Chapter 1

Introduction

- Objectives of the Industrial Attachment
- Background of the organization: structure contacts, location, type and class, mission statement, history, size and capacity, ownership, main sources of clientele, other relevant details about the organization.

Chapter 2: Body

- Overview of all Departments visited

Front Office Department

- The departmental structure
- Front office procedures and systems
- Front office equipments
- Requirements of front office personnel

Restaurant & Bar Department

- The departmental structure
- Service procedures and revenue control systems
- Service equipments
- Requirements of restaurants personnel
- Menu types

Food Production Department

- The departmental structure
- Preparation procedures and production control systems
- Kitchen equipments and layout
- Requirements of kitchen personnel
- Kitchen hygiene and food storage facilities in the kitchen

Housekeeping Department

- The departmental structure
- Room types, size and facilities provided
- Housekeeping and laundry procedures and equipment
- Inspection procedures, security, and safety in housekeeping

Purchasing and Stores Department

- Departmental Structure
- Purchasing and inventory control systems (ordering, receiving, storing and issuing)
- Food & Beverage control office and F & B cost reports
- Requirements of F & B control personnel
- Other departments visited such as marketing, security, guest relations etc

Chapter 3

Discussion of observations and Challenges

- Critical analysis of the observations in above departments considering the class lectures
- Critique the university academic program in the light of the Industrial Attachment experiences
- Challenges experienced during the Industrial Attachment
- Discuss critical events or incidences that may have happened during the Industrial Attachment period

Recommendations and conclusion

- On the hotel systems and procedures
- On the university Industrial Attachment schedule
- Re-visit the objectives and how far they were accomplished

Appendices

Students may attach such things organizational chart, menus, departmental reports, room layouts, guest survey form and other relevant materials.

The Industrial Attachment report should be thoroughly edited for any grammatical errors and have 1.5 line spacing, font size 12 in times new roman and each student must make three copies of the Industrial Attachment report: -the first copy to be sent to the university supervisor, the second copy to be sent to the organization where the student was attached, and the third copy to remain with the student for future reference

EVALUATION FORM INDUSTRIAL ATTACHMENT II(a)

DEPARTMENT OF HOTEL and RESTAURANT MANAGEMENT

EVALUATION FORM INDUSTRIAL ATTACHMENT II (a)

TO BE FILLED BY THE HUMAN RESOURCE MANAGER/HOTEL MANAGER)

Name of student. _____

Registration Number _____ Date _____

Name of Establishment _____

Address _____

INDUSTRIAL ATTACHMENT period _____

	ASSESSMENT VARIABLES	Max score	Max awarded	COMMENTS
Social behavior and performance	Co-operation, teamwork (being able to work together in formal and informal contacts)	10		
	Behavior (behave correctly to guests and colleagues, showing social skills)	10		
	Reliability (showing sense of duty, responsibility, dedication)	10		
	Comprehension (being able to understand and carry out new tasks)	10		
	Inquisitiveness (eager able to understand and carry out the tasks in accordance with the level of the company)	10		
Ability	Professional Knowledge (having skills necessary for carrying out the task in accordance to the level of the company)	10		
	Marketing abilities (Having worked special qualities for influencing more clients to company)	10		
	Specific qualities (showing special qualities such as ; enterprising, managerial skills, flexibility and immune to stress)	10		
Self Presentation	Grooming (dress, hair)	5		
	Punctuality	10		
	Self-discipline	5		
TOTAL		/100	/100	

Date: _____

Name: _____ Supervisor signature: _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, *the University Logo and Stamp.*

EVALUATION FORM INDUSTRIAL ATTACHMENT II(b)

DEPARTMENT OF HOTEL and RESTAURANT MANAGEMENT

EVALUATION FORM INDUSTRIAL ATTACHMENT II (b)
FOOD PRODUCTION (TO BE FILLED BY THE INDUSTRY SUPERVISOR)

Name of student. _____
 Registration Number _____ Date _____
 Name of Establishment _____
 Address _____
 INDUSTRIAL ATTACHMENT period _____

