



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

INDUSTRIAL TRAINING GUIDELINES



I. PURPOSE OF INDUSTRIAL TRAINING

- (a) The purpose of industrial training is to enable teachers, instructors or lecturers assess formally educational attainments, intelligence, aptitude, personality and character of their learners developed during the training period.
- (b) It also facilitates integration of knowledge & skills from school. It creates linkages between the industry and training institutions.

II. OBJECTIVES OF INDUSTRIAL TRAINING

The objectives of industrial training shall include the following:

- (a) to expose the trainee to the environment in the world of work;
- (b) to equip students with practical and hands-on skills needed in the world of work;
- (c) to enable students interface and get exposure to the dynamics of applying theoretical knowledge to real industrial routine operations;
- (d) to create linkage for future job reference and placement of students by industry;
- (e) to create linkage between the world of work and institutions;
- (f) to identify gaps in the curriculum which will lead to its improvement; and
- (g) to boost and improve students' competencies so as to keep abreast with the changing demands of world of work and technological advancement.

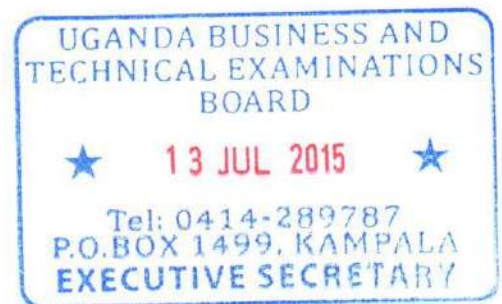
III. SCOPE OF INDUSTRIAL TRAINING

Industrial training shall be carried out alongside routine academic programmes or at the end of each academic year for a period not less than six (6) weeks and not exceeding twelve (12) weeks.

IV. PARTIES INVOLVED IN INDUSTRIAL TRAINING

The following persons shall be responsible for industrial training:

- (a) UBTEB Secretariat;
- (b) Head of Center;
- (c) Industrial Training officer/Coordinator;
- (d) Field Supervisor in the world of work;
- (e) Supervisors from Training Institutions; and
- (f) Student.



V. ROLES OF INDUSTRIAL TRAINING STAKEHOLDERS

1. UBTEB Secretariat

The roles of the Secretariat shall include:-

- (a) Issuing Industrial Training guidelines to all training institutions;
- (b) Monitoring the implementation of the Industrial Training; and
- (c) Ensuring that Industrial Training marks have been received from the institutions and captured.

2. Heads of Centers

- (a) The Head of Center shall be the Head of Institution that is presenting candidates for UBTEB Examinations.
- (b) The roles of Heads of Centers shall include:-
 - (i) Coordinating with the responsible office to ensure timely execution of the Industrial Training processes and activities;
 - (ii) Submitting the Industrial Training placement lists to the Secretariat.
 - (iii) Preparing of Industrial Training performance reports to the Board;
 - (iv) Submitting of Industrial Training marks to the Board.

3. Industrial Training Officers/Coordinators

The roles of the Industrial Training officers shall include:-

- (a) Sensitization and guidance of students before, during and after Industrial Training;
- (b) Placement of students for Industrial Training;
- (c) Establishing linkages and relationships with the stakeholders in the world of work;
- (d) Maintaining database of all industries for job references and placements;
- (e) Overseeing supervision of students;
- (f) Coordinating the marking of Industrial Training reports through Heads of departments;
- (g) Preparing of Industrial Training work plans for the institutions in liaison with Heads of institutions and UBTEB.

4. Field Supervisors in the world of work

The roles of field supervisors shall include:-

- (a) Receiving and orienting the trainees about the company policies, tools and general operations;
- (b) Assigning tasks to the trainees from the training institutions;



- (c) Providing trainees with identification tags;
- (d) Assessing, guiding, monitoring and supervising the tasks assigned to the trainees on a daily or weekly basis;
- (e) Recommending students after the Industrial Training for job offers or otherwise;
- (f) Inspecting and cross-checking log books on a daily basis;
- (g) Guiding the trainees in the preparation of the final Industrial Training reports; the report should bear both the signatures of the field supervisor and institution's supervisor.

