
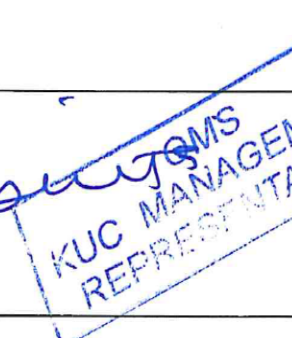
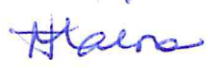
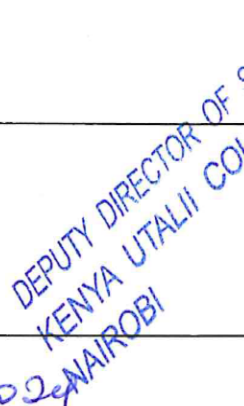




KENYA UTALII COLLEGE, NAIROBI

**PROCEDURES FOR ADMISSION, PLACEMENT & INDUSTRY LIAISON
(KUC/QMS/R/055)**

AUTHORIZATION: Procedures for Admissions, Placement & Industry Liaison are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024.
PROCESS OWNER: DEPUTY DIRECTOR ADMISSIONS, PLACEMENT & INDUSTRY LIAISON	
SIGNATURE:	 
DATE:	23/08/2024



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DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records



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RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDA&IL



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QUALITY OBJECTIVES

Objective	Activities	Resources	Responsibility	Time Frame	KPI
To increase student admission by 20% annually	Prepare schedule for advertising	Budget	DDAPIL	Continuous	20% increase of students annually
To admit students within one (1) month of application	Prepare schedule for advertising Receiving applications Issue admission letters	Computer & software Personnel Budget	DDAPIL	Continuous	Timely admission of students
Place all students for attachment	Source for attachment places Students attachment evaluation	Budget Lecturers	DDAPIL	As per academic calendar	Evaluation reports
Facilitate capacity building for the industry as per the performance contract requirements	Organizing quarterly meetings Process applications Co-ordinate the programmes	Computer & software Personnel Budget	DDAPIL	As per the Academic calendar	Number of participants



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SECTION B: PROCEDURES

1.0 PROCEDURE FOR STUDENT ADMISSION FOR ALL COURSES

2.0 PURPOSE

This procedure gives guidelines for admitting students.

3.0 SCOPE

This procedure is applied from advertisement and admission.

4.0 REFERENCES

- Advertisement
- Admissions Policy
- KUC Academic Calendar

5.0 DEFINITIONS OF TERMS AND ABBREVIATIONS

DDAP&IL	-	Deputy Director, Admissions, Placement & Industry Liaison
KUC	-	Kenya Utalii College
AC	-	Admissions Committee
HODs	-	Heads of Departments

6.0 RESPONSIBILITY

The responsibility shall be the Deputy Director, Admissions, Placement & Industry Liaison

7.0 INPUTS

- Advertisements
- Applications
- Computer and software
- Personnel
- Budget



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8.0 METHODS

- 8.1. The **DDAP&IL** shall prepare a schedule of programmes for advertisement at least 5 months before the start of the courses.
- 8.2. The **DDAP&IL** shall receive all applications and ensure that only applicants meeting the requirements are short-listed within one month after the closing date of applications.
- 8.3. The **DDAP&IL** shall present to the Admissions Committee (AC) the lists of shortlisted candidates for the final selection.
- 8.4. The **DDAP&IL** shall admit the selected students as per the academic calendar.

9.0 OUTPUTS

Admitted students for course programmes

10.0 RECORDS

- Schedule of programmes for advertisement
- Intake lists
- Intake report
- Offer letters

12.0 APPENDICES

1. Appendix 1 : KUC/ACAD/R/001 - List of Admissions Committee members
2. Appendix 2 : KUC/ACAD/R/002 - Offer Letter
3. Appendix 3 : KUC/ACAD/R/003 - List of selected studies
8. Flow Chart : Procedure for student recruitment and selection
9. Record of changes (Amendment sheet)



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PROCEDURE FOR IN-SERVICE COURSES

2.0 PURPOSE

This procedure provides guidelines for admission of in-service training.

3.0 SCOPE

This procedure is applied to application and admission of industry participants for in-service training.