	ASSESSMENT VARIABLES	Max score	Marks awarded	COMMENTS
Social behavior and performance	Co-operation, teamwork (being able to work together in formal and informal contacts)	10		
	Reliability (showing sense of duty, responsibility, dedication)	6		
	Comprehension (being able to understand and carry out new tasks)	6		
	Inquisitiveness (eager able to understand and carry out the tasks in accordance with the level of the company)	6		
Ability	Specific qualities (showing special qualities such as ; enterprising, managerial skills, flexibility and immune to stress)	6		
Self Presentation	Grooming and Personal Hygiene (dress, hair)	10		
	Punctuality	10		
	Self-discipline	6		
Professional Skills Kitchen	Hot kitchen (Soups, stews, sauces, frying, poaching, steaming, braising, sautéing, pureeing)	10		
	Cold kitchen (Butchery, carving salads, cutting, chopping)	10		
	Pastry section (whisking, baking, creaming, decorating)	10		
	Stores (pantry, cold room, chill room shelving stocktaking, inventory, bin cards, invoicing , fillings)	10		
TOTAL		/100	/100	

Date: _____
 Name: _____ Supervisor signature: _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, the University Logo and Stamp

EVALUATION FORM INDUSTRIAL ATTACHMENT II(c)

DEPARTMENT OF HOTEL and RESTAURANT MANAGEMENT
EVALUATION FORM INDUSTRIAL ATTACHMENT II (c)
Restaurant (TO BE FILLED BY THE INDUSTRY SUPERVISOR)

Name of student. _____
 Registration Number _____ Date _____
 Name of Establishment _____
 Address _____
 INDUSTRIAL ATTACHMENT period _____

	ASSESSMENT VARIABLES	Max Score	Marks awarded	Comments
Social behavior and performance	Co-operation, teamwork (being able to work together in formal and informal contacts)	5		
	Reliability (showing sense of duty, responsibility, dedication)	5		
	Comprehension (being able to understand and carry out new tasks)	5		
	Inquisitiveness (eager able to understand and carry out the tasks in accordance with the level of the company)	5		
Ability	Marketing abilities & Good customer relations (having worked special qualities for influencing more clients to company)	5		
	Specific qualities (showing special qualities such as ; enterprising, managerial skills, flexibility and immune to stress)	5		
Self Presentation	Grooming and personal hygiene (dress, hair)	5		
	Punctuality	5		
	Self-discipline	5		
Professional Skills Restaurant	Handling restaurant reservations	5		
	Handling Point of sales systems	5		
	Mis en place: Preparing the work room for operation, etc	5		
	Serving drinks hot beverage and soft drinks	5		
	Serving drinks, beer	5		
	Serving drinks wine: sparkling, table, fortified wines, etc	5		
	Serving drinks, cocktails/long drinks	5		
	Serving drinks, spirits	5		
	Room service	5		
Communication skills in Restaurant	Implementing tasks according to quality standards	5		
	Handling administrative techniques	5		
TOTAL		/100	/100	

Date: _____
 Name: _____ Supervisor signature: _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, the University Logo and Stamp.

EVALUATION FORM INDUSTRIAL ATTACHMENT II(d)

University of Tourism, Technology and Business Studies

DEPARTMENT OF HOTEL and RESTAURANT MANAGEMENT

EVALUATION FORM INDUSTRIAL ATTACHMENT II (d)

FRONT OFFICE (TO BE FILLED BY THE INDUSTRY SUPERVISOR)

Name of student. _____

Registration Number _____ Date _____

Name of Establishment _____

Address _____

INDUSTRIAL ATTACHMENT

period _____

	ASSESSMENT VARIABLES	Max Score	Marks awarded	COMMENTS
Social behaviour and performance	Co-operation, teamwork (being able to work together in formal and informal contacts)	10		
	Reliability (showing sense of duty, responsibility, dedication)	5		
	Comprehension (being able to understand and carry out new tasks)	5		
	Inquisitiveness (eager able to understand and carry out the tasks in accordance with the level of the company)	5		
Ability	Marketing abilities and guest relations (having worked special qualities for influencing more clients to company)	5		
	Specific qualities (showing special qualities such as ; enterprising, managerial skills, flexibility and immune to stress)	5		
Self Presentation	Grooming (dress, hair)	10		
	Punctuality	10		
	Self-discipline	5		
Front Office Section	Reservations	5		
	Front desk (check in procedure)	5		
	Telephone operation (communication skills)	5		
	Cashier (check out & settlement procedure)	5		
	MIS in front office	5		
	Behavior & attitude	5		
	Night auditing	5		
	Selling skills	5		
TOTAL		/100	/100	

Date: _____

Name: _____ Supervisor signature; _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, the University Logo and Stamp.

