

BOLGATANGA TECHNICAL UNIVERSITY



INDUSTRIAL ATTACHMENT POLICY

2021

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SUMMARY TABLE

Short description	Policy for linking in-school training with on-the-job training to provide life-transforming opportunities and experiences for students to gain and apply learned knowledge and skills at the workplace.
Relevant to	First and second year HND students and Bachelor of Technology students, and staff of the University involved in industrial attachment.
Issuing Authority (Approved by)	Guideline to be approved by the Council.
Responsible Officer	Industrial Liaison Officer.
Next scheduled review date.	September, 2026
Related Institutional Document	The Bolgatanga Technical University Statutes – Guidelines on Industrial Attachment
Related Legislation	Technical Universities Act 2016, Act 922.

DEFINITION OF TERMS

- 1.1. **Industrial attachment** - A “work-based experience programme” providing a real-life organizational context for students to develop specific or generic skills, valuable to their professional development.
- 1.2. **Learning Outcomes** - Statements describing the knowledge, skills and attitudes that a learner must be able to demonstrate or have at the end of a learning activity.

SECTION ONE: INTRODUCTION

Bolgatanga Technical University has the obligation to produce graduates who are relevant to industry. This shall be achieved by linking in-school training with on-the-job training to provide life-transforming opportunities and experiences for students and staff of the University. Industrial attachment thus helps students and staff to gain and apply learned knowledge and skills at the workplace.

1.1 Purpose of the Policy

This policy provides students and staff guidelines on the conduct of industrial attachment including how to apply learned skills in organizations related to their programmes and areas of work respectively.

1.2 Scope of the Policy

This policy shall apply to students and staff of the University engaged in industrial attachment.

1.3 Principles

- i. The University in collaboration with industry shall create and provide students and staff opportunities for industrial attachment for on-the-job training, in order to improve the student's labour market relevance and exposure and to fine-tune staff expertise.
- ii. The industrial attachment shall be a mandatory requirement for students' graduation.
- iii. It is the responsibility of the University to establish links with industry for industrial attachment of its students.
- iv. Students may however be given the opportunity to find their own placements.
- v. A student who secures placement for attachment must inform the Industrial Liaison Office for the request to be formalized by the University.
- vi. Students may undertake industrial attachment abroad with the approval of the University.
- vii. Each student shall undertake two industrial attachments during the course of their programmes.
- viii. Students shall be supervised and assessed during their attachment periods.
- ix. Students shall be assessed using the Industrial Attachment Assessment Form (Appendix I).
- x. The total score and grade obtained shall be compiled as part of the students' comprehensive examinations record.
- xi. Students shall submit a formal report on their attachment to the Head of Department which shall be assessed and scored according to a predetermined scheme.

- xii. The Industrial Attachment Report shall be submitted to the Head of Department two weeks after the subsequent reopening of the University.
- xiii. Late submission of industrial attachment report to Heads of Department shall attract a fee as penalty.
- xiv. In case a student is involved in an accident during the industrial attachment, the student must inform the Industrial Liaison Office immediately for the necessary assistance.
- xv. The organizations where students are attached shall be provided with an official contact number in case of an emergency.
- xvi. Students shall pay an approved industrial attachment fee annually.
- xvii. Students shall be governed by the rules and regulations of Bolgatanga Technical University as well as those of the organizations where the attachment is being done.

1.4 Periods for Attachment

- i. The period for industrial attachment shall be eight (8) weeks per academic year.
- ii. A student shall complete 16 weeks of attachment before graduation.

SECTION TWO: PROCEDURES

2.1 Placement for Industrial Attachment in Ghana

- i. The Industrial Liaison Office shall find placements for students in organizations throughout the country.
- ii. However, students who find their own placements shall contact the Industrial Liaison Office for a Form to be used to formalize the placement.
- iii. The student shall submit the acceptance letter from industry to the Industrial Liaison Office to complete the process.
- iv. Each student shall be provided with a Student Log Sheet (Appendix II) for recording their activities at the place of industrial attachment.

