



SCHOOL OF PROFESSIONAL PROGRAMMES

DIPLOMA IN BANKING AND DIPLOMA IN PROJECT MANAGEMENT

Guidelines in writing attachment report

Ensure you have the following;

1. Declaration of your work
2. Acknowledgement.

Chapter 1:

- a. Brief history of the organization
- b. The mission and the vision of the organization
- c. The organizational structure outlining well the position you take in that structure.

NB: These three are not to be created, you borrow what is there in the organization- you can as well google the information from the website.

Chapter 2:

Explain all the activities and duties assigned to undertake.
From the executed duties, what are the learnt lessons/ skills?

This is the most important chapter which forms the main body of attachment report.

Chapter 3:

- a. SWOT analysis of the organization- brief
- b. Challenges encountered and you were able to overcome them.
- c. Conclusion.
- d. Recommendations.

NB: After assessment by the university supervisor, you have only one week to prepare and submit your industrial attachment report kcatcexams@kcau.ac.ke and copy

Ensure that you have signed your document

You should take photos of your log-book scan and form a pdf to be sent alongside your report

On your report indicate, Industrial attachment report, your name and registration number

A report submitted in Partial fulfillment of the Requirement for the award in Diploma in
..... Submitted to KCA University

Then indicate the month and Year of your submission.

This guide is prepared by the Chair of department of your program; SPP

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