EVALUATION FORM INDUSTRIAL ATTACHMENT II(e)

University of Tourism, Technology and Business Studies

DEPARTMENT OF HOTEL and RESTAURANT MANAGEMENT

EVALUATION FORM INDUSTRIAL ATTACHMENT II (e)

HOUSEKEEPING (TO BE FILLED BY THE INDUSTRY SUPERVISOR)

Name of student _____
 Registration Number _____ Date _____
 Name of Establishment _____
 Address _____
 INDUSTRIAL ATTACHMENT
 period _____

	ASSESSMENT VARIABLES	Max Score	Marks awarded	COMMENTS
Social behavior and performance	Co-operation, teamwork (being able to work together in formal and informal contacts)	10		
	Reliability (showing sense of duty, responsibility, dedication)	10		
	Comprehension (being able to understand and carry out new tasks)	5		
	Inquisitiveness (eager able to understand and carry out the tasks in accordance with the level of the company)	5		
Ability	Specific qualities (showing special qualities such as ; guest relations, managerial skills, flexibility and immune to stress)	5		
Self Presentation	Grooming & personal; hygiene (dress, hair)	5		
	Punctuality	10		
	Self-discipline	5		
House Keeping Section	Bed making	5		
	Cleaning the room and public areas	10		
	Safety & security	5		
	Care & Maintenance (of equipment & materials)	5		
Laundry Section	Laundering	10		
	Valeting	5		
	Linen area	5		
TOTAL		/100	/100	

Date: _____

Name: _____ Supervisor signature; _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, the University Logo and Stamp.

EVALUATION FORM INDUSTRIAL ATTACHMENT II(f)

University of Tourism, Technology and Business Studies

DEPARTMENT OF HOTEL and RESTAURANT MANAGEMENT

EVALUATION FORM INDUSTRIAL ATTACHMENT II (f)

CONTROLS (TO BE FILLED BY THE INDUSTRY SUPERVISOR)

Name of student. _____

Registration Number _____ Date _____

Name of Establishment _____

Address _____

INDUSTRIAL ATTACHMENT

period _____

	ASSESSMENT VARIABLES	Max Score	Marks awarded	COMMENTS
Social behavior and performance	Co-operation, teamwork (being able to work together in formal and informal contacts)	10		
	Reliability (showing sense of duty, responsibility, dedication)	5		
	Comprehension (being able to understand and carry out new tasks)	5		
	Inquisitiveness (eager able to understand and carry out the tasks in accordance with the level of the company)	5		
Ability	Specific qualities (showing special qualities such as; enterprising, managerial skills, flexibility and immune to stress)	5		
Self Presentation	Grooming (dress, hair)	5		
	Punctuality	10		
	Self-discipline	5		
CONTROLS Control Tools	Purchasing Procedures & documentation	5		
	Receiving procedures and documentation	5		
	Storage controls: Bin cards, daily stock taking	10		
	Issuing controls and documentations	10		
	Revenue controls: the F & B cost percentages	10		
	End month stock reconciliation	10		
TOTAL		/100	/100	

Date: _____

Name: _____ Supervisor signature: _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, *the University Logo and Stamp.*

Travel and Tourism Management Department

Module title: Industrial Attachment

Module code: TTM 3411

The Industrial Attachment report should be thoroughly edited for any grammatical errors and have 1.5 line spacing, font size 12 in times new roman and each student must make three copies of the Industrial Attachment report:-the first copy to be sent to the university supervisor, the second copy to be sent to the organization where the student was attached, and the third copy to remain with the student for future reference

SECTION 1: TOUR COMPANY

Organization Structure of the Tour Company

- Structure of the organization and duties of the staff.
- Ownership / management / affiliation of the company.
- Major activities carried out by the Tour Company and specialization if any e.g. adventure tours, eco-tours, wildlife safaris etc.

