



COUNTY GOVERNMENT OF KAKAMEGA
COUNTY PUBLIC SERVICE BOARD

**Attachment and Internship Policy
and Guidelines for the Public Service**

JUNE 2016

A Publication of The County Government of Kakamega

REPUBLIC OF KENYA



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COUNTY PUBLIC SERVICE BOARD

**ATTACHMENT AND INTERNSHIP POLICY
AND GUIDELINES FOR THE PUBLIC
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FOREWORD

The County Government of Kakamega recognises the importance of engaging the youth on internship programmes so as to equip them with industrial skills and work environment ethics and culture, in order to prepare them for the job market. This would also enhance co-ordination between learning institutions and the employment sector, in identifying required critical skills.

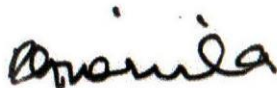
The County Government has, therefore, institutionalised attachment and internship in the Public Service, aimed at holistic acquisition of skills by the youth, thus enhancing their competencies, marketability and relevance to the job market.

The County Public Service Board is well aware of the highly competitive job market environment, arising from the limited job opportunities vis-a-vis the increasing numbers of the youth that are recurrently released from our learning institutions. This, coupled with employers' demands for relevant skills and work experience, has led to a high rate of unemployment both at the national and the county government level, more so given that a number of the youths are ill equipped to face the job market.

It is in recognition of this that the County Government of Kakamega, being a major employer, has found it necessary to come up with this internship/attachment policy, to ensure that youth graduating from training institutions are provided with opportunities to sharpen their knowledge and skills through practical work experience in order to enhance their level of competencies and chances of employment.

This Policy also seeks to have a structured way of engagement of the internees, in line with Section 74 of the County Governments Act, 2012, which confers on the County Public Service Board the mandate to regulate attachment of interns in the public service.

It is, therefore, important for all public service officers to familiarise themselves with this policy that guides the management of internship programmes, to ensure equity, fairness and transparency, in line with Article 232 of the *Constitution of Kenya, 2010*.



MRS. RODAH A. MASAVIRU, OGW
Chairperson, County Public Service Board

PREFACE

This Policy draws from the relevant provisions of the Constitution, labour laws, international statutes, executive directives and other policy guidelines in the public service. A monitoring and evaluation mechanism has been proposed for purposes of enhancing effective implementation and lessons learnt are brought on Board.

The Policy further provides a framework for engagement and management of attachment/internship programmes in the public service. It outlines the various provisions and requirements of the programme, selection procedure, roles and responsibilities from various stakeholders and regulations on the conduct of attachées/interns.

It also takes cognizance of the various legal and policy provisions on which the internship policy is based. I am convinced that this policy will enable the attachées/interns acquire practical experience in their respective areas of specialisation.

It is, therefore, important that the officers who will be given the responsibility to supervise the students on attachment/internship take it seriously. This will help in preparing those on attachment/internship to acquire the necessary skills that will lead to them being prepared and ready for employment in the market.

Chief Officers must ensure that they adhere to the guidelines of this policy during implementation.



MRS. RACHEL OKUMU, OGW
CECM – Public Service and Administration

DEFINITION OF TERMS

For purposes of this Policy the following definitions have been adopted:

Agreement Contract: A binding agreement between an attachee/intern and the Department of Public Service and Administration/hosting department to participate in an attachment/internship programme.

Attachee: A learner/trainee/student whose parent institution has duly entered into an agreement with the County Government department/agencies for a period not exceeding 3 months to participate in an attachment programme.

Attachment: A period of work experience lasting not more than three (3) months, offered by an employer to college, university, post-graduate adults or recent graduates to gain practical exposure to a real working environment often within a specific professional area, which relates to their field of study.

Attachment Programme: The schedule of activities developed designed to give the attachee/intern practical experience in his area of study for the duration of the attachment.

Board: The Kakamega County Public Service Board.

County Government: Refers to the County Government of Kakamega.

Graduate: An individual who has completed a course of training and acquired a degree, diploma or certificate.

Hosting Institution: County Government departments/ agency charged with responsibility of hosting and training attachees and interns.

Human Resources Office: The office established in the Department of Public Service and Administration for overall co-ordination of attachment/internship in the Public Service.

Intern: A graduate who has duly entered into an agreement with the County Government department/agencies for a period not exceeding 12 months to participate in an internship programme

Internship: A period of work experience lasting not more than twelve (12) months, offered by an employer to college, university, post-graduate adults or recent graduates to gain practical exposure to a real working environment often within a specific professional area, which relates to their field of study.

Logbook: A document provided by training institutions or hosting institution where applicable for registering the attachee/intern's performance.

Mentor: A competent person who imparts appropriate knowledge, attitudes and practical training to the attachee/intern.