2.2 Placement for Industrial Attachment outside Ghana

- i. The student shall submit the official contact details of the organization outside Ghana to the Industrial Liaison Office not later than four weeks before the commencement of the programme.
- ii. The Industrial Liaison Office shall submit a Request Letter (Appendix III) on behalf of the student to the organization.
- iii. When the Industrial Liaison Office receives official notification of acceptance of the request, the student shall then be notified.

- iv. Official reports on the student shall be submitted by the organization to the Industrial Liaison Office at the end of the attachment period.
- v. Each student shall be provided with a Student Log Sheet for recording their activities at the place of industrial attachment.

2.3 Industrial Attachment for Staff

- i. Industrial attachment shall be mandatory for all staff to abreast themselves of modern trends in their relevant areas of work and/or industries.
- ii. Staff on industrial attachment shall be required to submit a report on the attachment to the Head of Department one week after the completion of the attachment.
- iii. The HoDs and Deans shall liaise with the Industrial Liaison Officer for placement, supervision and assessment of staff industrial attachment.
- iv. Staff industrial attachment shall be a maximum of one month.
- v. The University shall provide funding and other relevant resources to support the attachment.
- vi. Staff industrial attachment assessment reports shall be forwarded to the Dean of School through their respective HoDs not later than a week after the completion of the attachment.

2.3. Supervision

- i. Supervisors shall visit all the attachment centres in the country.
- ii. Supervisors who fail to visit and assess students on attachment shall be sanctioned in accordance with disciplinary proceedings of the University Statutes.
- iii. Supervisors shall be selected by the HODs on a rotational basis.
- iv. Supervisors shall submit detailed reports to the Liaison Office.
- v. The Liaison Office shall compile a detailed annual report on the attachment exercise and submit to Management.

2.4 Assessment of Students

- i. The Industrial Attachment Assessment Form shall be completed by the industry supervisor.
- ii. The report shall be sealed in an envelope and endorsed by the industry supervisor.
- iii. The report shall be returned to the Industrial Liaison Office by the student.

2.5 Student Log Sheet

- i. Each student shall be supplied with a Student Log Sheet by the Industrial Liaison Office.
- ii. The Student Log Sheet must be completed on a weekly basis and endorsed by Industry Supervisors and finally by the Industrial Liaison Officer at the end of the attachment period.

2.6 Attachment Report

In addition to the Industrial Attachment Assessment Form and the Student Log Sheet, the student shall also submit an Attachment Report of the activities undertaken during the attachment. The Attachment Report shall be in accordance with the guidelines for industrial attachment reporting Attachment Report (Appendix IV).

2.7 Failure and Re-Sit for Industrial Attachment

- i. Any student who fails to undertake the mandatory Industrial Attachment during a given year will have to take it as re-sit/re-take.
- ii. Any student who fails to undertake the mandatory industrial attachment shall pay the cost of the supervisor’s per diem to the field to supervise such student. This amount is subject to review periodically.

APPENDICES

Appendix I: Industrial Attachment Assessment Form

BOLGATANGA TECHNICAL UNIVERSITY



**Industrial Attachment Assessment Form
Part I**

Name of student:
.....

Programme/Course:
.....

Date of Commencement:

Date of Completion:

Name & Address of Organization/Industry:
.....
.....
.....

Job (s) Assigned to Student:
.....