Relationships with major stake holders

- Negotiating / contracting with Accommodation establishment and transport companies e.g. Airlines, Bus companies and attraction providers

Sales and marketing department

- Major sources of tourism markets.
- Relationship with travel agents and tour operations (local and international).
- Relationship with local companies and tourism organizations.
- Marketing techniques/ tools used by the company.
- Handling of reservation and sales.

Operations department

- Tour files handling.
- Client handling procedures/ reception airport and hotel procedures, tour briefing, challenges and complaints.
- Escorting/ guiding clients on tours.
- Handling tour challenges.
- Writing a tour report.

Transport department

- Number of vehicles available or car hire.
- Procedures for vehicle allocation and drivers to tours.
- Scheduling transport services.

Other support departments

- Accounts department
- Office administration department.

Learning experience

- Departments covered / duties performed.
- Application of UTB curriculum to Industrial Attachment experience.
- Industrial Attachment challenges

SECTION 2: TRAVEL AGENCY/ AIRLINE

Organization structure of the travel agency/ airline

- Organization structure of the company.
- Ownership / management / affiliation of the company.
- Duties and responsibilities of the staff in the organization.

Relationship with major suppliers

- Negotiating and contracting with hotels, car rental companies, cruise companies, tour companies, airlines etc.

Marketing department

- Major source markets.
- Distribution channels and marketing strategies used.

Sales and reservations

- Relationships with global distribution systems.
- Sales outlets.
- Reservations procedures.
- Pricing of travel products and commissions.

Accounts Department

- Relationship with the banking settlement plan.
- Handling all payments

Client handling

- Arrival formalities.
- Transit formalities.
- Departure formalities.
- In-flight services

Scheduling

- Long hour operations.
- Short hour operations.

Fleet operations

- Domestic, regional, and international flights.

Other support departments

- Airside services.
- Cargo handling services.
- Airport support services e.g. food service, shopping.

Learning experience

- Departments covered and duties performed.
- Application of UTB curriculum to training experience.
- Industrial Attachment challenges

SECTION 3: CAR HIRE

Organization structure of the company

- Company organization structure.
- Ownership / management / affiliation of the company.
- Staff duties and responsibilities.

Relationship with major suppliers

- Negotiating and contracting with petrol stations, other Rental companies and garage outlets.
- Relationship with other transporters.

Marketing department

- Major market segments.
- Marketing techniques used.

Operations department

- Reservations handling.
- Allocation of vehicles and drivers.

Other support Departments

- Accounts department work.
- Office administration work.

Learning experiences

- Departments Covered during Industrial Attachment and duties performed.
- Application of UTB curriculum to training experience.
- Challenges during Industrial Attachment.
- Any other information or activity experienced during the training.

SECTION 4: LODGE

Organization structure of the lodge

- The organization structure of the lodge.
- Ownership / management / Affiliation.
- Duties and responsibilities of staff in the lodge.
- Type of the lodge.

Clientele

- Major source markets.
- Types of clients.
- Marketing techniques

Operations

- Guest relations procedures.

- Airstrip transfers
- Guiding the clients during city tours.
- Information dissimulation to guests about attractions, entertainment etc.
- Guiding clients in protected areas e.g. game duties and nature walks.
- Selling excursions and other activities.

Transport Department

- Procedure for vehicle allocation.
- Allocation of drivers to tours.
- Scheduling of game drivers / city tours.
- Allocation of drivers to tours.

Other support departments

- Accounts department.
- Office administration department.

Learning experience

- Departments covered and duties performed.
- Application of UTB curriculum to training experience.
- Industrial Attachment challenges faced.
- Any other useful information about the training activities.
-

SECTION 5: NATIONAL PARK / WR /.....

Organization structure of the national park / WR /.....

