



Annex VIII. Process Documentation Guide

 REPUBLIC OF KENYA			
<b>Institution/Organization Name:</b>		Kenya School of Law	
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>		Office of the Attorney General & Department of Justice (OAG & DOJ)	
<b>Economic Sector Alignment:</b>		N/A. Since we fall under Political Sector in the Vision 2030	
<b>Big 4 Alignment:</b>		N/A. Since we are an enabler of big 4 agenda in capacity development	
<b>Accounting Officer:</b>		Dr. Henry K. Mutai	
<b>Period: FY</b>		2021/23	
<b>Process Documentation</b>			
<b>Service Name</b>	Offering Academic Services (Advocates Training Programme (ATP) - Procedure for supervision of Pupillage		
<b>Brief Description</b> Document Purpose/service	To provide students with practical training		
<b>Document Control:</b> Change Record/ Version Number	Reference: KSL/ QMS / ATP Issue/ Rev: 03/01		
<b>Process Owner:</b> Name and Position	Assistant Director, ATP		
<b>Process Writer (s);</b> Name and Position	1. Assistant Director, ATP		
	2. Coordinator, Pupillage and PO, AS		
<b>Process Reviewer (s)</b> Name and Position	1. Management Representative		
	2.		
<b>STEPS/FLOW/SEQUENCE</b>			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Prepare a schedule for supervision Prepare budget	30days	Coordinator, Pupillage
2.	Sharing of list Distribution of supervision forms	3months	Coordinator, Pupillage
3.	Supervision of students	12months	Coordinator, Pupillage Lecturers
4.	Forward to CLE pupillage completion certificates	1month	POAS
(Add rows where necessary)			

**EXCEPTIONS TO THE NORMAL FLOWS**

<b>Title</b>	<b>No.</b>	<b>Description</b>	<b>Time</b>	<b>Actor</b>
Trigger 1:	1.			
	2.			
(if any other, add rows)				

**Process Maps/Visuals**

Attach the flowchart/maps for the steps discussed