5. Students

The roles of students shall include: -

- (a) Adhering to all safety precautions and professional code of conduct at the place of training;
- (b) Reporting for training on daily basis or as arranged with the field supervisor;
- (c) Keeping a record of all tasks undertaken in the log book
- (d) Preparing and submitting weekly reports to the field supervisor for assessment;
- (e) Participating in the organization's events and activities.

6. Institutional/Academic Supervisor.

The roles of the supervisor from the training institution shall include:-

- (a) Guiding students on report writing;
- (b) Providing feedback to the institutions through progressive reports and recommendations;
- (c) Participating in the assessment of Industrial Training and marking of reports;
- (d) Moderating the work of field supervisors;
- (e) Visiting students while in industries or field.

VI. INDUSTRIAL TRAINING SCHEDULE

The training institutions in consultation with the world of work shall organize Industrial Training for students during each academic year as provided for by the calendar issued by Ministry of Education, Science, Technology and Sports from time to time to enable them gain more hands-on skills.



VII. PLACEMENT OF STUDENTS

- a) Placement of students for Industrial Training shall be the responsibility of the institution or center presenting candidates to UBTEB. Students shall also ensure that they secure placement through their training institutions.
- b) The institutions shall liaise with the relevant industry to acquire Industrial Training opportunities for the students.
- c) The lists of students' placement shall be displayed on students' notice Boards in advance.
- d) Institutions shall put in place an inventory of potential industries for students' placement.
- e) The Head of Center shall ensure that students are oriented on Industrial Training guidelines before they report for Industrial Training and special emphasis shall be put on the following:-
 - i. The use of log books;
 - ii. Importance of Industrial Training exercise;
 - iii. Adherence to professional code of conduct.
- f) Introductory letters shall be issued to students before they proceed for Industrial Training.
- g) The institutions shall prepare and submit Industrial Training placement lists to UBTEB before the beginning of Industrial Training as shown in **appendix 1**.

VIII. ASSESSMENT OF INDUSTRIAL TRAINING

- (a) The overall assessment of Industrial Training is a mandate of the Board.
- (b) Assessment of students shall be conducted during normal working hours and at the place of training.
- (c) Students will be required to prepare daily and weekly reports.
- (d) Where there is a conflict of interest, another supervisor shall be assigned to do the assessment.
- (e) Students shall be supervised at least twice during the training period by the Institutional/Academic Supervisor.
- (f) The Board shall monitor the Industrial Training exercise and verify the industrial training assessment reports.
- (g) The results of assessment for industrial training shall be categorized as follows for Technical and Departmental programmes:

(i)	Assessment by Field supervisor	60%
(ii)	Assessment by Institutional Supervisor	25%



- | | | |
|-------|-------------------------|-----|
| (iii) | Field attachment report | 15% |
|-------|-------------------------|-----|
- (h) The results of assessment for industrial training shall be categorized as follows for Business and cooperatives:
- | | | |
|-------|--|-----|
| (i) | Assessment by Field supervisor | 15% |
| (ii) | Assessment by Institutional Supervisor | 25% |
| (iii) | Field attachment report | 60% |
- (i) The assessment by the Field Supervisor shall be guided by the assessment form shown in **appendix 2** while the Institutional/Academic Supervisor shall be guided by the assessment form in **appendix 3**.
- (j) A student who shall not have completed Industrial Training shall not be considered as having fulfilled all the requirements for the award of a UBTEB certificate.
- (k) The Field attachment report shall be marked by the respective institutions and results compiled and submitted to UBTEB.
- (l) Students who shall not train in a particular year during the period of study shall be allowed to retake industrial training after completion of their programmes of study.
- (m) For those students who will be retaking, Industrial Training for year 1 & 2 shall not be retaken at the same time i.e. UBTEB shall not consider marks of industrial training submitted at the same time after retaking.
- (n) Students who shall not attend industrial training for at least 75% of the training period will be asked to retake it. This shall be confirmed by the field supervisors.

IX. INDUSTRIAL TRAINING REPORT FORMAT

- (a) The students shall write and submit industrial training reports from the activities carried out during the training period. The reports shall be prepared in triplicate approved by the Institutional supervisors and endorsed by the field supervisors respectively. The original copy shall be submitted to the institution and the other two copies retained by the student and industry respectively.
- (b) The typed Industrial Training report shall follow the format and marking guide indicated in **appendix 4**.