Monitoring and Evaluation: Mechanism put in place to ensure adherence to quality, cost effectiveness, standards and relevance of internship and attachment programmes for desired results.

Supervisor: An employee under whom an attachee/intern is placed for purposes of allocating work to them and overseeing their work performance.

Trainer: A teacher/lecturer/instructor/tutor of a training institution authorised to follow up an attachee or interns where applicable for the purpose of monitoring and assessment.

Training Institution: An accredited and registered educational establishment offering training of technical, professional or academic nature.

Youth: The collectivity of all individuals in the Republic who have attained the age of 18 years but have not attained the age of 35 years.

ABBREVIATIONS

CECM	County Executive Committee Member
CO	Chief Officer
PSA	Public Service and Administration
CPSB	County Public Service Board
CHRMAC	County Human Resource Management Advisory Committee
HRMD	Human Resource Management Development
ID	Identity Card
M&E	Monitoring and Evaluation
NHIF	National Hospital Insurance Fund
ILO	International Labour Organisation
PLWD	Persons Living With Disability

Introduction

1.0 Background

Attachment/Internship programme is a vital component of training. It provides youth and other trainees with opportunities to acquire, sharpen and their practical skills to complement their studies.

The Kenya Government has put in place measures to strengthen youth employment and entrepreneurship through credit financial assistance and training. However, the youth are unable to take advantage of these opportunities because they lack vocational and entrepreneurial skills. To bridge this gap the Government is committed to developing, promoting and strengthening attachment/internship for youth graduating from training institutions to enable them acquire experience in a real work situation.

The Public Service has a responsibility to take the lead in creating attachment/internship opportunities for the youth. Towards this end, County Public Service Board, through this document, establishes policies and guidelines for regulating the management of internships and attachments, in line with Section 74 of the County Governments Act. This will also give the interneers/attachees an opportunity to understand the structure functioning of the Public Service.

1.1 Rationale

Since the inception of the County Government, there have been an increasing number of trainees from various training institutions seeking attachment/internship in the public service. In order to address this situation, it has been found necessary to formulate a policy framework that will guide the management of attachment/internship.

1.2 Challenges

The County Public Service is faced with a number of challenges, notably:

- (i) An overwhelming number of applications for attachment/internship for limited opportunities;
- (ii) High expectations from attachees/interns for guaranteed employment upon completion of attachment/internship;
- (iii) Inadequate capacity to impart skills to attachees/interns;
- (iv) Poor linkage between the training institutions and the employers;
- (v) Lack of proper guidelines on selection at departmental level;
- (vi) Inadequate provision of facilities to enable the acquisition of requisite skills, attitudes and knowledge;
- (vii) Lack of co-ordination of attachment/internship in the Public Service.

1.3 Objectives

The overall objective of this policy is to have a well-structured and co-ordinated attachment/internship framework that will assist the Public Service to facilitate acquisition of practical

skills and experiences by attachees/interns. Specifically, this Policy is intended to:

- (a) Provide guidelines and standards on attachment/internship applicable in the Public Service;
- (b) Provide a platform for attachees/interns to understand the structure and functioning of the County Government operations, policies and structures;
- (c) Ensure effectiveness and efficiency in implementation and management of the attachment/internship programme;
- (d) Provide a framework for monitoring, evaluating and reporting for improvement and sustainability of the programme;
- (e) Expose attachees/interns to produce skills, knowledge practical experiences and challenges in order to inculcate positive attitude and work ethics;
- (f) Enhance youth development and employability by creating clear linkages between education, training and work;
- (g) Assist the attachees/interns fulfill the requirement for registration by their respective learning institutions/professional bodies;
- (h) Develop a culture of high quality life-long learning, positive work habits and attitudes; and
- (i) Establish a supply pipeline of skills to the job market.

1.4 Principles of Attachment/Internship

The following principles shall govern attachment/internship management in the Public Service:

- (a) Promotion of equity and fairness by ensuring inclusivity

and accessibility of opportunities to attachees/interns from diverse through transparent selection procedures;

- (b) Professionalism in ensuring that the attachees/interns are provided with and acquire the practical experience required for their professional and career development;
- (c) Capacity of the public organisations to accommodate attachees/interns in terms of resources;
- (d) Efficiency of the attachment/internship programmes on the basis of cost-effectiveness;
- (e) Provision of appropriate and relevant work experience that is commensurate with the attachees/interns qualifications;
- (f) Adherence to the Government programmes and activities.

1.5 Scope

This Policy shall apply to the County Public Service of and will be applicable to the following:

- (i) Unemployed graduates with appropriate skills who require practical hands-on experience to improve their chances of employment; and
- (ii) Students who are required by their professional bodies to undertake attachment/internship as a pre-condition for qualification.

