

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION AND ACTUARIAL STUDIES

ORDINARY DIPLOMA IN SOCIAL PROTECTION

YEAR II 2017/2018

A FIELD REPORT ON XXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each part on a separate page

Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- *Executive Summary*
- *Acknowledgement*
- *List of acronyms*
- *Table of contents*

**CHAPTER ONE**

*1.0 INTRODUCTION*

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

**CHAPTER TWO**

*2.0 WORKDONE AND LESSON LEARNT*

- Brief description of task undertaken
- Deduce lessons learnt for each task undertaken
- Make sure that you produce information that relate to the log book

**CHAPTER THREE**

*3.0 ANALYSIS*

- Relate theories learnt in class with what is happening in the market
- Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

## **CHAPTER FOUR**

### ***4.0 CONCLUSION AND RECOMMENDATION***

#### **4.1 Conclusion**

- Provide an effective conclusion which gives the answer to the main questions/objectives of the report
- Your conclusion should provide a summary of what argued in before in the texts, and incorporate your personal view.
- Identify if there is any challenges in your analysis

#### **4.2 Recommendations**

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your report and the challenges, if any.

### ***5.0 REFERENCE/ BIBLIOGRAPHY***

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- no numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

#### **Formatting**

#### **Presentation Layout**

General Text: 1.5 line spacing using one side of the page only.

Font: Times New Roman, font size 12.

Page number: centered at the bottom of the page.

Justified: Both left and right.

Headings: chapter heading print size 16 in bold typeface. Sub heading print size 14 in bold typeface.

Word length: your report should not **exceed 5,000 words**

Binding: One hand bounded of the field work report is to be collected on **December 2017**.

**NOTE;**

- ✓ Please follow the structure of the report as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
- ✓ Finally, **PLAGIARISM** is not accepted