



REGENT INDUSTRIAL PLACEMENT EXPERIENCE (RIPE)

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FOR Undergraduate Students
Regent University College of Science & Technology

INTRODUCTION: Getting RIPE for Employment

OBJECTIVES

Regent Industrial Placement Experience (RIPE) is simply, the description given the Industrial Placement Programme The Industrial Placement in Regent-Ghana is a requirement for the award of the Bachelor degree. The Industrial Placement (IP) provides a plan of education of students with the opportunity to integrate relative practical experience with theory, thereby getting the student ready and RIPE for the job market. Our Industrial Placement Programme (IPP) is thus designed to:

- Enable students to translate skills and theoretical concepts learned in the classroom into assignments in a real world environment
- Instill in students the right kind of work attitude and professionalism through interaction with people in organizations and observation of their future roles in industry
- Enable students to acquire intangible attributes such as working in a team, working under pressure, being punctual, efficient management of time and competent use of IT in the workplace
- Allow students to be attached to work in a real company for about 24 weeks
- it can be in a local company or in an overseas company
- Give the student an opportunity to relate academic programmes and career goals to pre-professional work experience thus giving him an insight into his chosen career.

The employer will/may fulfill the objectives by the following means (if available and applicable).

- i. Providing the student with practical work experience of his discipline.
- ii. Providing practical supervisory experience.
- iii. Providing some experience on job planning and evaluation.

To the student the Industrial Placement will/may provide:

- i. Development for professional work ethics skills and inter-personal skills.
- ii. Job Experience – can add in CV later
- iii. Increase industrial contact so that you know people in the industry
- iv. Can get reference letter for future job application
- v. Earn money
- vi. Some weeks break from stressful studies
- vii. Better prospects for full-time employment upon graduation.
- viii. A means of testing career goals and provision of work experience prior to graduation.

- ix. Development for greater understanding in other people and greater skills in human relations.

STUDENT CANDIDACY AND REGISTRATION

The industrial work experience is training for after-graduation employment. A student is required to undergo this work experience for him to successfully graduate because an Industrial Placement record is as important as an academic record.

TYPES OF INDUSTRIAL PLACEMENTS

- a) **Industrial Attachment Programme (IAP)**
 - i. Students will only be sent to selected companies that have a good track record or have great potential in providing them with excellent industrial or research programmes. Students will have to submit progress reports and a final report for assessment at the end of the attachment.
 - ii. Faculty members will act as Placement Tutors (PT) and mentors to monitor and grade the performance of the students. A Satisfactory/Unsatisfactory grade will be given.
- b) **Vacation Internship Programme (VIP)**
 - i. Vacation Internship Programme (VIP) has the same objectives as IAP, except that it is of a shorter duration.
 - ii. Students could also do short internships of 12-week duration during the first semester vacation periods in selected local companies.
 - iii. Students wishing to go on this internship have to find companies willing to take them in. Introductory letters will be issued to such students.

Students will have to submit a progress report and a final report for assessment at the end of the attachment. Their performance will be closely monitored and graded by their respective mentors (Placement Tutors). Students who meet the requirements of vacation internship will be awarded.

WHAT ARE THE TYPES OF IAP AND THEIR CONSTRAINTS/CONDITIONS/PROCEDURE?

Types of IAP:

- School Assisted IAP (can be local company or overseas company)
- Self-initiated IAP (can also be local company or overseas company)

The School Assisted IAP (SA-IAP) has more rules and regulations to follow compared to the Self-Initiated IAP (SI-IAP).

A. School Assisted IAP

- IAP is a requirement for the award of degree at Regent-Ghana
- Every Student of Regent-Ghana qualifies after the end of the first semester
- IAP arrangements by the Dean's Office are ALWAYS during the second semester breaks.
- Invitation will be sent to all (Penultimate (i.e., Third) year students in the first semester (i.e. during level 300, 1st semester)



- Students placed on SA-IAP, are not allowed to withdraw but could change placement if not convenient.
- If not successful, then no IA for you and you will be de-registered from IA system in that year for deference.
- Not allowed to Self-Initiate when in level 300. Only if SA-IAP NOT SUCCESSFUL.

B. Self-initiated IAP

- IAP is a requirement for the award of degree at Regent-Ghana
- Every Student of Regent-Ghana qualifies after the end of the first semester
- You arrange everything (find placement, negotiate pay etc). You can check the newspapers or surf the Internet for Industrial Placement opportunities. Your target company can be local or overseas. All up to you to choose and decide.
- Your placement must be related to the field of study of the student.
- The employer must be ready to fill in the evaluation form (evaluating student's performance and qualities).
- Your placement period should not be less than 20 weeks.

REGISTRATION

The **Head of Placement Learning** assumes the responsibility of securing students Industrial Placement. Every student going for Industrial Placement is required to register with him/her. This is essential because s/he is responsible for supplying the educational Support Service and the Offices of the Academic Deans with all Industrial Placement records, distributing evaluation forms, informing employers when the Placement Tutor from the various schools of Regent Ghana will visit, and routing the documents/feedback forms from employers to the Schools.

If one particular job is wanted by several students, academic grades will normally settle the issue. However, sometimes the place of domicile of a student may be preferable as an alternative method of selection.

STUDENT APPOINTMENT FORM

When going for Industrial Placement a student is required to take this form with him. It serves a dual function:-

- i. as a student's introduction
- ii. as a means for the School/Department to know the student's working place.

BASIC ALLOWANCE

The actual allowance could be anything between the given minimum and salary obtained by an employee having the same qualifications as the student.

CODE OF CONDUCT

The student is the university's 'ambassador' to the employer during the Industrial Placement. The university is thus responsible for the conduct of the student. Misconduct by the student may jeopardize the opportunities of other candidates whom the employer



may wish to take in future. The student is therefore expected to conduct himself so as to reflect the good name of the university. Remember that any conduct by a student likely to bring the university into disrepute will be dealt with by the disciplinary committee.

PLACEMENT TUTOR'S VISIT

Once, during the Industrial Placement period, a Placement Tutor from the students department will visit the student and his employer. This tutor may be likely to be a member of the student's Society. The Placement Tutor will do so after allowing enough time for the student to appraise his work and the supervisor enough time to appraise the student's 'qualities'. The Placement Tutor will notify participating firms in advance of his expected date of arrival.

YOUR RESPONSIBILITIES WHILE ON IAP/REPORTS TO SUBMIT/FORMS TO COMPLETE.

When you are on IAP, you are required to

- Obey all company rules and regulations
- Dress properly and arrive on time
- Be initiative and co-operative
- Know that your mentors will be the placement tutors. They will help you solve any industrial disputes with your company. Therefore, please contact them if you need help.
- You will be expected to complete an evaluation form. The student will be expected to evaluate his Industrial Placement experience on this form.

Besides, students on Industrial Attachment can continue to have access to the facilities of the school, e.g. library, computer labs and sports facilities. In some instances, students need to make use of such facilities during their Industrial Attachment.

- You have to submit an IAP reports 10-15 pages at the end of every IAP.
- All submission should be done in hard copies. An email reminder will be sent to you when the time is ripe.
- The report should include company's training schedule, description of work progress and description of work done.
- The report should also include intellectual content to highlight student's experiences and benefits gained from the attachment
- All reports are to be endorsed and cleared by the company supervisors before you submit.
- Mentors will grade your report (either satisfactory or unsatisfactory).

EMPLOYER'S EVALUATION FORM

The employer also will be expected to indicate how the student was observed and to give a rating to each 'quality' of the student on this form.

The employer's evaluation will be part of the permanent records in the student's personal file.

