

**NYERI WATER & SEWERAGE COMPANY  
LIMITED**

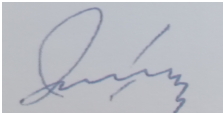


**INDUSTRIAL ATTACHMENT/ INTERNSHIP  
POLICY**

## **Forward**

Nyeri Water & Sewerage Company Limited (NYEWASCO) in its efforts to improve the quality of labour market in Kenya has designed an industrial attachment programme aimed at creating opportunities for industrial attachment to continuing students from different institutions of higher learning. The programme is tailored in such a way so as to improve labour market relevance and exposure. In addition, the programme provides a platform for on-the-job training, which will provide the trainee with the opportunity to have an insight into the practical application of their skills, safety consciousness and interpersonal skills in the labour industry.

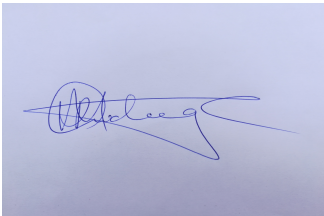
A policy which sets out principles and guidelines for industrial attachment has been developed to guide the implementation of this programme. This policy brings out the purpose of industrial attachment, its specific objectives, the main activities of the programme and the key players that make it functional and meaningful.



**JOSEPH M. WACHIURI**  
**CHAIRMAN BOD**

**Preface**

This policy which has been developed in line with the National Industrial training Authority (NITA) – Amendment Act No. 34 of 2011, sets out principles and guidelines for industrial attachment at Nyewasco.



**PETER M GICHAAGA**  
**MANAGING DIRECTOR**

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**Vision**

A world class water and sewerage services provider.

**Mission**

To provide quality water, sewerage and allied services at commercially and economically sustainable levels through application of outstanding processes and technology to the delight of our customers and other stakeholders.

**Core Values**

- Customer service
- Ownership
- Environmental consciousness
- Continual improvement
- Teamwork and Efficiency
- Corporate social responsiveness
- Research and innovation

## **1.0 Purpose of the policy**

- Establishing a permanent and effective system that would provide valuable work experience to college/university students
- Providing a clear defined framework that will guide and give direction in management of internship/attachment programmes at Nyewasco.
- Creating a bridge between the world of study and the work place for young professionals

## **2.0 Objectives of Internship/Industrial Attachment**

- i. Improve labour 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 trainee's '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 attitudes while working in a team and as a member of a hierarchy.
- vii. Understand the constraints of working life and the functional relationships within and between organizations.
- viii. Orient towards work processes and the relationship of work to the rest of society.
- ix. Develop work attitudes like curiousness, self-confidence, maturity and self- reliance
- x. Obtain knowledge of potential careers and develop new areas of interest.
- xi. Maintain high standard of discipline, obedience and adherence to laid down rules and regulations of the Society to build high standards of integrity.

### **3.0 Benefits accruing to the parties involved**

#### ***Nyewasco***

- a. Additional manpower
- b. Young fresh initiatives
- c. Avenue for selection of competent employees
- d. Easy to manage and sustain

#### ***Attachee/Trainee***

- Exposure
- Career information
- Work attitude

### **4.0 Requirements for Attachment at Nyewasco**

- The applicant should be a Kenyan citizen.
- Each application should be backed up by a supporting letter from the educational institution.
- Applicants should be pursuing a diploma or degree course relevant to Nyewasco operations from a recognized/reputable government/private institution of higher learning and particularly in the following fields of specialization:

#### **ICT**

- Purchasing /Stores Management
- Human Resource
- Water/Sewage Treatment Works
- Finance & Accounting
- Water Distribution
- Non-Revenue Water Management
- Business Administration/Management.

### **G.I.S**

- Applicants should be continuing students where the attachment/internship period is within the study period before completion.
- The period of internship should not exceed 12 weeks i.e. 3 months and is not renewable upon expiry.

#### **5.0 Responsibility of the Parties involved:**

##### **Nyewasco - It is the responsibility of Nyewasco to:**

- To make places for attachment available to trainees
- To expose the trainees to relevant activities and training opportunities.
- To supervise and assess progress of the trainees and cooperate with their training institutions in this regard.
- To complete and release the academic logbook of the trainee.

##### **Trainee - It is the responsibility of the trainee-**

- Read and observe the behavioral requirements in the Code of Conduct and regulations of Nyewasco
- To endeavor to learn and acquire as much knowledge and skills as possible
- To seek to understand the operations of their area of study through consultations with their supervisors

#### **6.0 Application Procedure:**

- All applications for industrial attachment be addressed to the Managing Director/Senior Human Resource Administration Officer.
- The Human Resource Manager will seek to confirm availability of vacancy for attachment in the respective department.



- Upon confirmation of availability of vacancies, the application will be forwarded to the Training and Development Committee for approval.
- Once approval is granted, the Human Resource Manager will issue a notification and letter of offer to the applicant. (With a copy to the Head of Department).
- The Trainee will then be deployed in the respective department and an internship schedule prepared and monitored to ensure that the trainee is inducted on all the relevant operations of Nyewasco.
- In case of non-availability of a vacancy for internship, the applicant will be notified accordingly through a letter of regret.

#### **7.0 Evaluation of Attachment/Internship Programme**

- Upon completion of programme, the trainee/attaché will submit a brief report about their experience at Nyewasco and provide ideas/suggestions that may help the programme. (Questionnaire)
- The Departmental Head/Supervisor will evaluate the intern's performance using the Trainee Performance Appraisal Form.
- A copy of the completed Performance Appraisal Form and confidential report will be forwarded to the relevant college/university.
- The trainee/attachee records will be kept and maintained in the industrial attachment file for future reference.

#### **8.0 Reporting and seeking for Attachment Reimbursement fee**

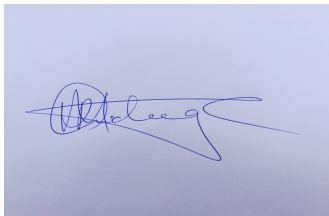
Nyewasco shall submit the necessary reports to NITA and seek for a reimbursement levy in accordance with the existing NITA regulations.

**Amendments to the Attachment/Internship Policy**

This policy will be subject to regular review and amendments when need arises.

**Effective Date**

This policy comes into effect on 19<sup>TH</sup> February 2016



Signed .....

**MANAGING DIRECTOR**