

THE INSTITUTE OF FINANCE MANAGEMENT



PRACTICAL TRAINING GUIDELINES FORM NO. 1

STUDENT GUIDELINES

Practical Training Target Group:

After completing the second semester all first and second year bachelor and diploma one students are required to undergo fieldwork training for a period of 8 weeks between July-September each academic year. Fieldwork training carries 1 unit (added to your GPA calculations) therefore it should be taken seriously so as to achieve its objectives and desired outcomes.

1.1 Necessary documents before you departs for field work

- 1.1.1 Letter of Introduction (if required)
- 1.1.2 Preliminary information on students (Form no.1)
- 1.1.3 Report by employer on students performance (Form no.2)
- 1.1.4 Information for Employers (Form no.3)
- 1.1.5 Students logbook

1.2 Roles of the Students:

- 1.2.1 Each student will have to indicate his/her placement preferences to the coordinator. **(Use SIS to indicate where you will conduct your field placement).**

- 1.2.2 Students are encouraged to work closely with the coordinator in identifying potential placements.
- 1.2.3 Know your Department field coordinator before you leave for field work
- 1.2.4 Report to the place of work and perform duties as agreed with, and /or assigned by the host supervisor
- 1.2.5 Attend the field and behave in a disciplined manner during the field (make sure that IFM Reputation is maintained
- 1.2.6 Study the background of Organization to understand its objectives and scope of its operation.
- 1.2.7 Start with Memorandum of Association, Article of Association, organization structure and any other document specifying its functions.
- 1.2.8 Go through the departments and observe any important theories learnt in class and compare with their application.
- 1.2.9 Observe and make notice on latest published information on activities of the organization.
- 1.2.10 Complete daily attendance log book
 - Record daily activities performed
 - Noting Lessons learnt on daily basis
- 1.2.11 Submit logbook to IFM Report writing Supervisor soon on arrival (One week time date to be set by the Institute)
- 1.2.12 Prepare a report based on logbook and not otherwise i.e. discussion on the lessons learnt, activities conducted.
- 1.2.13 Submission of the report, time and venue, will be communicated through students notice boards.

2. Assessment

- 2.1.1 For your field work report to be assessed there must be evidence that you actually attended the training. In addition a report from our host supervisor must be mailed or submitted to the Institute. It is part of your assessment. The Institute reserves the right to confirm the authenticity of the host supervisor's report

- 2.1.2 Each student is expected to submit his/her own report different from any other individual regardless of whether they worked in the same organization. Any report found to have been copied will be nullified and awarded zero score.
- 2.1.3 Your report must be submitted by on the date set by the Institute. Late submission will attract penalty/abscond.
- 2.1.4 Non- compliance of any of these will be considered as non- fulfilment of the requirements for the practical training.
- 2.1.5 Each practical training session, shall be treated as a subject of the current academic year. Not completing a practical training will mean a failure.
- 2.1.6 IFM has set detailed assessment procedures. Overall assessment will be based on originality and has to meet standard required by IFM in terms of presenting facts and solving problems, Grades will be allocated as follows (out of 100%)
- Student's Log Book Report 20%
 - Student's Final Report 80%

3. The format of the Final Report

The field work is not a research work. The field work report is about the activities done in the field and the skills acquired during the exercise reflecting the academic competency at that level.

The following is the proposed format of field work report for third year Bachelor students;

Executive summary/Acknowledgment/Table of content

Chapter one: Introduction

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

Chapter Two: Work done and lessons learnt

- Brief description of task undertaken
- deduce lessons learnt for each task undertaken (supervisor should make sure that Students produce information that relate to the log book)

Chapter Three: Literature review

- Review of literature related to key task performed (supervisor will guide student on selection of topic).
- The supervisor will guide the student to ensure that;
 1. the review include key academic theories
 2. demonstrate that knowledge of student in area reviewed is up date

3. relate literature review with task undertaken
4. Proper citation of the literature reviewed.

Chapter Four: Analysis

- Relate theories learnt in class with what is happening in the market
- Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and
- What skills the student may be currently lacking.

Chapter Five: Conclusion and Recommendation

Reference

- use Harvard Citation Style(see illustration and example below)

Bibliography example:

BRADBURY, I., & BOYLE, J., (2002) Scientific Principles for Geographers. Harlow: Prentice Hall.

In-text example:

-Bradbury & Boyle, 2002

As noted by Bradbury & Boyle (2002)

“Direct quotations are placed in double quotations marks” (First Author’s Surname and Second Author’s Surname. Year of publication, p. – followed by page number – in brackets)

- Arrange your bibliography alphabetical.

Report length

For third year students the report should not exceed 6,000 words.

The following is the proposed format of field work report writing for second year Bachelor students and Ordinary Diploma students.

Executive summary/Acknowledgment/Table of content

Chapter one: Introduction

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

Chapter Two: Work done and lessons learnt

-Brief description of task undertaken

-deduce lessons learnt for each task undertaken (supervisor should make sure that

Students produce information that relate to the log book)

Chapter Three: Analysis

Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

Chapter Four: Conclusion and Recommendation Reference

Word length

For second year Bachelor and Diploma students the report should not exceed 5,000 words.

Presentation Layout

General Text: Text should be 1.5 spaced using one side of the page only.

Font selected should be Times New Roman, print size 12.

Page number: centred at the bottom of the page.

Justified: Both left and right.

Headings: chapter heading print size 16 in bold typeface. Sub heading print size 14 in bold typeface.

4. Date for starting practical training and make changes

The date for starting field practical training is **9/07/2018** but you may start earlier before this date if possible.

You may change the field placement area not more than **16/07/2018** and if you change in later dates you will not be visited and your report will not be marked.

Before leaving for field practical training you are suppose to inform Institute Field Coordinator where you will be conducting your field practical training failure to do that your field report will not be marked. In communicating with your supervisors please use e-mail if not available use mobile phone.

Email and phone for coordinators are given below;

DEPARTMENT	COORDINATOR	E-MAIL	MOBILE NUMBER
TAX	ANGEL MWAKASITU (ROOM NO E108)	ngeratu@yahoo.com	0718-883-083
IT AND COMPUTER SCIENCE	TWAHA HUSEIN (OFFICE E 307)	twahalukindo@gmail.com	0713-503-374
BANKING	FLORA JOSEPHAT (OFFICE NO E 006)	floraaugenia@gmail.com	0712-950-425
ACCOUNTING AND FINANCE	GRACE GABRIEL (OFFICE E006)	gracegbrl1@gmail.com	0788182565
INSURANCE AND SOCIAL PROTECTION	LEAH MLELWA (OFFICE NO E206)	leahmlelwa@gmail.com	0715-204-310
INSTITUTE FIELD COORDINATOR	HAMZA,S (OFFICE NO 516)	hamzaifm@gmail.com	0713-467-033