1.6 Policy Statement

The County Government is committed to providing opportunities to prospective attachees/interns who have completed their courses to acquire workplace experience to enhance their employability. Further, graduates

with professional qualifications will continue to be granted attachment/internship opportunities to enhance their professional development. This Policy shall be operationalised and through the use of the Attachment/Internship Guidelines (*Appendix I*).

1.7 Legal and Policy Framework

This policy is in compliance with the Constitution, International Conventions, legal, statutory and policy requirements. These include:

(i) *The Constitution of Kenya, 2010*

- (a) **Article 10:** National Values and Principles of Governance;
- (b) **Article 232(1) (i):** Values and Principles of Public Service;
- (c) **Article 55:** Requiring the State to take measures to ensure the youth have access to education, training and employment opportunities.

(ii) **International Labour Organisation (ILO) Conventions**

The labour laws in Kenya draw their provisions for the safety and protection of workers from the ILO conventions.

(iii) **The Employment Act, 2007**

The Act provides for non-discrimination in the process of recruitment and appointment/contract of service and protection of workers at the workplace.

(iv) Persons with Disabilities Act, 2003

The Act provides that persons with disabilities shall be eligible for engagement as apprentices or learners where their disability is not such as to impede their performance in a particular occupation.

(v) Work Injury Benefits Act, 2007

The Act requires persons employed to have insurance and to be compensated when injured during work-related assignments.

(vi) Occupational Safety and Health Act, 2007

The Act provides for security, safety, health and welfare of persons at work.

(vii) Labour Relations Act, 2007

The Act provides for protection of workers' rights.

(viii) Technical and Vocational Education and Training Act, 2013

The Act provides foundation for productive and satisfying careers by offering special preparation for initial employment, i.e., linkage between technical skills, entrepreneurial skills, labour market needs and employable skills.

(ix) The Public Service (Values and Principles) Act 2015

The Act provides that a public institution or an authorised officer shall ensure that public officers are appointed and promoted on the basis of fair competition and merit. This shall apply when selecting interns in the Public Service.

(x) Kenya National Youth Policy, Sessional Paper No. 3 of July 2007

The Policy envisions a society where youth have equal opportunity to realise their fullest potential and identifies the most important youth issues as unemployment and underemployment; health; school and college drop-outs; crime and deviant behaviour; limited sports and recreational facilities; abuse and exploitation; limited participation and lack of opportunities, among others.

(xi) Training and Development Policy for the Kakamega County Public Service

The Policy recognises that attachees/interns graduating from training institutions join the labour market with academic and theoretical approach to work and, therefore, require practical exposure in real work environment. The public service uses attachment/internship programmes as part of on-the-job training for the purpose of molding interns to acquire experience and become responsible citizens who will contribute effectively to the socio-economic development of the country.

(xii) Human Resource Policies and Procedures Manual for the Kakamega County Public Service

The manual provides that internship programme shall be guided by the relevant provisions of the Constitution, relevant professional bodies and other policy guidelines and shall not exceed one (1) year.

Policy Provisions and Requirements

2.0 Introduction

An attachment/internship is an on-job training programme targeting students undertaking college/university studies and freshly completed graduates. It is a planned and structured programme in the Public Service that provides work experience and allows the beneficiaries, for a specific period of time to consolidate and translate the skills learned from their training into a meaningful, relevant and practical on-the-job experience. It is a practical programme meant to develop and in so-doing also assist fulfill their training/professional requirements. It is also an avenue to connect with the world outside of studies and to gain insights for further growth and development either in education or work environment.

2.1 Declaration of Attachment/Internship Opportunities

As guided by the County Public Service Board, the Department of Public Service and Administration shall co-ordinate the declaration of attachment/internship opportunities from various departments and agencies and submit them to the Board. The Board shall put on its website information on the attachment/internship opportunities and this will act as one-stop shop for the public to access and also for the Departments to put necessary controls on the numbers required at a given time.

2.2 Eligibility and Duration of Attachment/Internship

- (i) All individuals shall be required to have valid insurance indemnity either from the sponsoring institution or self;
- (ii) Attachment/internship will be offered to unemployed Kenyan graduates from accredited training institutions that have completed accredited courses and have not been exposed to work experience related to their area of study. Proof of which will be required;
- (iii) Attachment/internship will be offered to students who are undertaking training for which attachment is a requirement for completion of their studies;
- (iv) Attachment/internship shall be generally for a period not exceeding (3) three months and twelve (12) months respectively;
- (v) Attachment/internship shall be subject to availability of vacancies for the same;
- (vi) The total number of attachees/interns at any given time shall not exceed 10% of the hosting institution;
- (vii) Priority or preference shall be given to first time attachees/interns and shall be based on the need to achieve gender parity and special needs provided that it will be on the basis of first come first served subject to observation of affirmative action guidelines;
- (viii) Each applicant for attachment/internship shall be required to provide letter of introduction from his sponsoring institution;
- (ix) After selection, attachees/interns shall be released to the hosting department/agency for deployment/ placement.

