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07

INDUSTRIAL TRAINING AT ADVANCE SMART-MICROFINACE.

FROM 28TH /FEB/2022 – 06TH/MAY/2022

COMPILED



BY

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**SUBMITTED TO THE DEPARTMENT OF EXTENSION AND AGRIBUSINESS
BUSITEMA UNIVERSITY ARAPAI CAMPUS FOR THE PARTIAL FULFILLMENT
OF THE AWARD OF A BACHELOR OF AGRIBUSINESS AND MANAGEMENT
(AGB)**


MAY 2022

DECLARATION

I, **Bunjo Micheal Jotham** a student of Busitema University Arapai campus, hereby declare that all the findings presented in this report and all the attachments are correct to the best of my knowledge and have not been submitted to any other university or institution of higher learning for the award of any academic qualification.

STUDENT

NAME: **Bunjo Micheal Jotham**

Sign..... 26/05/22 .....

Date.....

FIELD SUPERVISOR

NAME: **Mr. Wosukira Lawrence**

Sign.....

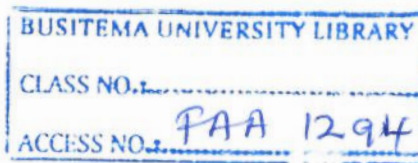
Date..... 26/05/22

ACADEMIC SUPERVISOR

NAME: **Dr. Gerald Zirintunda**

Sign.....

Date..... 26/05/22



DEDICATION

I dedicate this report to my family, first my dear mother Mrs. May Mubiru and also to my brother, Mark Mulwana Joshua. To all those that have added a step to see that I attain the finest education possible.

ACKNOWLEDGEMENT

I thank the Almighty God for the providence that was able to sustain us through the whole industrial Training period.

I also want to appreciate the management of Advance Smart Microfinance for the chance they gave us to perform our internship at their premises and also the skills and lessons that they impacted on us.

In a special way I want to acknowledge my fellow students that we carried out the sessions with and the physical and academic help they rendered where possible and to both my academic and field supervisor as well.

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LIST OF ABBREVIATIONS

LO -- Loans Officer

BM -- Branch Manager

TO -- Teller Officer

BCC- Branch Credit Committee

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ABSTRACT

Industrial training refers to the practical training in the company, farm or an industrial environment that helps the students in developing the required skills which will help them become better professionals in the future and also increase their knowledge scope. Advance Smart Microfinance Uganda is a Tier 4 microfinance institution developed by Adventist Development Relief Agency to foster development in the different parts of the country. Its headquarters are located in Nansana Hoima Road and has over 6 branches spread all over the country. I was attached to the Kiboga Branch which does more of Agricultural Loans. This report describes the activities done or implemented, skills and knowledge gained, challenges faced during industrial training, conclusions of the report and recommendations derived from the challenges faced at Advance Smart Microfinance Uganda – Kiboga. The activities at the firm were divided into 2 sections i.e., Loans Department (field work) headed by the Loans Officer and the work here included Loan application filing, inspection and assessment of securities pledged by customers, loan recovery of defaulters and disbursement of approved loans. The other department was the Teller Section (office work), this comprised of Reception and front desk operations, receiving of cash from payments, records department and cash reserve section, this was led by the Teller office and I was privileged to be attached to all these sections where I gained a lot of skills and knowledge. However much the lessons were learnt a few hardships were encountered during the period of stay, for example, some clients were hostile and this was life threatening, rudimentary methods of data collection like forms, this made work cumbersome, movement of long distances to track down the clients and defaulters, a few suggestions were brought forward and hoping these will be put into consideration. In conclusion, Industrial Training was carried out successfully and I was able to learn and apply my theory from it. I was in position of getting practical skills and knowledge in line with my career and relating with people in the field. The technical advice that I provided sometimes addressed farmers' financial problems. Moving forward Universities should maintain relationships with the firm to continue enhancing the skills of the students and the institutions as well could gain from the students in many various ways.

1.0 CHAPTER ONE

1.1 Introduction.

Industrial training refers to the practical training in the company, farm or an industrial environment that helps the students in developing the required skills which will help them in becoming a professional of the future.

This report describes the activities done or implemented, skills and knowledge gained, challenges faced during industrial training, conclusions of the report and recommendations derived from the challenges faced at Advance Smart Microfinance Uganda

1.2 objectives of industrial training.

- Students are able to apply classroom knowledge into hands on practicals in the field.
- Students acquire skills from the field work.
- It builds confidence and self-esteem within students.
- It also enables the students to discover the abilities within that specific field.

1.3 Advance Uganda's Vision, Mission and Values

1.3.1 AUMF Vision

The Economically active persons empowered to uplift their living standards.

1.3.2 AUMF Mission Statement:

"To provide appropriate, efficient and affordable financial services to the economically active communities for sustainable development and empowerment."

1.3.3 AUMF Value

1. We will put Advance Uganda's interest above our own personal business agendas.
2. We will remain courteous and good humored, in all our dealings, thus availing an environment where cynicism, oppression and rudeness are not acceptable.
3. We will be proactive with our clients, and we will respond to their needs quickly, effectively and objectively.