

SERVICE DELIVERY

INDUSTRIAL ATTACHMENT OFFICE

No.	Service rendered	Customer Standard	Customer Requirement	Charges
1	Searching for Placement	3 months to the start of the attachment period	Introductory letter	Free
2	Preparation for Placement	One week prior to the start of the attachment	Payment of fees Insurance cover Logbooks for trainees	KES 2250
3	Placement	As per ILO procedure in the academic policy	Attaching firm	Free
4	Assessment	As per ILO procedure in the academic policy	Records of work ready.	Free
5	Certification	Upon completion of attachment	Attachment report	Free
6	Enquiries	Within 10	As per the	Free

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