



# KATINE TECHNICAL TRAINING INSTITUTE

P.O BOX 251-90131 TALA

Email: [info@katinetti.ac.ke](mailto:info@katinetti.ac.ke) Tel: 0719508039

Website: [www.katinetti.ac.ke](http://www.katinetti.ac.ke)



Date: .....

## ADMISSION LETTER

Student No: .....

Mobile No.....

NAME: .....

### RE: ADMISSION TO THE COLLEGE FOR JANUARY 2024 INTAKE.

On behalf of the Board of Governors of Katine Technical Training Institute (KTTI), I am pleased to inform you that you have been offered admission to pursue a Artisan/Craft/Diploma Course in .....  
on **5<sup>th</sup> January 2024**

This offer is made on the basis of the statement of your qualifications as presented by the Kenya National Examination Council and is subject to verification by the College at the time of reporting. It is also subject to your acceptance to pay the required fees and your agreement to adhere to the rules and regulations governing the conduct and discipline of students of Katine Technical Training Institute.

Please note that at the time of reporting you will be required to produce this **admission letter** and originals of the following documents: - **KCSE result slip or certificate, School leaving certificate, National ID and Birth Certificate**

All fees should be paid directly to the Institute account: **Account No.1235950875** of Kenya Commercial Bank Ltd, Tala Branch. Please note that the College does not accept Cash and Personal Cheques but accepts Money Orders or Bankers Cheques

*If you need Government financial support, you **MUST** make an application for consideration through the official website [www.hef.co.ke](http://www.hef.co.ke) (only for students placed by KUCCPS and sat for KCSE in 2022 and above)*

Enclosed, please find students joining instructions and the following forms for admission which should be duly completed as instructed and returned to the Institute on the reporting date.

- ✚ Medical form - KTTI/ADM/F001
- ✚ Registration form - KTTI/ADM/F002
- ✚ Declaration form - KTTI/ADM/F003
- ✚ Students reporting form - KTTI/ADM/F004 (*Issued during the reporting day*)

May I take this opportunity to congratulate you on your admission to the college and wish you success in your academic pursuit.

**NB: Make sure you retain a copy of your admission letter before submitting the original copy.**

Yours faithfully



Justine K. Muindu  
Principal/BOG Secretary

## JOINING INSTRUCTIONS

NAME -----

COURSE -----

DURATION ----- REPORTING DATE -----

COUNTY -----

ADDRESS ----- P O BOX -----

### **ADMISSION**

*Following your placement in this institution, you are eligible for a government scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website [www.hef.co.ke](http://www.hef.co.ke). In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your programme/course, the deficit will be met by your parent/Guardian*

The College is government sponsored under the Ministry of Education. It has a mixed day and boarding student population. Students who wish to board can be organized boarding facilities around the college

### **LOCATION**

The College is located 1.5 kilometers from Tala town off Kangundo Road

### **COMPULSORY ITEMS**

On the day of the admission, you must bring with you the following: -

- ✚ This admission letter
- ✚ Duly filled application form
- ✚ KCPE and KCSE Result Slip or Certificate, School Leaving Certificate and their copies
- ✚ National ID card, Birth Certificate and their copies
- ✚ 2 recently taken passport size photographs
- ✚ Medical Form (*attached at the back of this admission letter*) ✚ Fees

### **Writing Materials**

Diploma..... 10 exercise books A4 120 pages  
Craft.....10 exercise books A4 120 pages  
Artisan..... 6 exercise books A4 120 pages  
Short Courses..... 2 exercise books A4 120 Pages

### **NB:**

*Scientific calculator is compulsory for all students FX-82MS (FX-570MS For Engineering courses)  
Drawing instruments is also compulsory for students undertaking Engineering courses*

## **FEES**

Fees is payable **in full** at the beginning of each term. All payments should be through the College bank account or by Banker's Cheque or Money Order addressed to: **Katine Technical Training Institute OR Through MPESA paybill number 522123 using the following procedure:**

1. Go to MPESA
2. ENTER Paybill number -522123
3. Enter school code-32904K followed by your admission number e.g., 32904KDCT001J2021 (**NO spacing, avoid slash or hyphen in the admission number**)
4. Enter amount
5. Enter your MPESA PIN
6. Press OK and confirm sending money

**NB:** Cash payments will not be accepted whatsoever

You can also directly pay into the College **Account No...1235950875..... of Kenya Commercial Bank Ltd** or pay by Money order or Bankers Cheque addressed to KATINE TECHNICAL TRAINING INSTITUTE

## **TUITION FEES**

Fee for each course is as per the attached fees structure

## **EXAMINATION FEES**

The College does not pay examination fees for students. It is the responsibility of each parent/guardian/sponsor to pay separately registration/examination fees for their students and it is therefore not included in the fees structure.