2.3. Selection Criteria and Placement Procedures

2.3.1 Selection Criteria

Selection of attachees/interns shall be guided by the following:

- (i) Conduct;
- (ii) Competition and merit;
- (iii) Gender consideration;
- (iv) Regional balancing and ethnic representation;
- (v) Disability status;
- (vi) Minority and marginalised.

2.3.2 Selection Procedure

Selection of attachees/interns shall be done through a competitive process and the following procedure shall be followed:

- (i) Departments/Agencies shall prepare and submit available vacancies to the Chief Officer, Public Service and Administration;
- (ii) Requests attachees/interns from departments shall include the areas of specialisation, number required, duration and deadline of application;
- (iii) Human Resource Department will co-ordinate the vetting and placement of the interns/attachees.

2.4 Security Vetting

The vetting team will comprise the following members or their authorised appointees:

- (i) Head of Human Resource and Development;
- (ii) Head of Records Management;

- (iii) Head of Security; and
- (iv) The Supervisor of the intern/attachee.

2.5 Discontinuation/Termination of Attachment/ Internship

An attachee/intern may be discontinued from a programme on any of the following grounds but not limited to:

- (i) Absence from the hosting institution without permission or reasonable cause for a period exceeding 24 hours;
- (ii) Reporting to a hosting institution under the influence of alcohol, drug and substance abuse;
- (iii) Unsatisfactory performance that is not in line with public service ethos;
- (iv) Involvement in fighting at the hosting institution;
- (v) Being charged in a court of law with a criminal offence;
- (vi) Willfully destroying property of the hosting institution;
- (vii) If at any time a hosting institution sustains a loss that is attributable to the neglect or fault of the intern/attachee;
- (viii) Refusing to obey lawful instructions;
- (ix) Upon proof of divulgence or leakage of government information;
- (x) Involvement in intimate relationships at the workplace.

2.6 Termination of Attachment/Internship contract by the Attachee/Intern

The attachment/internship contracts may be terminated as follows:

- (i) Attachee/Intern on twelve (12) months internship period: by submitting a written letter of resignation/

termination of the contract to the respective Chief Officer (CO) through the Supervisor giving a one month's notice;

- (ii) Attachee/intern on three (3) months attachment period: by submitting a written letter of resignation/termination of the contract to the respective Chief Officer (CO) through the Supervisor giving one (1) week notice.

The County Government reserves the right to terminate a contract with an intern at any point during the specified period. Notice for the termination of the contract will be as per the requirements set out in the contract.

2.7 Employment after Attachment/Internship programme

The County Government shall not be under any obligation to employ the attachees/interns on completion of the attachment/internship programme. Attachees/interns, alongside other applicants, will compete for vacancies declared for filling by the County Public Service Board.

Institutional and Implementation Framework

3.0 Institutions/Agencies for Management and Implementation of the Policy

For efficient and effective management and implementation of the programme, the following institutions/agencies will be involved:

- (i) County Public Service Board;
- (ii) Department of Public Service and Administration;
- (iii) Hosting County Departments/Agencies;
- (iv) County Treasury;
- (v) Training Institutions;
- (vi) Attachees/Interns;
- (vii) Private Institutions.

3.1 Roles and Responsibilities

3.1.1 County Public Service Board

The County Public Service Board, under Section 74 of the County Governments Act, 2012, is mandated to regulate attachment/internship of persons in its public bodies and offices. Pursuant to this, the Board will oversee the management and implementation of attachment/internship programmes in the Public Service, by:

- (i) Formulating and issuing policy guidelines;
- (ii) Putting in place a mechanism to ensure that the available vacancies are publicised and engagement

process is transparent and fair in accordance with the principles outlined in Section 1.5 of this Policy;

- (iii) Developing and maintaining a database on attachment/internship;
- (iv) Monitoring, evaluating and reporting on implementation of the attachment/internship programme in the public service; and
- (v) Establishing an appeals mechanism to hear appeals that may arise.

3.1.2 Department of Public Service and Administration

For efficient and effective management and implementation, the department will be responsible for:

- (i) Co-ordinating and compiling of attachment/internship opportunities in the various departments;
- (ii) Processing in line with guidelines provided by the Board;
- (iii) Ensuring attachees/interns are supervised;
- (iv) Monitoring and evaluating the attachment/internship programme to ensure achievement of set objectives;
- (v) Preparing and submitting quarterly reports to the County Public Service Board and the Governor's office;
- (vi) Enforcing disciplinary measures where necessary;
- (vii) Preparing, planning and budgeting for attachment/internship programmes;
- (viii) Co-ordinating selection and engagement of attachees/interns based on set criteria;
- (ix) Providing advice to CHRMAC on attachment/internship programmes and activities;
- (x) Liaising with other departmental heads in setting criteria for selection of interns/attachees, mentors and supervisors;