- Organization structure of the national park/ reserve/ sanctuary.
- Ownership and management.
- Duties and responsibilities of the park / sanctuary staff.

Clientele

- Major source markets.
- Types of clients.

Operations / management

- Major activities e.g. guiding clients on game duties, cruises, nature walks.
- Major attractions and fair management.
- Major facilities and equipment.
- Operations challenges.

Conservation Department

- Duties and responsibilities.
- Relationship with local community.
- Challenges.

Tourism Department

- Duties and responsibilities.
- Handling / guiding tour groups.

- Briefing tour groups about the park rules and regulations.
- Activity scheduling and management.

Sales / marketing Department

- Distribution channels e.g. tour operators, travel agents.
- Marketing organizations relationship e.g. RDB, UWA, UTB, KWS, KTB.
- Marketing techniques.

Education and research department

- Duties and responsibilities.
- Relationship with publics e.g. local communities, schools, etc.
- Research activities carried out in the park / WR/ sanctuary

Other support departments

Learning experiences

- Departments covered during Industrial Attachment and duties performed.
- Application of UTB curriculum to training.
- Challenges encountered

SECTION 6: HISTORICAL SITES

CULTURAL SITE / RECREATIONAL CENTRES

The organization structure of the site / centre

- Organization structure.
- Ownership / management / Affiliation.
- Duties and responsibilities of staff.

Clientele / Marketing

- Major source markets.
- Types of clients.
- Marketing techniques / channels.
- Relationship between travel agents and tour operations

Operations

- Facilities available.
- Attractions at the site.
- Activities at the site / centre.
- Guiding services at the site / centre.
- Operations challenges

Other support services

- Local community relationship with management.
- Relationship with donor organizations, NGO's and tourism organizations.
- Relationship with government.

Learning experiences

- Departments covered and duties performed.
- Application of UTB curriculum to in training experience.

- Challenges encountered.

SECTION 7: AIRPORT / CAA

Organization structure of the airport

- The organization structure of the airport.
- Ownership / management.
- Status of the airport.
- Duties and responsibilities in the organization.

Operations Department

- Handling arrivals/ departures.
- Control tower services.
- Baggage handling services – check in.
- Sorting and packing.
- Cargo/ freight services.

Relationship with stakeholders.

- Relationship with Airlines.
- Relationship with travel agents.
- Relation with car hires, Companies and airport taxis.
- Relationship with I.C.A.O and I.A.T.A.

Information centre / office / customer care centre

- Communication systems
- Airport information department.
- Public relations.

Government Agencies

- Immigration services
- Customer services.
- Health regulation services.
- Agriculture services.

Learning Experiences

- Departments covered and duties performed
- Relevance to UTB curriculum.
- Industrial Attachment challenges.

SECTION 8: TOURISM ORGANISATIONS

Organization structure

- Organization structure of the ministry, institution.
- Management of the organization.
- Duties and responsibilities of staff.

Tourism department

- Tourism product development.

- Marketing of tourism product.
- Conservation of tourism product.
- Tourism research.

Relationships with stakeholders.

- Relationship with Tour operators and travel agents.
- Relationship with Hoteliers.
- Relationship with other tourism organizations.
- Relationship with international tourism organizations.

Learning experiences

- Sections / departments covered, and duties performed.
- Relevance to UTB curriculum.
- Industrial Attachment challenges

INDUSTRIAL TRAINING EVALUATION FORM FOR TTM, IATA, TTO STUDENTS

University of Tourism, Technology and Business Studies

INDUSTRIAL TRAINING EVALUATION FORM FOR TTM, IATA, TTO STUDENTS (To be filled by EMPLOYER/INDUSTRY SUPERVISOR)

NAME OF STUDENT _____
 REGISTRATION NUMBER _____
 DEPARTMENT (TRAVEL AND TOURISM) _____
 POSTAL ADDRESS _____
 PERIOD OF EVALUATION _____ MONTHS FROM _____ TO _____
 SUPERVISOR: _____ DESIGNATION: _____
 TEL NO.: _____ EMAIL: _____

