



SCHOOL OF PROFESSIONAL PROGRAMME

INTERNAL MEMO

From: Milkah Njuguna- COD (Academics programmes, -SPP-KCA TC)
To: All Dip Banking & Project mgt programmes students on attachment.
CC: Faustin Mwinzi - Ag. Chief Principal KCA TC
Date: Monday, 30th Jan 2023

SUBJECT: OFFICAL COMMUNICATIONS ON INUSTRIAL ATTACHMENT

In regard to the above subject, kindly note the following.

1. You are supposed to communicate to the school immediately upon finding a place for your attachment by filling in the attachment details form, scan and sending back though the email: kcatattachment@kcau.ac.ke . **this is the only email address you should use regarding your attachment issues.**
2. Ensure that you have used **your official KCAU student email address.**
3. Attachment details form, logbook and SPP student's attachment report writing guide can be found form the KCAU university website under **KCATC.**
4. Your assessment by the university lecturer is done upon completing your attachment. **(8wks)**
5. You are required to use the attached log book every day indicating the work assigned plus the skills learnt ensure.
6. Your industrial supervisor must make comments on your achievements as well as sign for you at the end of every week on your log book.
7. Upon being assessed, you will be required to write a report following the attached guidelines. The report should be brought to the school and submitted at the School of Professional Programmes (SPP)
8. You then proceed with the process of clearance.
9. Any clarification on fees issues, kindly contact the finance department.

Your cooperation will be highly appreciated.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Milkah Njuguna', written over a dotted line.

COD Academic Programmes, KCA TC