DIRECTION: Please, complete this evaluation form at the end of the student's attachment period. You are encouraged to discuss the completed form with the student to aid in his/her professional development. The evaluation is a mechanism that the faculty has employed to inform its continuous improvement programme. Therefore, it is not confidential. Please use the scale below to evaluate the student's performance in the following areas:

1	2	3	4	5
Need more training or education	Performing but below expectation	Average performance	Above average (Good) performance	Superior performance
A. General workplace performance			Circle Appropriate	SCORE
1. Attendance			1 2 3 4 5	
2. Punctuality			1 2 3 4 5	
3. Appropriate dressing			1 2 3 4 5	
4. Attitude			1 2 3 4 5	
5. Acceptance of criticism			1 2 3 4 5	
6. Ask appropriate questions			1 2 3 4 5	
7. Self-motivation			1 2 3 4 5	
8. Ethical behavior			1 2 3 4 5	
B. SPECIFIC SKILLS (Skills related to work assigned). list them			Circle Appropriate	SCORE
9.			1 2 3 4 5	
10.			1 2 3 4 5	
C. GENERAL EMPLOYBILITY SKILLS			Circle Appropriate	SCORE
11. Ability to complete work on schedule			1 2 3 4 5	
12. Ability to follow instructions carefully			1 2 3 4 5	

Please score over 60% (E.g. ³⁰/₆₀ ⁴⁰/₆₀ ⁶⁰/₆₀ etc.)

Part II

This section gives you the opportunity, as an experienced professional, to make recommendations that would help in the professional development of the student as well as give the Faculty some insight into the areas that may need more attention.

What do you consider the major strengths of this student?

.....

.....

.....

.....

.....

.....
.....
.....

What curriculum improvement by way of industry expectation would you recommend to make students better prepared for the workplace? (E.g. course activities, skills acquisition etc. **(You may add sheets to take up your input)**)

.....
.....
.....
.....
.....

Potential to be an employee of your organization

Least potential	Potential but below Average	Average potential	High potential	Very high potential
1	2	3	4	5

Indicate your reason(s)

.....
.....
.....
.....
.....
.....

Name of Assessing Officer

Official Stamp

Signature

Thank you for taking up this responsibility with us in the upbringing of our youth for a prosperous future.

Please, kindly place form in sealed envelope and return to the Industrial Liaison Officer, Bolgatanga Technical University , P.O. Box 767, BOLGATANGA. You may also return it through student.

Appendix II: Student Log Sheet

**BOLGATANGA TECHNICAL UNIVERSITY
OFFICE OF THE INDUSTRIAL LIAISON OFFICER**



Student Log Sheet

Date Started..... Date Ended

Programme..... Level..... ID No.....

Name & Address of User Org.

Telephone number of Organisation:

Job assigned to student:

Main Functions Performed weekly	Skills and Knowledge Acquired
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	

Student's Signature:..... Date:.....

Appendix III – Request Letter

BOLGATANGA TECHNICAL UNIVERSITY
(Office of the Industrial Liaison Officer)

Our Ref:

Your Ref:



POST OFFICE BOX 767
TEL: 03820-23938/24732
FAX: 03820-24279
BOLGATANGA
UER- GHANA
Date:

.....
.....
.....

Dear Sir/Madam,

Request for Student Internship (Industrial Attachment)

In fulfillment of the objectives of hands-on training in the country, Technical University students are required to undertake a minimum of two months industrial attachment during each academic year to enable them to acquire practical know-how in their respective fields of training. This is meant to synchronize their competencies in academic studies with practical training.

We would therefore be grateful if you could kindly accept
Mr./Miss:.....

ID No.:.....Department:.....Level:.....,

a student of this University, to be attached to an appropriate Department/Section in your establishment for practical training.

Please, be reminded that you are not under any financial obligation to the student, although any such gesture would be appreciated.

An Assessment Form is attached and we request you to fill, sign and return to us at the end of the attachment period.

We solicit your co- operation and support for the success of this exercise.

Yours faithfully

(Industrial Liaison Officer)

Appendix IV: Format of Attachment Report

BOLGATANGA TECHNICAL UNIVERSITY



FORMAT OF ATTACHMENT REPORT

Students should observe the following in preparing the report:

1. Title page

This report should contain the following:

- Name of industry (e.g. Ghana Library Board)
- Name of the school a student belong to.(e.g. School of Business)
- Department of student. (e.g. Dept. of Accountancy)
- Reporting Period. (e.g. From To2011)
- Name of student
- Student ID
- Mobile Number

2. Table of content

This should capture the number of chapters in the report e.g. Chapter One, Chapter Two.....)