EVALUATION CRITERIA	Maximum Marks (%)	Marks awarded	REMARKS
Attendance	10		
Punctuality	10		
Self-presentation and grooming	10		
Reliability	10		
Adaptability/ Judgment	10		
Innovativeness	10		
Quality of work (Work performance)	10		
Cooperation and teamwork	5		
Self-discipline	5		
Relations with clients	5		
Interest in work	5		
Technical knowledge and skills level	10		
TOTAL MARKS	/100	/100	

Would you consider this student for another Industrial Attachment? Yes _____ No _____
 Would you consider this student for full-time permanent employment if you had an open position? Yes _____ No _____
 Would you consider another intern from UTB? Yes _____ No _____

Additional comments

.....
 Manager of the company or representative:

Name: _____

Signature: _____ Date: _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, *the University Logo and Stamp.*

BUSINESS INFORMATION TECHNOLOGY DEPARTMENT

Module title: Industrial Attachment

Module code: BIT 3416

Industrial Attachment report format

The following format guideline outlines the specific requirements of the Industrial Attachment report in terms of the overall structure and necessary sections which are appropriate in most circumstances. There is no strict rule on the length and specific formatting of text. You should be able to format your report in the style most appropriate for your studies. However, a typical Industrial Attachment report consists of three main sections: the preliminaries, the main text and the reference material, all of which are outlined on the following pages.

Preliminaries

The preliminaries must include:

1. Title Page
2. Acknowledgement and Endorsement
3. Executive Summary

The **Title Page** introduces your reader to your report by listing the following information: report title; employer's name and location; date of report; your names, student number, email address, and Industrial Attachment course number and year; the university name; and the "partial fulfillment" phrase. (See the sample title page, Appendix A.)

The **Acknowledgement and Endorsement** on the second page should contain any acknowledgement of assistance and a statement of endorsement, which states that you wrote the report yourself and that it has not already received academic credit from another institution. (See the example page, Appendix B.)

4. Table of Contents

The **Executive Summary** is the most important part of your report. It summarizes the body of the report, outlining its scope, purpose, and major findings, highlighting the key conclusions and recommendations. The Executive Summary allows a busy manager to understand the report's significant information without reading the whole text.

Write your Executive Summary after you have written the report. It is not enough to state what you are 'going to discuss' in the report. The executive summary must be self-contained and must state all the major points of the study. You are not required to discuss in detail how you derived the conclusions or argue about it; this is part of the main body of the text. However, you must indicate enough details about your study so that a specialist reader has a good understanding of your contributions detailed in the report.

The **Table of Contents** lists all sections and sub-sections and uses the same numbering system as the main body of the report. The preliminaries are not listed. Remember -- ease of use is paramount

4.2 Main Text

The main text must include

- Introduction

- Body

- Discussion, Conclusion and Recommendations

The **Introduction** defines the subject of the report so that the reader is prepared for the text that follows. Here you can outline the company and/or department for which you worked, and you can summarize the work you performed at the company. Setting the background is important because the department member evaluating the report may not be familiar with the detailed operations of your employer. Of course, there is no need to give a highly detailed account. The information on the site layout and number of employees would only be given if it relates to later parts of the report.

The second part of the background should outline the history or objectives leading up to the project or study detailed in the report. The purpose of this part is to argue why the specific project, or the study outlined in the report is of interest. From this second part of the background, the reader can now anticipate the objectives of the study. The **objective or goal of the study** outlined in the report should be crisply stated and conceptually separated from the background and the method used.

An introduction answers the question, “Why was the specific work or study done?”. Keep your introduction brief but remember to outline the background and scope of the report and **give a clear statement of objectives** of the study. Ask a question that you will try to answer in this study. After reading the introduction, your reader should be prepared for the report that follows and remember that a reader will be looking for sections dealing with the issues addressed in the **introduction**.

The **Body** is the longest part of your report. It is here that you develop your theme by examining the problem, your findings, and their meaning. This body of the report should be formatted appropriately with sections and headings to guide the reader through the report.

Although every report will have different section headings, there are certain themes which run through all reports - a description of the methods used to acquire data, a summary of the data obtained and finally a discussion of the interpretation of the data. In this context the word “data” can have such different meanings as actual scientific measurements, textbook information, manufacturer’s literature, plant logbooks, financial statements, opinions of experts or employees and so on.