- (xi) Developing capacity for mentoring and supervision of attachees/interns;
- (xii) Co-ordinating the monitoring, assessment and evaluation of the performance of attachees/interns;
- (xiii) Compiling and disseminating quarterly and annual reports on progress and challenges of attachment/internship programmes;
- (xiv) Facilitating and co-ordinating attachment/internship programmes across the organisation;
- (xv) Issuing certificate of attachment to an attachee/intern subject to clearance by the hosting institution and production of attachment report;
- (xvi) Taking disciplinary process in cases of indiscipline through the normal disciplinary machinery;
- (xvii) Enforcing disciplinary measures where necessary;
- (xviii) Ensuring attachees/interns are protected from sexual harassment at the workplace;
- (xix) Reporting on implementation of internship and mentorship activities;
- (xx) Initiating disciplinary process in cases of indiscipline through the normal disciplinary machinery;
- (xxi) Facilitating issuance of Certificate of Attachment/Internship;
- (xxii) Compiling and disseminating quarterly and annual reports on progress and challenges of attachment/internship programmes;
- (xxiii) Identifying available attachment/internship opportunities/vacancies in their departments/units and forwarding them to the head of HRMD for processing.

3.1.3 *Hosting Departments/Agencies*

Departments/Agencies will be responsible for:

- (i) Identifying and declaring vacancies to the Department of Public Service and Administration;
- (ii) Receiving selected attachees/interns for appropriate deployment;
- (iii) Developing an internal attachment/internship database and submitting quarterly reports to Department of Public Service and Administration;
- (iv) Budgeting for the attachment/internship programmes;
- (v) Providing guidance, supervision, guidance and mentoring of the attachees/interns;
- (vi) Ensuring that the attachees/interns submit reports at the end of the period;
- (vii) Monitoring, evaluating and reporting on the attachment/internship programme;
- (viii) Appropriately deploying attachees/interns after selection by relevant units;
- (ix) Providing guidance, supervision and mentoring attachees/interns;
- (x) Ensuring that the attachees/interns comply with existing safety and security requirement at the workplace;
- (xi) Appointing a Supervisor who meets the minimum requirements as determined by the sponsoring institution;
- (xii) Providing an enabling environment for the attachee/intern to acquire relevant learning experience in the area of specialisation;
- (xiii) Providing regular reports on the attachee/intern's progress;
- (xiv) Ensuring that the rules and regulations of the County Government are adhered to;

- (xv) Giving final attachment evaluation reports to the training institution and the human resource office at the end of the programme;
- (xvi) Allowing adequate access by the supervisor to assess the attachee/intern;
- (xvii) Ensuring issuance of temporary identification/ passes to attachees/interns for ease of identification and accessibility to the institutional facilities;
- (xviii) Compiling and disseminating quarterly and annual reports on progress and challenges of attachment/internship programmes;
- (xix) Administering performance management systems that involve the intern/attachee, mentor and manager;
- (xx) Aligning attachment/internship programmes with Human Resource Department plans and the Strategic Plans;
- (xxi) Conducting induction programmes for attachees/interns;
- (xxii) Receipting and ensuring placement/deployment of attachees/interns within their departments/units;
- (xxiii) Ensuring that attachees/interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- (xxiv) Nominating mentors within their departments/units in accordance with set criteria;
- (xxv) Supervising attachment/internship and mentorship programmes;
- (xxvi) Reporting on implementation of internship and mentorship activities.
- (xxvii) Developing in conjunction with the Supervisor/a suitable industrial attachment/internship training programme;

- (xxviii) Organising a thorough orientation process to enable the attachee/intern become acquainted with the work environment, their responsibilities and resources available;
- (xxix) Assigning substantive and relevant work to the attachee/intern;
- (xxx) Facilitating the attachee/intern to learn as much as possible the structure and operations of the County Government;
- (xxxi) Recording cases of absenteeism, indiscipline and exceptional performance in the logbook;
- (xxxii) Initiating disciplinary process in cases of indiscipline are handled through the normal disciplinary machinery;
- (xxxiii) Ensuring that the programme is implemented as stipulated;
- (xxxiv) Signing performance agreements with attachees/interns;
- (xxxv) Providing experiential learning activities to attachees/interns;
- (xxxvi) Providing supportive environment for the attachee/intern; to facilitate his/her development;
- (xxxvii) Conducting ongoing monitoring and assessment of attachees/interns and provide regular feedback on their performance;
- (xxxviii) Compiling and disseminating quarterly and annual reports on progress and challenges of attachment/internship programmes;
- (xxxix) Collaborating with a Supervisor who shall be assigned from the training institution and will be expected to:
 - (a) Assign work to the attachees/interns;

- (b) Oversee the day-to-day work performance;
- (c) Set performance targets with the attachees/interns;
- (d) Assign tools/equipment to the attachees/interns;
- (e) Appraise the attachees/interns;
- (f) Develop in conjunction with the hosting department and trainer, a suitable industrial attachment training programme;
- (g) Visit and assess the attachee at least twice during the attachment/internship period;
- (h) Check the trainer's and attachee's/intern's entries in the logbook and make remarks in the logbook;
- (i) Counsel and guide the attachee/intern on his progress;
- (j) Hold discussions with the trainer on attachee's/intern's progress.

