




KISII NATIONAL POLYTECHNIC

PROCEDURE FOR TRAINING

DOC.NO: KNP/ACS/SOP/006	REV: 06
ISSUED BY: MANAGEMENT REPRESENTATIVE	DATE OF ISSUE: 20 TH JANUARY 2021 SIGNATURE: 
AUTHORIZED BY: PRINCIPAL	
ISSUE NO: 07	COPY NO:

CONTROLLED



KISII NATIONAL POLYTECHNIC

KNP/ACS/SOP/006

TITLE:

PROCEDURE FOR TRAINING

Page 2 of 7

CONTENTS AND RECORD OF CHANGES

0.1 CONTENTS

1. PURPOSE
2. SCOPE
3. REFERENCES
4. TERMS USED
5. PRINCIPAL RESPONSIBILITIES
6. METHOD

0.2 RECORDS OF CHANGE

NO.	Date	Details of changes		Authorization/ Name and Signature
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/Sub-clause and comment</i>	
01	15 th October, 2013	4 /5	5.0 – Responsibility shifted from HODs to Deputy Principal - Academics	Omweri Joyce
02	27 January 2014	4/5	6.4 – To read: The HOD avails the teaching materials to the lecturers in the first week of the new term.	Omweri joyce
03	28 January 2014	4/5	6.9 For lessons not attended; the lecturer makes an explanation to the HOD and provides proof of recovery of the lost hours.	Omweri Joyce

Revision:	06	Issue No.	07
------------------	----	------------------	----



KISII NATIONAL POLYTECHNIC

KNP/ACS/SOP/006

TITLE:


PROCEDURE FOR TRAINING

Page 3 of 7

04	05 June 2015	4/5	5.0 Responsibility shifts from D/P ACS to HODs. 6.3 To read: Lecturers prepare course outlines for their respective subjects in line with the syllabi and submits by the end of first week. 6.5 To read: Copies of the outlines are issued to the CRs by the first Monday after opening.	Omweri Joyce
05	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
06	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

Revision: 06

Issue No. 07

	KISII NATIONAL POLYTECHNIC	KNP/ACS/SOP/006
TITLE:	PROCEDURE FOR TRAINING	Page 4 of 7

0.3 DISTRIBUTIONS

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMINISTRATION'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

0.4 ABBREVIATIONS

Abbreviations given in IMSM apply in addition to:

CR - Class Representative

1.0 PURPOSE

To guide in the provision of training to learners in respective courses and to enable effective use of the academic departmental workshops and laboratories.

2.0 SCOPE

The procedure covers preparation of appropriate training and learning materials, implementation of the curriculum and evaluation and use of workshops and laboratories.

3.0 REFERENCES

3.1 Schedule of Events.

3.2 Course Syllabus.

Revision:	06	Issue No.	07
------------------	----	------------------	----



KISII NATIONAL POLYTECHNIC

KNP/ACS/SOP/006

TITLE:

PROCEDURE FOR TRAINING

Page 5 of 7

3.3 Heads Manual.

3.4 Academic Policy.

3.5 IMS Manual.

3.6 TVET Act 2013.

3.7 CDACC

3.8 Public Officers code of conduct

3.9 Occupational Health and Safety Policy.

3.10 Workshop/Laboratory Rules and Regulations.

4.0 DEFINITION OF TERMS

Terms and definitions in the IMSM apply.

5.0 RESPONSIBILITIES

5.1 The Deputy Principal Academics is responsible for implementation of this procedure.

5.2 The respective the academic HODs, Deputy HODs, Section Heads and trainers are responsible for adherence to this procedure.

6.0 METHOD

6.1 Training process

6.1.1 The H.O.D, in consultation with the academic members of staff, allocates subjects before the beginning of a new term. This is recorded in the workload allocation form.

6.1.2 The deputy H.O.D. prepares and posts the time table on the notice board by the first day of the term.

Revision: 06

Issue No. 07



6.1.3 Trainers prepare course outlines for their respective subjects in line with the syllabi and submit to the HOD by the first week of the term.

6.1.4 The H.O.D avails the training materials to the trainers within the first week of opening.

6.1.5 Copies of the course outlines are issued to the CRs by the first Monday after opening.

6.1.6 Trainers deliver content and supervise practical lessons according to the time table.

6.1.7 The CR privately records trainers' attendance sheet and submits it to the HOD on the first day of the following week.

6.1.8 For lessons not attended; the trainer provides proof of recovery of the lost hours by filling the lesson make up form and submitting to the HOD.

6.1.9 The Trainer records work covered and ensures students' attendance is recorded after every lesson and submits them to the HOD at the end of the term.


6.1.10 The HOD completes the Summary of Lessons not recovered form and submits it to the Deputy Principal Academics on a monthly basis.

6.1.11 Trainers evaluate students as per the procedure for internal and external exams (KNP/EXAMS/SOP/004).

6.2 Use of Workshop Facilities

6.2.1 The Deputy H.O.D prepares a timetable for lessons to be conducted in the workshop/laboratory.

6.2.2 The trainer requests for requirements at least one day before the practical lesson by filling the Tools/Equipment/Service/Production Form

	KISII NATIONAL POLYTECHNIC	KNP/ACS/SOP/006
TITLE:	PROCEDURE FOR TRAINING	Page 7 of 7

(KNP/IMS/WS/F003).

6.2.3 The technician issues the trainer/student with the equipment upon completion of the tools/equipment issue form.

6.2.4 The trainer issues the trainees with work instruction.

6.2.5 The trainer supervises the trainees as they work on the practical session.

6.2.6 On completion of the lesson the trainer oversees clearing of the workshop/tools and returning of the tools/equipment.

6.2.7 The technician records losses and damages to tools/equipment in the Damages/Losses report Form (KNP/IMS/WS/F006) and reports to the HOD for action.

6.2.8 The trainer assembles trainees, gives final remarks and then releases them.

6.2.9 The technician checks the machine/equipment used in the workshop/laboratory, switches off power and closes the workshop/laboratory at the end of the day.

Revision:	06	Issue No.	07
------------------	----	------------------	----