Conclusions and recommendations are often confused but they are not the same thing. Conclusions are derived from research outlined in the main body and do not introduce new material. They may be presented in a sequence of two or three sentence paragraphs. The conclusions should specifically answer the questions raised in the introduction or conclude how the goals or objectives stated in the introduction have been met.

Recommendations are proposed plans of action for the future. They are suggestions following logically from the conclusions. Remember that conclusions deal with the present, recommendations with the future. Each should be presented on a separate page.

Appendix (or appendices) provides your reader with supporting information that elaborates on, but is not essential to, the development of your theme, or any information that is necessary to justify your statements and which are too lengthy to include in the main text without interrupting the line of thought developed there. The appendices are identified by numbers or letters. Do not include appendices that have not been cited in the text.

Reference Material

The reference material can include:

1. References
2. Glossary
3. Nomenclature
4. Appendices

References: lists all those books and journals, and if necessary, web pages, to which you specifically refer in your report. Materials from other authors and diagrams that you have not drawn should be acknowledged explicitly when they are first used in your report. The references should follow a well-established and consistent style.

It is very unlikely that no references are needed in your report. References must include links to any information that is coming from external sources. This includes data or any other material on which your analysis is based. Any statement must be justified. For example, statements like “The internet is expanding exponentially” need to be justified. How do you know that? You have to refer to the source of this information or back-up your statement on your own account if this is a novel observation.

In the former case you must make sure that you agree with the statement, or state otherwise (in which case you would have to justify your opinion.) If asked about any detail of the report, you must be able to answer all the questions or be able to point to the right references.

The **Glossary** is only needed when you have used specialized terms, mathematical symbols or professional jargon in an extensive way. If you have used specialized terms only occasionally, it is acceptable to define it within your text. This same rule applies for the **Nomenclature**. It is only required if many symbols are used throughout the report

The Industrial Attachment report should be thoroughly edited for any grammatical errors and have 1.5 line spacing, font size 12 in times new roman and each student must make three copies of the Industrial Attachment report: -the first copy to be sent to the university supervisor, the second copy to be sent to the organization where the student was attached, and the third copy to remain with the student for future reference.

INDUSTRIAL TRAINING EVALUATION FORM FOR BIT, CIT STUDENTS

University of Tourism, Technology and Business Studies
INDUSTRIAL TRAINING EVALUATION FORM FOR BIT, CIT STUDENTS
(To be filled by EMPLOYER/INDUSTRY SUPERVISOR)

NAME OF STUDENT _____

REGISTRATION NUMBER _____

DEPARTMENT (Business Information Technology) _____

HOTEL/INSTITUTION/COMPANY'S NAME _____ Po.Box _____

PERIOD OF EVALUATION _____ MONTHS FROM _____ TO _____

SUPERVISOR: _____ DESIGNATION: _____

TEL NO.: _____ EMAIL: _____

EVALUATION CRITERIA	Maximum Marks (%)	Marks awarded	REMARKS
Attendance	10		
Punctuality	10		
Self presentation and grooming	10		
Reliability	10		
Adaptability/ Judgment	10		
Innovativeness	10		
Quality of work (Work performance)	10		
Cooperation and team work	5		
Self discipline	5		
Relations with clients	5		
Interest in work	5		
Technical knowledge and skills level	10		
TOTAL MARKS	/100	/100	

Would you consider this student for another INDUSTRIAL ATTACHMENT? Yes _____ No _____

Would you consider this student for full-time permanent employment if you had an open position? Yes _____ No _____

Would you consider another intern from UTB? Yes _____ No _____

Additional comments

.....

Manager of the company or representative:

Name: _____

Signature: _____ Date: _____

NB: this form is valid only if it bears official stamp of the organization where the student was attached, the University Logo and Stamp

INDUSTRIAL TRAINING EVALUATION FORM FOR ALL STUDENTS

University of Tourism, Technology and Business Studies

INDUSTRIAL TRAINING EVALUATION FORM FOR ALL STUDENTS

(To be filled by UTB Supervisor)

NAME OF STUDENT _____

REGISTRATION NUMBER _____

DEPARTMENT (HRM/TTM/BIT/VTP/IATA) _____

HOTEL/INSTITUTION/COMPANY'S NAME _____

POSTAL ADDRESS _____

PERSON CONTACTED. _____ POSITION HELD.....