4.0 REFERENCES

- Academic calendar
- Course booklet

5.0 DEFINITIONS OF TERMS DEFINITION AND ABBREVIATIONS

- RC- Refresher Courses
- MDP –Management Development Programmes

6.0 RESPONSIBILITY

The responsibility shall be the DDAP&IL

7.0 INPUTS

- Computer and software
- Personnel
- Budget



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8.0 METHODS

- 8.1 The DD A P& IL shall request from respective academic HOD's for the courses to be offered at least 6 months before commencement of the courses.
- 8.2 The TI/KUC Liaison Committee shall confirm the courses to be offered in the regions
- 8.3 The DDAP&IL shall ensure that the course booklets and nomination forms are emailed to the industry for nomination of candidates at least 3 months before the start of courses.
- 8.4 After closing date of receiving nomination forms, the DDAP&IL shall ensure that the applicants' data is processed within three (3) weeks.
- 8.5 The DDAP&IL shall compile the course files for the different courses and forward to the relevant departments for shortlisting.
- 8.6. The DDAP&IL shall verify, and approve the short-listed participants.
- 8.7 The DDAP&IL shall prepare a common circular letter of invitation to be attached with the lists of all the selected participants, and email the same to their different establishments, two (2) weeks before the start of courses.
- 8.8 The DDAP & IL shall communicate the training venues before start of courses in the different regions.
- 8.9 The DDAP&IL shall provide the list of participants and brief the lecturers one (1) week before the commencement of the training in various regions.
- 8.10 The DDAP&IL shall forward the lists of participants who attended and completed their courses to the HOD Examination department for preparation of certificates.



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8.11 The in-service participants shall evaluate the course. The evaluation feedback forms shall be submitted to Research Department for analysis.

9.0 The team leaders shall prepare reports for the completed programmes to be handed to the DDAP&IL within 5 working days after completion.

9.0. OUTPUTS

- Number of Trained participants

10.0 RECORDS

- List of all nominees
- List of trained participants
- In-service report



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1.0 PROCEDURE FOR INDUSTRIAL PLACEMENT

1.0 PURPOSE

The purpose for this procedure is to provide guidelines for industry placement of Students in the Hospitality and Tourism Industry.

2.0 SCOPE

This procedure applies to all Kenya Utalii College students who qualify for Industrial Placement.

3.0 TERMS AND ABBREVIATIONS

- DDAP & IL –Deputy Director Admissions, Placement Industry & Liaison
- IP – Industrial Placement
- Industry – Hospitality & Tourism Industry

4.0 REFERENCES

- KUC Quality Manual
- The ISO 9001:2015 standard
- IP manual policy guideline
- Guidelines for students IP reports
- Policy for IP abroad
- KUC Academic Calendar
- IP student handbook for Hotel Management and Travel & Tourism students

5.0 RESPONSIBILITY

The DDAP &IL shall have the overall responsibility of coordination of Industrial Placement process in liaison with HODs.

6.0 INPUTS

- Updated mailing list of relevant stakeholders
- Lists of qualified students for IP from respective departments
- Lists of available IP offers from the industry



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- IP introduction letters to the industry
- IP evaluation schedules and forms
- Approved budgets

7.0 METHOD

- 7.1 Three (3) months before the commencement of IP the DDA P & IL shall request the respective HODs to submit lists of all students who qualify to proceed for IP.
- 7.2 Two (2) months before the Industrial Placement commences, the DDA, P & IL shall send out a circular letter to the Hospitality & Tourism Industry requesting for Industrial Placement opportunities.
- 7.3 Placement requests forms with the offers shall be compiled for the various courses.
- 7.4 DDA,P & IL shall conduct the IP briefing for all the students scheduled to proceed for IP one the week before commencement.
- 7.5 IP offers shall be submitted to HODs for allocation to the students.
- 7.6 DDA,P & IL shall receive the compiled IP posting list from HODs indicating organizations and the names of the students posted.
- 7.7 The DDA, P & IL shall prepare and provide the students introduction letters and other requirements before commencement of attachment.
- 7.7 DD A, P & IL shall organize and facilitate for the evaluation of students on Industrial Placement.
- 7.8 DD,A,P&IL shall notify industry and students about the evaluation visits one week before.
- 7.9 The team leaders shall compile a report and submit to DD A,P & IL in two (2) weeks after the exercise.



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8.0 OUTPUT

Students placed and evaluated

9.0. RECORDS

- Students' IP briefing attendance lists
- Duly signed students' IP allocation list from departments
- Duly signed team leaders reports
- IP visits schedules