

**General conditions:**

(a) The contract shall be read in conjunction with the Industrial Training Act Cap 237 Laws of Kenya.

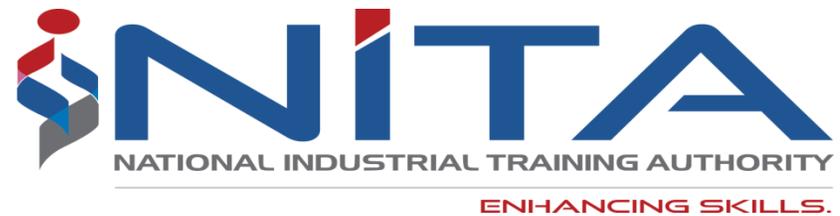
**Specific Conditions:**

**(a) The Industrial Attachee shall:**

1. Obey and observe all industrial/site safety rules and regulations;
2. Serve the employer diligently and obey all lawful instructions of the employer;
3. Not divulge any of the employer’s classified information;
4. Not absent himself/herself during normal working hours without the permission of the employer;
5. Not engage in any other form of employment during working hours;
6. Attend such classes or take such correspondence courses as the employer may require;
7. Avail himself/herself for continuous assessment by authorized persons to determine his/her achievement;
8. Complete all assignments given by the trainer on time;
9. Maintain the insurance cover for the period of attachment;
10. Cooperate with fellow employees at work.

**(b) The Employer shall:**

1. Give the attachee proper induction and orientation of the Organization;
2. Place the attachee under a qualified and competent trainer;
3. Provide necessary tools/equipment and materials during the period of attachment;
4. Provide the best possible and diversified experience to the attachee.
5. Assess the attachee using the provided assessment criteria and guidelines.
6. Furnish NITA with reports on progress and conduct of the attachee on the prescribed Form(s) and format.
7. Provide necessary security and protection to the attachee.
8. Allow adequate access by the supervisor to assess the attachee.



NITA/IT/IAAI/F/08

# Industrial Attachment Contract

*The Industrial Training Act Cap 237 Laws of Kenya*

**Level of Contract**

Craft  Diploma  Degree  Lecturer

**Name of Attaching Company** \_\_\_\_\_

**Name of Attachee** \_\_\_\_\_

**Name of Training Institution** \_\_\_\_\_

*This Contract is to be submitted in duplicate to the Director General of Industrial Training*

*Employer’s Copy*

*NITA’s Copy*

**NITA Contract Reg. No** \_\_\_\_\_



**The parties to this contract are the Attachment Provider, the Attachee and the Training Institution**

**PART A.** To be signed by the **Attachee**

Name (as it appears in ID Card) \_\_\_\_\_  
ID Card No (attach copy) \_\_\_\_\_ College Adm No. \_\_\_\_\_  
Gender \_\_\_\_\_ Telephone No \_\_\_\_\_  
Postal Address \_\_\_\_\_ Code \_\_\_\_\_ Town \_\_\_\_\_  
Course of Study \_\_\_\_\_ Level of Training \_\_\_\_\_  
Signed by the said attachee \_\_\_\_\_ Date \_\_\_\_\_  
Duration of Attachment: No of Months \_\_\_ From \_\_\_ To: \_\_\_  
Insurance Details: Company \_\_\_\_\_ Policy No. (*Attach Copy*) \_\_\_\_\_

*The above named agrees to serve the attachment provider as an attachee for the term of the attachment in order to learn the trade and gain practical exposure in the relevant skill area*

**PART B.** To be signed by the **Training Institution**

Name of Institution \_\_\_\_\_  
Postal Address \_\_\_\_\_ Code \_\_\_\_\_ Town \_\_\_\_\_  
Physical Address (Street/Rd) \_\_\_\_\_ Region \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Name of ILO/ Placement Coordinator: \_\_\_\_\_ Tel: \_\_\_\_\_  
Signed by (Name) \_\_\_\_\_ Designation \_\_\_\_\_  
*(Principal/Dean HoD/ILO/Placement Coordinator/Any Other)*  
Signed and Stamped \_\_\_\_\_ Date \_\_\_\_\_

**PART C.** To be signed by the Attachment Provider

Name of Attachment Provider \_\_\_\_\_  
Postal Address \_\_\_\_\_ Code \_\_\_\_\_ Town \_\_\_\_\_  
Physical Address (Street/Rd) \_\_\_\_\_ Region \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Name of Officer in charge of Training \_\_\_\_\_ Tel: \_\_\_\_\_  
Signed by (Name) \_\_\_\_\_ Designation \_\_\_\_\_  
*(MD/General Manager/HRM/Any Other)*  
Signed and Stamped \_\_\_\_\_ Date \_\_\_\_\_

**PART D.** For NITA use only.

Recommended  Not Recommended   
Name of Officer \_\_\_\_\_ Designation \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Approved  Not Approved

\_\_\_\_\_  
Director General of Industrial Training  
Date \_\_\_\_\_