### **1. KNEC FEES**

Examination fees requirements will be given after verification of payment deadlines from the Kenya National Examination Councils (KNEC).

### **2. TEXTBOOKS**

The College does not provide textbooks and stationery to students. You should buy enough foolscaps, exercise books, pens and pencils (2H/3H or 2B). A separate list of text books will be given at the respective Departments upon admission.

3. Below are the requirements for each course.

## **REQUIREMENTS FOR BUILDING & CIVIL ENGINEERING/ELECTRICAL ENGINEERING /MECHANICAL ENGINEERING /PLUMBING**

- Engineering set square 45 x 45 and 60° x 30° and protractor (transparent).
- T square – 100CM
- Engineering drawing set
- One roll of masking tape
- Scientific calculator – Casio FX 570MS for Diploma or FX 82 MS for Artisan and craft students
- ○ Eraser (staedler)
- Drawing Pencils (staedler) – HB and 2H
- Four figure mathematics log books (K.I.E) for certificate course, SMP Advanced tables for Diploma.
- One ream of drawing papers one drawing book (A3 size)
- One navy blue overall and a pair of hard soled leather shoes for Building & Civil Engineering students.

**Text Books for Electrical Engineering Students (report with at least one)**

- Electrical Technology by HUGHES
- Electrical and Electronics by Bird
- Electrical Installation by Trevor
- Electrical Installation by Brian Scaddan
- Electrical Installation by Peter Robertson
- Mathematics Engineering by Stroud

**Tools for Building and Civil Engineering Students.**

- Plump bob
- Tape Measure
- Spirit Level
- Trowel
- Wooden Float
- Steel Float
- Masons hammer
- Chisel

**Tools for Electrical and Electronic Engineering Students (Diploma /Craft/ Artisan)**

- a) Pliers
- b) Flat Screw driver big and small
- c) Star screw driver big and small
- d) Ball Pein Hammer
- e) Phase tester(100V-500V)
- f) Dust coat -navy blue in colour

**Artisan in Welding Tools**

1. Welding goggles
2. Tape Measure
3. Overall/dust coat (Navy blue)
4. Safety boots
5. Gloves(leather)

**Requirements for Mechatronics Engineering Course**

1. SMP Mathematical Table
2. Electrical Tool Kit
3. Electrical Drawing Set
4. Pencils (2H, H, HB)
5. T – square
6. Rubber/Eraser
7. Sharpener
8. Scientific calculator (FX 8200)(Non-programmable)

**Requirements for Secretarial Course**

1. Anniversary Edition Shorthand book
2. Shorthand pocket dictionary
3. Shorthand Notebooks
4. Pencils HB110
5. Typing First Course book by Archie Drummond

## Hairdressing and Beauty Therapy Tools and Equipment

1. Shampoo 5 litres
2. Conditioner 5 litres
3. Blow combs (wooden metados comb)
4. Afro comb
5. Tail comb
6. Mixing bowl
7. Application brush
8. Treatment (leave-in and deep penetrating)
9. Shower cap
10. Hair scissors
11. Styling pins
12. Hair food
13. 3 towels green or blue
14. 3 towels white or cream
15. Top coat
16. Base coat
17. Pumice stone
18. Cuticle cream(lanolin)
19. Disinfectant
20. Massage oil
21. Cotton wool
22. polish remover
23. Dettol soap
24. Nail clippers suit (high quality)
25. Nail brush
26. Buffer
27. File
28. Nail polish (5 different colours)