Main Report

3. Chapter One

Background of the organization

- Brief History
- Vision / mission statement
- Sections/ units/ departments in the organization
- Major activity performed by Organization

4. Chapter two

Work schedule

- Detailed description of the training / work performed by the student during attachment.

5. Chapter three

New knowledge, skills or experience acquired by students and how it would benefit him/her.

6. Chapter four

Challenges, conclusion and recommendations

NB:

7. The font size of the title page should be Font size 20

8. The Font style of the report should be Times New Roman, Double spacing, Font size 12 and 1 inch margins left and right.

9. It is advisable that the student starts putting together material for the report as soon as the attachment commences up to end of attachment.

OTHER RELEVANT FORMS

FORM 1

**BOLGATANGA TECHNICAL UNIVERSITY
(OFFICE OF THE INDUSTRIAL LIAISON OFFICER)**



Assumption of Duty Form

This form should be filled and sent to the Industrial Liaison Office as soon as a student is accepted by an organization for attachment.

Particulars of Student

Name of Student:

ID Number:

Programme/Course:

Commencement Date:

Telephone Number of Student:

User Organization Details

Name & Address of User Organization:

.....

Immediate Supervisor

Name of Authorizing Officer:

Telephone Number:

Signature:

Official Stamp (if any) 

NOTE: When you get placement in an organization, please immediately text your **Name, Programme and Workplace-Name and Location** to the Liaison Officer to enable him assign a Supervisor to you.

Contact the Liaison Officer on the following: 0203865705 or 0558222459. Please **DO NOT CALL or WhatsApp**, text messages only.

FORM 2

**BOLGATANGA TECHNICAL UNIVERSITY
(OFFICE OF THE INDUSTRIAL LIAISON OFFICER)**



DECLARATION AND CERTIFICATION OF SUPERVISION

Candidate's Declaration

I hereby declare that this industrial attachment report is the result of my own original work and that I dully performed my mandatory eight (8) weeks Industrial Attachment in accordance with the guidelines on Industrial Attachment Exercise laid down by Bolgatanga Technical University.

Name: Telephone No:
Candidate's Signature: Date:

Assessment by School Supervisor

Was Student Present at time of Visit? Yes No - (5 marks) } (Scored over 10)
Was the place of attachment appropriate/Relevant? Yes No - (5 marks) }
General Remark:

Name: Telephone No:

Signature: Date:

Declaration by Vetting Officer

I hereby declare that the preparation of the industrial attachment report is the result of the student own original work and that the student has dully performed the mandatory eight (8) weeks Industrial Attachment in accordance with the guide lines on Industrial Attachment supervision laid down by Bolgatanga Technical University.

Name: Telephone No:.....

Signature:

Date:

FORM 3

**BOLGATANGA TECHNICAL UNIVERSITY
(OFFICE OF THE INDUSTRIAL LIAISON OFFICER)**



Post Office Box 767
Tel: 03820-23938/24732
BOLGATANGA
UER- GHANA
Date:.....

SUPERVISION RECORD FORM

SECTION A: STUDENT DATA

Name:
Index No:
Programme:
Year:
Placement:
Telephone:
Commencement Date:
Ending Date:
Signature:
Date:

SECTION B: WORKPLACE SUPERVISOR

Name:
Section: Telephone No:
Signature: Date:

SECTION C: SCHOOL SUPERVISOR

Department:
Name:
Date of Supervision:
.....
Remarks:
.....
.....
.....
Signature: Date:

FORM 4

**BOLGATANGA TECHNICAL UNIVERSITY
(OFFICE OF THE INDUSTRIAL LIAISON OFFICER)**

Our Ref:



POST OFFICE BOX 767
TEL: 03820-23938/24732
FAX: 03820-24279
BOLGATANGA

Your Ref:

STUDENT INDUSTRIAL PLACEMENTS LIST

Name of Supervisor.....