X. LOG BOOK FORMAT

- a) A student shall be required to record their daily activities in the industrial Training Log Book.
- b) Such a log book shall follow the format detailing the following information among others:-
 - i. Week number, day and date;
 - ii. Activities;
 - iii. Lessons learnt;
 - iv. Challenges faced;
 - v. Recommendations.
- c) The daily log sheets to be used by the students during industrial training shall follow the format shown in **appendix 5**.
- d) At the end of the week, an evaluation shall be made by both the trainee and field supervisor, copies of which shall be inserted as appendices into the Industrial Training report.

XI. MARKING OF INDUSTRIAL TRAINING REPORTS

- (a) The Industrial Training officer shall, on receipt of the Industrial Training reports, liaise with heads of departments to mark the reports and compile results.
- (b) Any student who fails to score the pass mark will be required to repeat Industrial Training.

XII. SUBMISSION OF INDUSTRIAL TRAINING RESULTS TO THE BOARD

- (a) The results of Industrial Training shall be duly signed and Stamped by the Head of Center and forwarded to the Board by 15th of March of every year for the January-February Industrial Training Session and by 22nd of September or three weeks after the beginning of the semester/term for the June-August Industrial Training session.
- (b) The industrial training results shall be submitted to the UBTEB Secretariat using the submission form shown in **appendix 6**.



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Appendix 1

INDUSTRIAL TRAINING ASSESSMENT FORM FOR FIELD OR ONSITE SUPERVISOR

Name of Institution:..... Name of Industry:..... Name of Student:..... Reg. NO:..... Programme & Year of Study:.....			GRADES				Score	Area of Improvement
			Very Good	Good	Fair	Weak		
	AREA OF ASSESSMENT	MARKS	>=80%	(70-79)%	(60-69)%	<=49%		
A	Attendance (% of days and times within the days present)	7						
B	Work Performance	12						
	1. Co-operation with other staff	3						
	2. General ability to use various equipment, machines or plant in the industry	3						
	3. Flexibility-Willingness to learn from various sections in industry	3						
	4. Job Planning	3						
C	Initiative or Innovations	8						
	1. Problem Solving	4						
	2. New Ideas on improvement for efficiency	4						

	of performance or operations							
D	Time Management	6						
	1. Reporting on time	2						
	2. Leaving at specified break off or stoppage time	2						
	3. Meeting deadlines on assignments given by supervisors or instructors.	2						
E	Discipline and Safety	10						
	1. Use of right equipment for right job	2						
	2. Obeying instructions given and carrying them out	2						
	3. Proper handling of equipment and or materials	2						
	4. Ability to practice safety measures in the work place	2						
	5. Knowledge of first aid procedures in case of accident	2						
F	Practical; Skills	15						
	1. Ability to put into practice training instruction from instructors or supervisor	3						
	2. Ability to relate theoretical knowledge with practical applications	3						
	3. Proper use of manuals and interpretation of drawings	3						
	4. Ability to carry out trouble shooting on equipment, (Put right mistake in work or finishing)	3						
	5. Ability to service and repair equipment (clean &	3						



	maintain tools & workplace)							
G	General Remarks (Other Assessment at discretion of Supervisor)	2						
	TOTAL SCORE	60						

