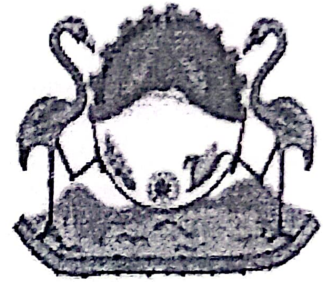


COUNTY GOVERNMENT OF NAKURU



YOUTH ATTACHMENT POLICY DECEMBER ,2023

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1.0 INTRODUCTION

The County Government of Nakuru offers industrial attachment programs aimed at creating opportunities to continuing students from different institutions of higher learning. The program is aimed at improving labour market relevance and exposure to students. In addition, the, the program provides a platform for on – the –job training, which provides trainees with opportunity to have an insight into the practical application of their skills in the labour industry.

This policy 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 which sets out principles and guidelines for industrial attachment has been developed to guide implementation of the program. The policy aims at;

- i. Establishing an effective system that will provide valuable work experience to college/university students.
- ii. Providing clearly defined framework that will guide and give direction in management of internship/attachment program in the County.
- iii. Creating a bridge between the world of study and the work place for young professionals.

1.2 OBJECTIVES OF THE INDUSTRIAL ATTACHMENT

- i. Improve labor market relevance and exposure;
- ii. A link of in-school training with on the job-training;
- iii. Provide the trainee with the opportunity to have an insight into the practical application of their skills and knowledge;
- iv. Sharpen the trainees' hands on skills in real work situation;
- v. Create an opportunity for acquisition of knowledge and positive work ethics;

- vi. Appreciate the importance of human relationships and work attitude while working in a team as a member of a hierarchy;
- vii. Understand the constraints of working life and the functional relationship within and between organizations;
- viii. Orient towards work process and the relationship of work to the rest of the society;
- ix. Obtain knowledge of potential careers and develop new areas of interest;
- x. Maintain high standards of discipline, obedience and adherence to laid down rules and regulations of the society to build high standards of integrity;

1.3 REQUIREMENTS FOR ATTACHMENT IN THE COUNTY

- i. The applicant should be a Kenya Citizen;
- ii. Each application should be backed up by a supporting letter from the education institution;
- iii. The applicants should attach a insurance policy and a copy identity card in the application;
- iv. Applicants should be pursuing a certificate, diploma or a degree course relevant to the County Government operations from a reputable/recognized government/private institution of higher learning;
- v. The applicant should be continuing student where the attachment period is within the study period before completion and that the student will receive credit towards completion of a degree or diploma is one successfully complete the attachment;
- vi. The period of attachment should have a defined beginning and end should not exceed 12 weeks i.e. 3 months and is not renewable upon expiry.

1.4 ATTACHMENT TERMS

The County shall have three attachment terms in a year i.e.

- i. January to April
- ii. May to August and
- iii. September to December.

1.5 COUNTY GOVERNMENT RESPONSIBILITY

- i. To make places for attachment available for trainees;
- ii. To expose the trainees to relevant activities and training opportunities;
- iii. To supervise and assess progress of the trainees and cooperate with the training institutions in this regard;
- iv. To complete and release the academic log book;

1.6 TRAINEE'S RESPONSIBILITIES

- i. Read and observe the behavior requirement in the code and conduct and regulations of the County;
- ii. To endeavor to learn and acquire as much knowledge and skills as possible;
- iii. Adhere to the code of regulations for the county public service;
- iv. To seek to understand the operations of their area of study through consultations with their supervisors.

1.7 APPLICATION PROCEDURE

- i. All applications for attachment to be addressed the Director Human Resource management;
- ii. The Human Resources Officer will seek to confirm the availability of vacancy for the attachment in the respective departments;
- iii. Upon confirmation of availability of vacancy, the application will be forwarded to the Director, human resource for approval;
- iv. Once approval is granted, the Human Resources Officer will issue a notification and letter of offer to the applicant with a copy to the head of Department;

- v. The trainee will then be deployed in the respective department and in attachment schedule prepared and monitored to ensure that the trainee is inducted in all operations of the department;
- vi. In case of non-availability of a vacancy for attachment, the applicant will be notified accordingly through a letter of regret.

1.8 EVALUATION OF ATTACHMENT PROGRAMME

- i. Upon completion of programme, the trainee will submit a brief report about their experience at the County and provide ideas/suggestions that may help in improving the program;
- ii. The Departmental Head/Supervisor will evaluate the trainee performance using the Trainee Performance Appraisal Form;
- iii. A copy of completed Performance Appraisal Form and Confidential report will be forwarded to the college/university;
- iv. The trainee records will be kept and maintained in the industrial attachment file for future reference.

1.9 COMPENSATION

The County shall not give any remuneration to trainee instead they shall receive academic credits (recommendation) in relationship to the work done during the attachment period.

10.0 TERMINATION

An Attachee can be terminated from the industrial attachment by the County due to the following grounds;

- i. Indiscipline
- ii. Lack of adherence to code of conduct

11.COMMENCEMENT OF THE POLICY

This policy shall be implemented by the County with effect from the date of approval and signature by the Chief Officer.

10. REVIEW

The policy shall be reviewed after three years.

Approved and signed by:

Name Mr. Robert CHARLES Date 18.12.23 Signature [Handwritten Signature]

Chief Officer Public Service, Devolution, Citizen Engagement, Disaster Management And Humanitarian Assistance.