

**Kitui 19<sup>th</sup> March 2010.**

## **SASOL EX-CHANGE PROGRAM**

### **PROCEDURES**

#### **Remark:**

The following procedures are valid and confirmed. Some activities still has to be done but this does not put the procedures out of action.

#### **Administrative procedures.**

Starting point are the strategic plans of Sasol and Edukans.

The Ex-change program is part of the strategic plan of Edukans.

In 2004 Sasol and Ex-change cooperated closely to develop a planning document called log-frame 2005-2010.

In 2007 the log-frame was reviewed and resulted in the log-frame 2008-2010.

The objectives of the log-frame are based on the strategy of Sasol and Ex-change.

Edukans makes a yearly work plan for the different departments. The Ex-change program is one of the departments.

Part of the yearly work plan of Ex-change is the Ex-change/Sasol program.

The log-frame delivers the input for the yearly work plan of Ex-change/Sasol.

Sasol makes a yearly proposal, consisting of an activity plan and financial estimate.

The input is borrowed from the log-frame. This plan is geared to the Ex-change activity plan.

This proposal is part of the intake procedure of Edukans by Edukans's Foreign Department.

The intake results in a yearly partnership contract, drawn up by Edukans and signed by both partners.

A six monthly update report of the period January –June and an annual report of the period January - December is made by Sasol and sent to Edukans.

The formats of the reports are described in an appendix of the partnership contract.

#### **Student procedures.**

The procedures referred to are the procedures, which take place at Sasol in interaction with Ex-change.

The characteristic feature of Ex-change is students.

Because of the structure of the Dutch education system and the structure of professions, students are connected with so called sectors. (Civil engineering, ICT, trade-marketing, construction etc.)

So in the programming of student teams and activities, sectors are a basic principal.

To be assured of adequate and sufficient input for student assignments Sasol and Ex-change will develop a so-called sector tool.

A sector tool can be considered as a collection of project descriptions, ideas, possibilities etc.

Input for the sector tools:

- Log-frame
- Project descriptions
- Assignments

- Students reports
- Sasol reports
- New developments
- New ideas

The Dutch side as well as the Kenyan side delivers input.

The sector tool contains descriptions related to

- Products
- Technology
- Dissemination of best practices
- Vocational education
- Training
- New development subjects
- Social, cultural and personal aspects

The content of the sector tool gives input for the 3 monthly assignments for the student teams. Sasol makes the assignments.

The assignments are the input to put together the student teams by Ex-change.

Student information e.g. team composition student CV's, teacher announcements, travel information etc. is sent to Sasol.

On the bases of the assignments Sasol will recruit the twinning Kenyan students and send the relevant information to Ex-change.

The assignment is the input for the team proposal, which is made by the student team.

Sasol, Ex-change and the schools the students belong to must approve this proposal.

During the first two weeks of the internship in Kenya students pass through an orientation program and an operational plan is made, both by Dutch and Kenyan students.

This operational plan is sent to Ex-change and the schools the students belong to.

A draft of the final student report must be finished two weeks before the end of the internship.

Sasol assesses this draft.

Sasol adds an (standard) addendum. It contains the result of the assessment of competencies like teamwork, learning progress etc. during the internship.

The draft of the report is sent to the school and Ex-change.

The definitive version of the report is sent to Sasol.

### **Health and safety procedure**

By law Sasol is responsible for the students during the internship within the Ex-change program.

Ex-change has a responsibility for the students as part of the Ex-change program.

The student has also a responsibility by his own.

Edukans has a safety handbook including a paragraph for the Ex-change internship abroad, a crises protocol and an outline on safety and security.

According to this paragraph students have to sign a so-called code of conduct and safety declaration.

However the code of conduct of Ex-change Edukans is not valid for the Kenyan law.

Part of the student orientation program of Sasol (Sept 2007) is also a safety paragraph.

On the Kenyan side a code of conduct and safety declaration, to be signed by Sasol and the student is available

This document is the legislation of Sasol as a placement provider.

Special attention in the safety procedure is asked for evacuation.

Students are working in the field of previous wider Kitui district, specifically Mutomo district and Yatta Plateau.

They are not always within direct reach of transport and/or adequate health care. The running procedures do not cover evacuation to an adequate hospital in case of emergency.

This kind of evacuation can be done by the African Air Rescue (AAR) organization.

Ex-change should be member of this organization.

In case of a direct evacuation a cash advance has to be paid.

Ex-change should have a bank account in Kenya, with, for instance, a mandate for Sasol to remove this barrier in case of emergency.

Ex-change has to check the possibilities of the student insurance in the Netherlands and Sasol will check the possibilities of AAR.

As it turns out in cases of (minor) accidents and diseases, the first action of most of the students is informing the parents.

The safety procedure of Ex-change says that they have to inform Edukans and Edukans will inform parents and schools.

However students have to inform Sasol directly for Sasol to make direct decisions and take the relevant actions.

Sasol has to inform Edukans.

To guarantee adequate and quick information it should be the responsibility of a student team to inform. This implies a need for a team leader and a substitute.

The codes of conducts and safety declaration of Ex-change and Sasol should be harmonized.

For safety reasons the above mentioned activities should be done as soon as possible.

At the end of the internship students sign an Exit Document.

This document discharges Sasol of its legal responsibilities. However, if necessary, in the event of emergencies, Sasol takes a moral responsibility for the students.

## **Time frame:**

Remark:

The starting dates of internships are February 1<sup>st</sup>, May 1<sup>st</sup> and September 1<sup>st</sup>.

In the student procedure “advance” means before the starting date of the internship and after means after the starting day.

Mentioned periods are deadlines.

<b><u>Activity</u></b>	<b><u>Ex-change/ Edukans</u></b>	<b><u>Sasol</u></b>	<b><u>Student/ School</u></b>
<b>Administrative procedures</b>			
Log-frame	3/5 yearly	3/5 yearly	
Yearly proposal		September	
Yearly work plan	October		
Intake procedure	November		
Contract	December		
Six monthly report		July	
Annual report		January	
<b>Student procedures</b>			
Assignment		6 months in advance	
Recruiting Dutch students	3 months in before		
Recruiting Kenyan students		2 weeks in advance	
Team proposal			6 weeks in advance
Approving team proposal		1 month in advance	1 month in advance
Travel and security info	3 weeks in advance		
<b>Start Internship</b>			
Orientation program		1 <sup>st</sup> week internship	
Operational work plan			First two week internship
Draft final team report			Last 2 weeks internship
Approval final team report	Send to Sasol 2 months after the internship		2 months after the end of the internship