3.1.4 The County Treasury

Provide budgetary allocation for attachment/internship programmes in the County Public Service.

3.1.5 Training Institutions

The training institutions shall be required to:

- (i) Ensure the completion and signing of contract;
- (ii) Work with the County Government on matters placement of the attachee/interns;
- (iii) Provide inter-institutional linkages and collaboration with industry to deliver effective implementation of the attachment/internship;
- (iv) Develop, in conjunction with the Supervisor, a

- suitable attachment/internship training programme;
- (v) Ensure that the attachees/interns secure an insurance cover;
 - (vi) Prepare industrial attachment training programme which the attachee/intern should take to the supervisor;
 - (vii) Induct attachees/interns on how to behave and what to expect while on attachment/internship;
 - (viii) Initiate disciplinary process in cases of indiscipline through the normal disciplinary machinery.

3.1.6 Attachees/Interns

The attachees/interns shall be required to:

- (i) Observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme; the attachee/intern shall sign an undertaking that he/she will not divulge official secrets (*Appendix IV*) as a sign of their commitment;
- (ii) Report to the place of attachment/internship according to the institution's normal working hours;
- (iii) Abide by rules, regulations and protocols of the units and the organisation;
- (iv) Demonstrate commitment and willingness to fully and actively participate in the learning experiences of the programme;
- (v) Be ready to be deployed to any relevant office/work station;
- (vi) Demonstrate commitment and willingness to actively and fully participate in the learning experiences of the attachment/internship programme;
- (vii) Make effort to acquire relevant skills in the area of specialisation;

- (viii) Complete assignments given by the mentor and/or supervisor;
- (ix) Provide regular feedback to the line manager through the Supervisor on the progress he/she is making and any challenges thereto with regard to the programme;
- (x) Submit a copy of the report on attachment/internship experience to the Supervisor;
- (xi) Sign for all materials and equipment/tools belonging to the organisation and ensure that at the end of the period, they are properly handed over;
- (xii) Ensure clearance by the relevant authorities before leaving the station.

Dress code: All attachees/interns shall be required to be well groomed on duty and dressed in decent/official attire. However, the attachees/interns may put on branded corporate attires for their respective institutions on Fridays.

Insurance: It is compulsory for all trainees proceeding on attachment/internship to be insured against personal risks for the duration of the programme. To this effect, therefore, all attachees/interns in the public service shall be required to have a personal accident insurance to cover for personal risks during the period. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm. Further, the attachees/interns must be covered by a comprehensive student indemnity cover to cover any losses that might be occasioned during their attachment/internship.

Security: To ensure confidentiality of government information and safety of equipment, the attachee/intern will be subjected to government vetting and sign a prescribed security declaration form as in *Appendix VI*. In this regard,

he/she shall be required to:

- (a) Acquire a valid Police Clearance Certificate;
- (b) Provide general personal information;
- (c) Two (2) coloured passport photographs;
- (d) Submit a copy of National ID or copy of Passport; and
- (e) Sign for tools/equipment issued to them.
- (f) Letter of recommendation from the training institution.

3.1.7 Private Institutions

All Departments/Agencies are encouraged to partner with private sector institutions, national government agencies with a view to securing attachment/internship opportunities for college students/graduates or employees and/or offer any form of support through the Department of Public Service and Administration.

Monitoring, Evaluation and Reporting

4.0 Monitoring and Evaluation of Attachment/ Internship Programmes

It is a policy requirement that Monitoring and Evaluation be an integral part of all activities undertaken by the County Government to ascertain the extent to which the objectives have been met, and for purposes of instituting remedial measures aimed at sustainability of the programme. Evaluation will establish the extent to which the attachees/ interns and departments have benefited from the programme.

The attachment/internship programme in the County Public Service, therefore, will be carefully managed and co-ordinated for sustainability, consensus and shared ownership by all stakeholders in order to realise the attachment/internship programme goals and targets.