## FOOD & BEVERAGE COURSE REQUIREMENTS

### 1. DIPLOMA LEVEL

#### i) UNIFORM

##### a) Production

- Checked Skirt/Trouser - 1
- Chefs Jacket - 1
- Chef's Hat - 1
- Chefs Apron - 1
- Low heeled black leather shoes (closed)
- Dish cloth (kitchen towel)- 2
- Necker's chef (red) - 2
- A set of knives
- Cleaning cloth -2
- Oven gloves - pair
- Food handlers certificate

##### b) Service

- Black skirt/trouser - 1
- Black Bow Tie - 1
- Black half coat - 1
- Glass cloth - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse- 1
- Waiters cloth -2
- Yellow duster -1
- Cork Screw - 1

##### • Linen:-

- ❖ 2 table cloth white - 1 ½ M x 1½ M (Damask material)
- ❖ 2 slip cloth – Red - 1M x 1M (Damask material)
- ❖ 8 Napkins white - 19 inch x 19inch (Damask material)
- ❖ 1 sideboard liner - 1 M x 17 inch (Damask material)
- ❖ Tray cloth (Maroon):-
- 1 round diameter 11 inch with white lace (Damask material) - red
- 1 rectangle 12-inch x 16 inch with white lace (Damask material) – red

#### ii) BOOKS

- Practical cookery by Victor
- Theory of catering by Victor
- Food and beverage service by Denis Lillicrap
- Recipe cards
- Recipe file (A5 box file)

## 2. CERTIFICATE LEVEL (FOOD AND BEVERAGE) i) UNIFORM

### a) Production (Module 1)

- Checked Skirt /Trousers- 1
- Chef's Jacket - 1
- Chef's hat - 1
- Chef's apron - 1
- Low heeled black leather shoes (closed)
- Dish cloth (kitchen towel) - 2
- Necker's chef (Red) - 1
- A set of Knives
- Cleaning cloth - 1
- Oven gloves - Pair
- Food handlers' certificate

### b) Service Uniform (Module 2)

- Black skirt/trouser - 1
- Black bow tie - 1
- Black half coat - 1
- Glass cloth - 2
- Long sleeved white shirt/blouse -1
- Linen :-
  - ✦ 2 table cloth white -1 ½ M x 1½ M (Damask material)
  - ✦ 2 slip cloth – Maroon -1M x 1M (Damask material)
  - ✦ 8 Napkins white - 19-inch x 19inch (Damask material)
  - ✦ 1 sideboard liner (Maroon) - 1 M x 17 inch (Damask material)
  - ✦ Tray cloth (Maroon):-
    - 1 round diameter 11 inch with white lace (Damask material)
    - 1 rectangle 12-inch x 16 inch with white lace (Damask material)

### ii) BOOKS

- Practical cookery by Victor
- Theory of catering by Victor
- Food and beverage service by Denis Lillcrap
- Recipe cards
- Recipe file (A5 box file)

### 3. ARTISAN LEVEL (FOOD AND BEVERAGE)

#### i) UNIFORM

##### a) Production

- Checked skirt/trouser -1
- Chef's jacket -1
- Chef's hat -1
- Chef's apron -1
- Low heeled black leather shoes(closed)
- Dish cloth (kitchen towel) - 2
- Necker's chef (Red) - 1
- A set of knives
- Cleaning cloth - 1
- Oven gloves - pair
- Food handlers certificate

##### b) Service

- Black skirt/trouser - 1
- Black bow tie - 1
- Black half coat - 1
- Glass cloth - 1
- Waiters' cloth - 1
- Linen: -
  - 2 table cloth white -1 ½ M x 1½ M (Damask material)
  - 2 slip cloth – (Maroon) - 1M x 1M (Damask material)
  - 8 Napkins white - 19-inch x 19inch (Damask material)
  - 1 sideboard liner (Maroon) - 1 M x 17 inch (Damask material)
  - Tray cloth (Maroon):-
    - 1 round diameter 11 inch with white lace (Damask material)
    - 1 rectangle 12-inch x 16 inch with white lace (Damask material)
- Yellow duster -1
- Cork screw -1
- Name tag holder - 1
- Long sleeved white shirt/blouse -1

#### ii) Books

- Practical cookery by Victor
- Food and beverage service by Denis Lilli rap
- Recipe cards
- Recipe file (A5 box file)