Region..... District:

No	Name of Student	Programme	Organization	Contact No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

FORM 5

**BOLGATANGA TECHNICAL UNIVERSITY
(OFFICE OF THE INDUSTRIAL LIAISON OFFICER)**



Post Office Box 767
Tel: 03820-23938/24732
BOLGATANGA
UER- GHANA
Date:.....

Supervision Summary Sheet

Name of School Supervisor:

Region: District.....

No	Name of Student Supervised	Programme	Organisation	Date	Time

FORM 6

BOLGATANGA TECHNICAL UNIVERSITY



INTERNSHIP MANUAL FOR STUDENTS

Instructions for Students in the use of the Forms

Form 1 – Request for Attachment

This is the form that serves as your application for placement to do Industrial Attachment with the organization of your choice.

1. Make many copies of it and go round from one organization to another to seek placement. Remember, when one door is closed another is opened somewhere. Do not stop seeking until you find placement.

Form 2 – Assumption of duty

The organisation allowing you to do attachment with them will sign and stamp this form as evidence of you haven been accepted by them.

1. Give this form to your supervisor in that organisation to endorse for you.
2. Return this form to the Liaison Officer immediately if you can. Otherwise, send an SMS text to the Liaison Officer, indicating: 1. Your name, 2. Your programme, 3. Name of the organisation you are to do the attachment, 4. The organisation's location (eg. Accra Central, Bolga East, Sunyani etc). This will enable the Liaison Officer assign and a supervisor to you.

Form 3 – Weekly training log sheet

You will record your weekly training activities into this form. You should indicate the kind of work you were assigned to do during that week, and the experience you gained from doing that work.

1. Log into this form, the work you carried out during the week on the first column and indicate the experience you gained doing that work on the second column.
2. You will use the information on this form to write chapter 4 and 5 of your report.
3. Keep this form with you and attach it to your Attachment Report for submission.

Form 4 – Declaration of Industrial Attachment

The school supervisor should be given this form when he/she visits you. The school supervisor validates this form by signing it, and returning it to you. You will sign this form and it will become part of your report, as your declaration page.

Form 5 – Assessment Form

Your workplace supervisor will be given this form at the end of your attachment to assess your performance and award marks. This form should be attached to your report.

Form 7 – Attachment Report Format

You will follow the guideline specified on this form to write your report. You are not required to attach this to your report.

BOLGATANGA TECHNICAL UNIVERSITY



SUPERVISION MANUAL FOR SUPERVISORS

Procedure for Supervision of Students on Industrial Attachment

As a supervisor you are awarding 10 marks during the supervision, what do you look out for?

1. Have a chat with student's immediate supervisor about student's outlook on the training. Also check on possibility of entering an MOU with them for periodic hands-on training of BTU students in their outfit.
2. **Presence of student:** Was student present at place of attachment/internship (workplace) at the time of your visit to the student (if student is present, award 5 marks).
3. **Relevance of industry:** Is the Place of work relevant to the programme the student is pursuing in BTU (if the industry is relevant to programme activities of student, award 5 marks).

Dealing with some of the attachment forms in the possession of student.

1. Ask student for form 2, Assumption of Duty Form. Check if the student's supervisor has signed that form to confirm they actually offered the student placement.
2. Ask for form 3. Training Log Sheet. Check if student has made entries of weekly activities undertaken.
3. Ask for form 4, Declaration and Certification of Supervision. Award marks accordingly, also do all necessary entries relevant to school supervisor, and impend your signature.
4. Ask for form 7, Supervision Record Form. Endorse your portion and sign off.

Forms the Supervisor should take along to the field

1. Documents you should take along to the field include the following:
 - ✓ A list of students in the zone you are supervising. (form 8) Provided by Liaison
 - ✓ Supervision Summary Sheets (form 9)
2. You are obliged to reach all students on your list. Names of those you have actually reached should be drawn onto the Summary sheet.
3. On completion, you should return all two forms (i.e. forms 8, and 9) to the Liaison Office.