Monitoring and evaluation of the programmes shall be undertaken for the purpose of:

- (i) Ascertaining uptake trends and planning;
- (ii) Determining the total number of interns who successfully complete the programme and obtain a certificate of attachment/internship;
- (iii) Ascertaining the degree to which management are satisfied with the value of, and contribution made by the attachees/interns;
- (iv) Ascertaining the degree to which training institutions are satisfied that the training goals and objectives have been met by the programme;

- (v) Identifying any weaknesses and advising the training institutions with a view to making adjustments, where necessary;
- (vi) Preparing annual reports on the attachment/internship programmes;
- (vii) Reviewing the overall programme for purposes of improvements and alignment with strategic goals.

4.1 Framework for Monitoring and Evaluation of the Attachment/Internship Programme

Monitoring and evaluation framework will be designed to ensure adoption of a participatory approach in the implementation of the attachment/internship programme in the public service. Focus shall be on the following:

- (i) Definition of the main objectives and targets;
- (ii) Selection of indicators to measure the efficiency and effectiveness of the attachment/internship activities;
- (iii) Identification of lessons learnt and the application of best practices; and
- (iv) Involvement of departments and stakeholders in the monitoring and evaluation of the attachment/internship programme.

4.2 Review of the Policy

The policy will be reviewed every three years or as need arises to ensure its relevance to the public sector and address emerging issues.

4.3 Conclusion

The guidelines outlined in this Policy document provide a comprehensive framework within which the Kakamega County Public Service seeks to institutionalise a well-structured and co-ordinated attachment/internship programme in the Public Service.

ATTACHMENT/INTERNSHIP GUIDELINES

1. Scope

The Attachment/internship Guidelines shall apply to the public service.

2. Declaration and Application for Internship Opportunities

All attachment/internship opportunities in the public service shall be declared to the Department of Public Service and Administration in the period of April/May for purposes of budgeting for and in harmony with the performance contract cycle as per the prescribed format attached as *Appendix II*. The declared attachment/internship vacancies in each department shall be guided by the available opportunities.

3. Post Attachment/Internship Gains

The experience gained during attachment/internship may be considered as an added advantage while seeking formal employment in the public service. This will be guided by the criteria set at the time of recruitment/selection.

**DECLARATION OF ATTACHMENT/INTERNSHIP
OPPORTUNITIES FORM**

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KAKAMEGA

Department.....

Number of Opportunities

Internship Attachment (*Tick as appropriate*)

Qualifications:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

Areas of Specialisation:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

Duration of Internship:.....

Commencement Date:.....End Date:

Approved by:

Name:

Designation:

Signature:

Date:

(To be submitted to the Department of Public Service and Administration)

Internship – A period of work experience lasting not more than twelve (12) months, offered by an employer to college, university, post-graduate adults or recent graduates to gain practical exposure to a real working environment, often within a specific professional area, which relates to their field of study.

Attachment – A period of work experience offered by an employer to a student for work experience in an industry, and is usually a part of their course. This is generally for undergraduates and lasts at least three (3) months.

APPENDIX III:

**CPSB APPLICATION FOR ATTACHMENT/
INTERNSHIP PROGRAMME FORM II**

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KAKAMEGA

Please complete this form in BLOCK LETTERS.

1. Department.....
2. Applicant's Full Name.....
3. Date of Birth.....
4. Identity Card Number
- Gender: Female Male (*Tick as appropriate*)
5. Personal Identification Number (PIN).....
6. Police Clearance Certificate No:.....Dated.....
7. Postal Address.....Postal Code..... Town.....

8. E-mail Address.....
9. CellphoneNumber.....
10. Home County..... Sub-county
11. Ethnicity.....
12. Person Living with Disability Status: Yes/No.....
13. Educational/Professional Qualifications:

S/No.	University/Institution	Course	Year of Graduation/ Study	Class/Grade

14. Area of Interest.....

I certify that the above information is true to the best of my knowledge and any false information given shall be used against me in a court of law.

Name:

Signature:

Date:

(Duly completed form should be submitted to the County Government at the specified address)

APPENDIX IV:

CPSB APPLICATION FOR ATTACHMENT/INTERNSHIP FORM III

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KAKAMEGA

TERMS AND CONDITIONS OF INTERNSHIP/ ATTACHMENT

1. Applicant's Bio-Data:

- (a) Name.....
- (b) Date of Birth.....
- (c) Identity Card Number..... Gender:
 Female Male *(Tick as appropriate)*
- (d) Personal Identification Number (PIN).....
- (e) County of birth.....
- (f) Ethnicity.....
- (g) Address.....Post code.....Town..... Tel.....
- (h) Next of kin.....Relationship.....Tel.....

(i) Qualifications

S/No.	University/Institution	Course	Year of Graduation/ Study	Class/Grade

(j) Are you a person living with disability? Yes/No
(Tick as appropriate)

(k) Section.....

(l) Directorate.....

(m) Station.....

