



**International Association for Exchange of Students for Technical Experience
(IAESTE) - KENYA
Guidelines for Employers on Work Offers**

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1 Work Offer – Requirements on Company

As an attaching company, you make your work offer on a standard form provided by the IAESTE national secretary. The details asked for in the form will help us select a suitable candidate for attachment at your company. The details include

- (a) A brief description of your company.
- (b) Details on the kind of student required.
- (c) A description of the work offered, the period of training, and subsistence allowance.
- (d) Details on accommodation and canteen facilities.

2 Requirements on Students

A student undertaking attachment on IAESTE Programme is expected to make arrangements for the following.

- (a) Have a return air-ticket from his/her country to place of attachment.
- (b) Obtain a VISA to travel to Kenya – (It is the responsibility of the IAESTE national committees to assist or intervene where this is necessary.)
- (c) Obtain any other necessary immigration permits. (The national committee assists in this.)
- (d) Obtain the necessary insurance policy- see the details below.

3 Role of the National Committee/Secretary

The Kenya national committee is responsible for the overall coordination of the exchange Programme with respect to Kenya. The specific activities include the following

- (a) Obtaining the work offers in Kenya.

- (b) Processing the applications of the Kenya students who are to be nominated for to work abroad in exchange for the work offers to foreign students made by Kenya companies.
- (c) Process the exchange of students, that is, identifying suitable foreign students for Kenyan companies. This involves contacting and working with the national IAESTE committees of other countries in order to place students abroad and to get students for companies in Kenya.
- (d) Ensure that the students going abroad have all the necessary documents.
- (e) Assist where and/or as necessary foreign students to obtain required VISA/permits to come to Kenya.
- (f) Organize, in Kenya, accommodation for the visiting students.
- (g) Organize a social/cultural programme for the visiting students.

4 Wages

The company or organization offering work is expected to pay a student a wage sufficient to cover their cost of living during the actual training period. For attachment in Nairobi, the national committee has worked the following rates for subsistence allowance. These are based on a general survey of available student accommodation, meals, and transport in Nairobi.

Accommodation:	KShs 5,000 per month for a room at a students hostel
Meals:	KShs 250 per day
Transport:	KShs 80 per day for transport (e.g. industrial area).

Hence, **Kshs 15,000** per month for subsistence allowance to cover the basic costs would be a reasonable amount for Nairobi and **Kshs 12,000** in Thika. However, this is only a guideline. Different rates may be used. Some adjustments may be made for other towns.

5 Insurance Policy

A student is obliged to make the necessary arrangements for health and accident coverage for the duration of his/her training, including the time spent traveling and leisure activities. Further coverage must be taken out by the student in relation to his/her property loss and damage. It is the responsibility of the sending National Committee to ensure that the student has procured such insurance before leaving for training.

6 Subject areas Covered by IAESTE Exchange

All fields of study where practical experience is an essential or a recommended adjunct to the study course are potentially included in the IAESTE programme. The majority of training offers are made to students of engineering and technology, who also represent the majority of applicants. Computing, applied sciences, life sciences, agriculture, forestry, architecture, industrial design may also be included for the exchange. Students taking business related courses should seek exchange opportunities through AIESEC, whose operations are similar in some ways to those of IAESTE.

7 Length of Training Period

Most training take place during the long vacations and are for 8 – 12 weeks. Bilateral arrangements can be made for longer training periods of between 3 – 18 months. Work offers that can be taken during the summer months of June, July,

August and September are most convenient as they coincide with the long vacation and do not interfere with the annual calendar of events of IAESTE.

8 Exchange Calendar

October – December: National Committees or secretariats look for offers from the industrial or other organizations for the exchange.

January: Exchange of offers with other members and cooperating institution during the annual IAESTE conference.

February – March: Selection of students from abroad through universities and colleges and nomination of selected candidates to receiving countries.

The training commences thereafter. The specific periods differ from country to country.

9 Student Eligibility

Participation in IAESTE exchange is open to bona fide students attending courses at universities, and/or institutes of technology and similar institutions of higher education.

10 Trainee's Report

Every trainee reports on his/her training to his or her national secretariat, or cooperating institution, using a trainee report form.

11 Employer's Report

Every employer evaluates the trainee's work using a standard and easy to fill employer's report form and returns this form to the national secretariat of the receiving country. The receiving country forwards a copy of this evaluation to the sending country.

12 Further Information

(a) You may contact:

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(b) Readers are invited to learn more about IAESTE and the IAESTE members by visiting our website at www.iaeste.org

The aims of IAESTE

- The association is an organization for the exchange of students at institutions of higher education wishing to obtain technical experience abroad relative to their studies in the broadest sense.
- It shall promote international understanding and goodwill amongst the students of all nations irrespective of race, colour, sex or creed.
- The association operates an exchange programme for the benefit of students, academic institutions, industrial and other organizations offering traineeship