



**Policy Name:** Industrial Attachment Policy

**Compliance Level:** Mandatory

**Relevant to:** All Attachè students in the Company pre/after application

**Publication Date:** February, 2015

**Policy Owners:** Management of the Company

## **1.0 Introduction**

Form Ghana's Industrial Attachment Programme (FGIAP) is a training program designed to enable students/graduates placed with the company to acquire practical technical skills and knowledge through on-the-job training under the mentorship of company supervisors with vast experiences in forest rehabilitation for development.

Form Ghana Limited gives first-hand work experiences to young academics and to encourage students to develop interest in the forestry field. The industrial attachment programme is aimed at creating opportunities to continuing students from different institutions of higher learning. The programme is designed to introduce students to the practical aspects of the theories learned at the classroom and exposes students to the labour market. 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.

## **2.0 Purpose**

Form Ghana's attachment policy sets out principles and guidelines for industrial attachment to guide the implementation of the attachment programme. Industrial attachment serves as a link between in-school training and 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 industry/real world.

## **3.0 Specific Objectives**

Attache' by the end of the attachment period should be able to:

- Appreciate the importance of human relationships and work attitudes and the importance of working as a team and as a member of a hierarchy.
- Understand the constraints of working life and the functional relationships within and between organizations.
- Be orientated towards work processes and the relationship of work to the rest of society.
- Apply theoretical concepts and school based skills to practice.
- Develop work attitudes like curiousness, self-confidence, maturity and self-reliance

- Obtain knowledge of potential careers and develop new areas of interest

#### **4.0 Attachment Period**

The period for industrial attachment at Form Ghana Limited varies from one month to six months. Attaché can also extend the attachment period per management approval.

#### **5.0 Eligibility**

Students in recognize higher or tertiary institutions in Ghana and other countries in Africa and outside Africa. Students must be able to read, write and speak English. Students must be continuing students and not be dropped outs.

#### **6.0 Attaché Position in the company**

Students who are having industrial attachment with the company will be termed Trainees

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

##### **1. Form Ghana Limited**

- Additional manpower
- Avenue for selection of competent employees
- Program is easy to manage and sustain

##### **2. Attaché**

- Exposure
- Career Information
- Develop appropriate work attitude

#### **8.0 Responsibilities of the parties Involved:**

##### **a. Form Ghana Limited**

- Making and creating space for attaché
- Exposing the Trainees to relevant activities and training opportunities
- Supervising and assessing progress of the Trainees
- Cooperating with Trainees institutions regarding such as necessary for successful internship

##### **b. Attaché- It is the responsibilities of the attaché to:**

- read and observe the behavioral requirements in the Code of Conduct and rules and regulations of Form Ghana Ltd
- endeavor to learn and acquire as much knowledge and skills as possible
- seek to understand the operations of their area of study through consultations with their supervisors

## **9.0 Requirements**

- The applicant should be a Ghanaian and/or and country in Africa or outside Africa
- The applicant should be able to read and write the English language
- 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 Form Ghana Limited operations from a recognized/reputable government/private institution of higher learning.
- Applicants should be continuing students where the attachment period is within the study period before completion

## **10.0 Attachment Application Procedure**

- Write or email application and address it to the HR of the company indicating the purpose and relevance of the attachment with Form Ghana and how it will enhance the applicant's skills and expertise. He/ She should state the period of the industrial attachment, add copy of resume and indicate the degree course s/he is pursuing.
- The company will receive and review the application for approval or disapproval.
- Upon approval, the Human Resource Manager will issue a notification and letter of offer to the applicant. If it is disapproved, the applicant will also be notified.
- The applicant shall confirm his/her coming for the programme by writing or emailing to the Human Resources & Development Manager.
- The applicant will then be deployed and an attachment schedule prepared and monitored to ensure that the trainee is inducted on all operations of Form Ghana Limited

## **11.0 Monitoring and Evaluation**

- Upon completion of programme, the trainee/attaché will submit a brief report about their experience at Form Ghana Limited and provide ideas/suggestions that may help the programme.
- The Departmental Head/Supervisor will evaluate the attaché 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 attaché records will be kept and maintained in the industrial attachment file for future reference

## **12.0 Compensation**

Compensation during the industrial attachment period may be considered at the discretion of the Managing Director

## **13.0 Attaché Forms**

Attaché forms include:

- Industrial Attachment Learning Agreement Form
- Appraisal Form