2. The attachment/internship shall commence on and terminate on.....
3. The attachee/intern shall report for duty on a daily basis, work for 8 hours per day and observe punctuality.
4. The host organisation shall ensure that, immediately upon commencement of the attachment/internship, the attachee/intern shall undergo an appropriate induction programme, and shall furnish him/her with all relevant and available information and access to relevant equipment necessary to perform the duties and receive the experience agreed upon under this agreement.
5. A supervisor or mentor shall be assigned to supervise the work of the attachee/intern and to assess the performance of the attachee/intern on a regular basis in accordance with the job description which forms an integral part of this agreement, for the purposes of development.

6. The host organisation undertakes to make every effort to ensure that the work assigned to the attachee/intern is, insofar as practically possible, intellectually challenging and shall seek to draw out the attachee's/intern's educational, technical and vocational skills to the full.
7. If the attachee/intern is required to travel and subsist overnight in the course of his/her assigned duties, he/she will be entitled to subsistence allowance as stated in the appropriate guidelines.
8. The attachee/intern shall comply with all relevant workplace policies of the organisation.
9. The attachee/intern shall faithfully and diligently devote his other time to the services of the organisation as agreed upon, and shall undertake duties in accordance with the job description as the host organisation or any person duly authorised thereto in this respect shall require of him or her.
10. No amendments to this agreement or any of the provisions or terms thereof and no extension of timer waiver or relaxation or suspension of any of the provisions or terms thereof shall be of any force or effect unless written and signed by both parties.
11. The attachee/intern undertakes not to, without authorisation, during his/her training or at any time thereafter, disclose or use any record obtained as a result of his or her attachment/internship to the detriment of the government/organisation except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
12. This agreement may be terminated at one month's

notice, by either party or two (2) weeks' notice in case an attachee/intern gets an offer of employment elsewhere before completion of the agreed attachment/internship period.

13. In cases of serious indiscipline or non-performance on the part of the attachee/intern the Department shall report the same to the Ministry of Public Service and Administration who then shall terminate the services of the intern/attachee without notice.
14. Nothing contained in this agreement shall entitle the attachee/intern to a permanent position with the County Government on expiry of this agreement.

I declare that I have not been engaged as an intern prior to this engagement.

Intern's Name.....Signature.....Date

Witness NameSignature.....Date

Signature of Authorised Organisation representative

Name.....Signature.....Date.....

APPENDIX V: CPSB FORM IV

COMPLETION OF INTERNSHIP/ATTACHMENT

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KAKAMEGA

TO WHOM IT MAY CONCERN

REF: RECORD OF COMPLETION OF INTERNSHIP/
ATTACHMENT PROGRAMME

TO WHOM IT MAY CONCERN

REF: RECORD OF COMPLETION OF ATTACHMENT/
INTERNSHIP PROGRAMME

This serves to confirm that Mr/Ms/Mrs.....
ID. Number.....was on a.....months
attachment/programme in the Ministry/Department of
From..... to.....
During this period, the above named was placed in the
following Section/Unit/Directorate

In the course of his/her work, he/she undertook the following
tasks/functions and/or worked in the following Sections:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

As part of the attachment/internship experience, he/she prepared an end of attachment/internship report to document his/her work environment experiences.

Should you wish to discuss the attachee's/intern's performance with the Section/Unit/Directorate, you are welcome to contact the Head of Department whose details are listed below:

Mr/Mrs/Ms:

Designation:

Office Telephone No:

Cell phone No:

Email Address:

HOD HRM

Name:.....**Signature**.....**Date**.....

cc.

CECM

Department of Public Service and Administration

INTERNS/ATTACHEES EXIT FORM

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KAKAMEGA

(This form shall be duly filled by the attachee/intern on completion of the programme and submitted to the Public Service and Administration Department)

Department:.....

Division/Section/Unit:.....

Name of Intern/Attachee:.....

Signature..... Date.....

Contacts of Intern/Attachee:

Cell phone:.....

Email.....

Name of Supervisor.....

Area of deployment:.....

Duration of attachment/internship:..... From:..... To:.....

Self-appraisal by attachee:.....

1st Supervisor's comments (include *comments on any special attributes observed or noted of the intern*).....

.....

Name:.....

Designation.....Signature.....Date.....

2nd Supervisor's (*Respective Chief Officer*)

Comments:.....

Name:.....Signature.....Date.....

Note:

A copy of the form shall be submitted to the Complement Section for data capture.

(Capture aspect of clearance from relevant departments plus attachee's feedback on the programme)

Vision

A leading department in the provision of excellent human resource and administrative services in the County and beyond.

Mission

To provide quality and timely human resource and administrative services for sustainable environmental, social and economic development of Kakamega County.

Core Values

- Integrity
- Respect for National Diversity
- Fairness, Equity and Social Justice
- Confidentiality
- Commitment
- Public Participation
- Team Work



County Government of Kakamega
Department of Public Service and Administration
Office of The Governor
P.O. Box 36-50100
Kakamega