

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF ACCOUNTING, BANKING AND FINANCE

DEPARTMENT OF BANKING AND FINANCIAL SERVICES

DIPLOMA IN BANKING AND FINANCE

YEAR II

2018/2019

A FIELD REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUBMISSION DATE: XXXXXXXX

FIELD WORK REPORT WRITING GUIDELINES

1. Introduction

The field -work report is a systematically written document which reports activities undertaken during the field placement and the level of skills acquired. It reflects the extent to which the student utilized academic competency acquired in class sessions into practice. It should be noted that the field-work is not a research work, hence their reports are different. In order to produce systematic field reports, the Department of Banking and Financial Services has prepared a format as outlined in this document to guide second year diploma students. The format is not exhaustive, but it offers a guideline on minimum requirements.

2. The Structure of Field Report – Diploma Year II Students

Preliminary Part

This part is expected to have:

- Acknowledgment
- Executive summary – This should briefly explain the purpose of the field, key activities performed and corresponding lessons learned. Also, it should explain the link between theories learned in class and the actual activities performed at workplace/field placement. This should go together with a general comment about the field placements, on its usefulness and limitations. The executive summary should be not more than a page structured in paragraphs in a way that, every paragraph carries a single message (you may need to learn how to structure a paragraph).
- Table of content

Chapter one: Introduction

- Overview of the field-work placement – Explain the learning objectives/mission for conducting field work.
- Discussion of the primary functions/structure and business of the organization/company and organisation structure their role within that business, with emphasis to departments that a student was centred/passed through.

- Review of the industry that the company is operating – This should cover main activities in relation to Suppliers, Buyer/Customers, Competitors (Key players), Barrier to enter the industry, and threats posed by substitute products.

Chapter Two: Work done and lessons learnt

- Describe undertaken tasks and deduce lessons learnt from each of them
- Summarise the work done and lesson learnt based on departments worked or weekly
- Explain all challenges encountered during field work

Chapter Three: Conclusion and Recommendation

- This chapter should have two subsections, the first is conclusion and the second is recommendations.
- Conclusion subsection - this should provide a summary of the activities performed, lessons learnt, usefulness of field placement, and key challenges encountered.
- Recommendation subsection – this should provide your advice based on what you observed during the fieldwork. It may include your advice on how the company/organization could make improvement in its business processes, advice on how the curriculum should be tailored if you observed any gap, advice on how to mitigate encountered challenges, and advice on how to improve field placement arrangements in the future.

Final Part: Reference

- Use either reference or bibliography as your heading for this section.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- Do not provide numbering in your list
- You should list only sources that you have used in your work. Do not include sources just for the sake of adding materials to this section.

1. Presentation Layout

- Word length - the report should not exceed 3,000 words excluding figures and tables
- Space between line - should be 1.5 spaced using one side of the page only.
- Font - use Times New Roman, print size 12 except for chapter headings which should be print size 16 in bold typeface and sub headings print size 14 in bold typeface.
- Page number should be centered at the bottom of the page.
- Justified sides, left and right.
- Binding- One spiral bounded of the report should be ready and submitted to the Institute by **20th February, 2019.**

NOTE:

- Please follow the structure of the report as indicated above.
- You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
- Finally, **PLAGIARISM** is not accepted