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UGANDA BUSINESS AND
TECHNICAL EXAMINATIONS
BOARD

★ 13 JUL 2015 ★

Tel: 0414-289787
P.O.BOX 1499, KAMPALA
EXECUTIVE SECRETARY

Appendix 2

**INDUSTRIAL TRAINING ASSESSMENT FORM FOR INSTITUTIONAL/
ACADEMIC SUPERVISOR**

Name of Institution:..... Name of Industry:..... Name of Student:..... Reg. NO:..... Programme & Year of Study:.....		GRADES				Score	Area of Improvement
		Very Good	Good	Fair	Weak		
AREA OF ASSESSMENT	MARKS	>=80%	(70-79)%	(60-69)%	<=49%		
A Attendance (Was the Learner at his work place)	2						
B Understanding of Tasks	21						
1. Did the Learner provide weekly summary of work performed	2						
2. How did the Learner describe the tasks performed	3						
3. How was the Learner able to explain why tasks were being done in a particular way	3						
4. How did the Learner explain problems experienced when carrying out the work and how they were solved?	3						
5. How did the Learner describe the new knowledge and skills gained?	3						
6. How did the Learner explain the knowledge and skills acquired at College that enabled him to perform?	3						
7. How did the Learner explain his relationship with his core workers and supervisors and how he plans to improve or maintain it?	2						
8. How did the Learner relate the Industrial training tasks to his training as a technician or Drawing assistant?	2						
C General Remarks (Other Assessment at discretion of Supervisor)	2						
TOTAL SCORE	25						



Appendix 3

GUIDE ON MARKING OF FIELD ATTACHMENT REPORT

The Industrial Training Report shall be written in good English and shall be assessed as shown below;

S/N	CONTENTS	MAXIMUM SCORE
1	Cover Page: (i) Name of College, (ii) Name of Department, (iii) Name of Learner & Year of study, (iv) Place of Industrial Training, (v) Period of Industrial Training eg. June- September 2010, (vi) Academic and Field Supervisor's signatures	0.5 marks
2	Acknowledgements: (i) Acknowledge all assistance during field training (ii) Acknowledge assistance during report writing	0.5 marks
3	Executive summary or Abstract: (i) To include statement of the most practical work carried out, (ii) Challenges, (iii) Conclusions	1 mark
4	Table of Contents: To show the content of the report and page numbers where they first occur	0.5 marks
5	List of Figures: (i) All Figures in the report must have a number and a caption (ii) Figures must be numbered according to the chapters where they occur for example; Figure 4.1, to refer to first Figure in chapter 4 (iii) The pages where the Figures occur must be shown in the List of Figures	0.5 marks
6	List of Tables: (i) All Tables in the report must have a number and a header (ii) Tables must be numbered according to the chapters where they occur for example; Table 2.1, to refer to first Table in chapter 2 (iii) The pages where the Tables occur must be shown in the List of Tables	0.5 marks



7	List of Acronyms or Abbreviations: Acronyms used should be given in alphabetical order with their full meaning shown.	0.5 marks
8	Introduction; (i) Location and description of place of field attachment, (ii) Objectives of field attachment, (iii) Structure of organisation (iv) Tasks carried out by the place attached to eg if District Local government describe its role in society	1.5 marks
9	Main Body of the Report (i) Description of Work Carried out: (ii) Duties and responsibilities assigned and how they were carried out (iii) New knowledge and skills gained, (iv) Relationship with other staff and supervisor, (v) Problems experienced and how they were handled	6.5 marks
10	Conclusions: A brief summary of Knowledge gained as outlined in the objectives	1 mark
11	Recommendations (i) For improving Industrial training, usually derived from problems experienced (ii) For improvement of work output at the place of work. (this is included if allowed by the field supervisor)	0.5 marks
12	References (i) Design Standards and guidelines used during training (ii) Books & internet material (iii) Harvard style of referencing must be used for Example Kyalikisa R (1510), "Effect of window net on the reduction of Malaria," Journal OF Health Construction , Vol 17, Pg 123-127	1 mark
13	Appendices (i) Drawings (ii) Photographs, etc.	0.5 marks



Appendix 4

INDUSTRIAL TRAINING LOG BOOK

Name of Student	
Registration NO.	
Programme/Course & Year of study	
Name of Institution	
Telephone Contact	
Industry/Organization	
Address	
Name of Field Supervisor	
Telephone Contact	
Date of Commencement of Industrial Training	
Date of Completion of Industrial Training	



Daily Record of Progress

Training Week: _____

Day & Date: _____

Activities Done	Lessons Learnt	Challenges Faced	Recommendations
<div data-bbox="598 1825 1082 2123" style="border: 2px solid blue; padding: 5px; text-align: center;"> <p>UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD</p> <p>★ 13 JUL 2015 ★</p> <p>Tel: 0414-289787 P.O.BOX 1499, KAMPALA EXECUTIVE SECRETARY</p> </div>			

I hereby declare that all information provided above is true.

Signed by Trainee _____

Date _____

Signed by Field Supervisor _____

Date _____