TEL. NO. _____ E-mail.....

DATE OF VISITATION _____

EVALUATION CRITERIA	Maximum Marks (%)	Marks awarded	REMARKS
Attendance	10		
Punctuality	10		
Self-presentation and grooming	10		
Reliability	10		
Adaptability/ Judgment	5		
Attitude at work	10		
Quality of work (Work performance)	10		
Meeting deadlines	5		
Innovativeness	10		
Relations with clients	5		
Interpersonal skills	5		
Technical knowledge and skills level	10		
TOTAL MARKS	/100	/100	

Additional comments.....

UTB supervisor

Name: _____

Signature: _____

Date: _____

Company Supervisor

Name: _____

Signature: _____

Date: _____

NB. This form should be signed by the UTB supervisor and is only valid if it bears the University Logo and Stamp



Lecturers' Report Form on Industrial attachment Visits

NAME OF LECTURER _____

Date of Visit	Company	Contact Person and Designation	Telephone N ^o	Email Address	Remarks

N^o of students seen _____

Date submitted: _____

N^o of students not seen _____

Signature _____

Received by: _____

Director CAC – UTB

University of Tourism, Technology and Business Studies

INDUSTRIAL ATTACHMENT CLEARANCE CHECKLIST

NAME OF STUDENT _____

REGISTRATION NUMBER _____

DEPARTMENT _____

SN	DEPARTMENT	DETAILS (Cleared/ Not Cleared)	SIGNATURE OF HEAD OF DEPARTMENT
1	<u>DEPARTMENT OF REGISTRAR</u>		
	Registration for current trimester		
	Number of cumulative credits (Recommended 266 Hours)		
2	<u>LIBRARY</u>		
3	<u>DEPARTMENT OF FINANCE</u>		
4	<u>DEPARTMENT OF</u> (HRM/TTM/BIT/VTP/IATA and others)		



STUDENT CONTRACT FORM

Arrival note



DEPARTMENT (HRM/TTM/BIT/VTP/IATA).....

1. STUDENT DETAILS

Name of the student trainee.....

Registration Number.....

Domestic address:

P.O. Box.....

Telephone number:

Email.....

Department of training/Position held.....

Date of starting industrial training: From To

Duration of training.....Months

2. DECLARATION NOTE

I, declare that I have started work/training with:

Hotel/Institution/Company's Name

Postal Address

Telephone.....

I will commit and abide by the organization regulations and all the rules pertaining to my training till the end.

Signature of the student trainee..... Date.....

Signature & Designation of the supervisor Date.....

Signature of the Director CAC - UTB..... Date.....

NB. This form should be signed by the field supervisor and sent back within two weeks after the commencement of the training. This form is only valid if it bears the University Logo and Stamp.

REGISTRATION FORM

Module Title: Industrial Attachment



Student
Picture

1. STUDENT DETAILS

Names of student:.....
Department:.....
Registration Number:
Year of Study: Trimester:.....
Number of Credits accumulated by the student:
Session: Evening ☐ Morning: ☐
Gender: Male ☐ Female ☐
Telephone number:.....
E- mail:
Student Signature:.....

2. APPROVAL OF HEAD OF DEPARTMENT

- Names:
- Date:
- Signature:.....

3. APPROVAL OF THE PAYMENT OF THE INDUSTRIAL ATTACHMENT HANDBOOK FROM FINANCE

- Names:
- Date:
- Signature:.....

4. DIRECTOR OF CAREER ADVISORY CENTER

- Names:
- Date:
- Signature:.....

N.B.: All students illegible for the industrial attachment MUST register for it by filling this form 3 months before they start their industrial attachment. All students who will start the Industrial Attachment without being registered will not be recognized by UTB. This form is found in Career Advisory Center office.