### Requirements for Fashion Design and Clothing Technology Course

1. 6 A4 Exercise Books 200pgs
2. HB and 2h Pencil
3. Eraser
4. Sharpener
5. 1 Meter Ruler
6. 30cm Ruler
7. French Curves 9. Square Ruler
8. ¼ Scale Ruler
9. Pair of Cutting Shears
10. Tracing Wheel
11. Dress Makers Pins
12. Assorted Needles
13. Thimble
14. Paper Scissors
15. Prit Glue
16. 1 Ream Plain Papers
17. 2 Spring Files /One Box File
18. Sellotape
19. Biro Pens
20. Coloured Pencils
- 21.1 Drawing Book/A4 Plain(Drawing Book)
22. Sky blue dustcoat

#### Books

- Metric Pattern Cutting for women's wear by Winfred Aldrich (Fifth edition)
- Metric Pattern Cutting for men's wear by Winfred Aldrich (Fifth edition)
- Metric Pattern Cutting for children's wear and baby wear
- Cutting shears (CEO) size 8' or 10' or 12' long

### Requirements for Information & Communication Technology Course

1. Scientific calculator
2. Mathematical Table SMP
3. Geometrical set

**RULES AND REGULATIONS**

1. Class attendance and punctuality **SHALL** be observed failure to which a student will face disciplinary action.
2. Consumption of drugs and substances, i.e. beer, bhang, cocaine etc. shall lead to expulsion from the institute
3. Fighting, rudeness and any anti-social behaviour may lead to suspension or expulsion.
4. Student's grievances should be communicated through the right channel. Inciting utterances or misbehavior shall lead to disciplinary action.
5. All students should pass through the designated gates when entering and leaving the institute. Failure to adhere may lead to disciplinary action.
6. There should be no movement of furniture or any other movable equipment from their designated places without permission.
7. Students can only hold a meeting after clearing with the Dean of students. Any illegal meetings may lead to disciplinary action.
8. Students are required to identify themselves at meal times by producing genuine meal vouchers failure to which no meal will be served.
9. Vandalism and any kind of theft is a criminal offence and may lead to suspension or sub charge
10. Students are expected to familiarize themselves with the Institutes Academic Policy 11. All students **SHALL** punctually attend scheduled assemblies and other institute functions. 12. Appropriate dressing (e.g., in workshops, classrooms etc.) is expected from all students 13. Wearing of caps and hats is not allowed and may lead to disciplinary action.
14. Any leave from the institute will be authorized by the office of the Dean of Students.
15. Students shall respect and adhere to the administration and training procedures and structures established by the institute.
16. Students should respect the rights and privileges of other students.

These rules and regulation will be subject to review from time to time.

I (full names) Id No\_ has read, understood and agree to abide by the above rules and regulations before admission.

Signature..... Date.....

**Witness**

Parent/ Guardian Name.....Signature.....Date:.....



**STUDENT'S REGISTRATION FORM (KUCCPS DETAILS)**

Surname ..... Other Names ..... Tel/Cell No: .....

Date of birth ..... Birth Certificate No..... ID No..... Gender.....

Home County ..... Town..... Location.....Sub-Location.....

Village.....Email Address.....Postal Address.....

Service No. (for NYS only) .....KRA PIN.....Alternative Tel No.....

Marital status: – Married  Single  (Tick as appropriately) Date:.....

Name of last school attended..... Postal Address.....

**STUDENT DETAILS**

Admission No.....Date of Admission.....

KCPE Index NO..... Year..... KCPE Marks.....

KCSE Index NO..... Year..... KCSE Mean Grade.....

Course.....Study Level..... Program Type.....

Course Duration..... Expected completion Year/Month.....

Sponsorship.....Stay Status (boarder/commuter).....

Student Type  
(NYS/GSSP/PSSP/OTHERS).....

**PARENTS/GUARDIAN DETAILS**

Father's/husband name ..... Mobile No.....

Mother's Name..... Mobile No.....

**Next of Kin**

Name..... Mobile No.....

ID NO..... Email Address.....

Relationship.....

I declare that the Information given herein is true to the best of my knowledge.

Name.....Signature.....Date.....

Registrar's Name..... Sign.....

Date and Stamp.....

Dear Sir/Madam

**Re: Medical Form**

This form must be completed by a registered doctor after examining the applicant.

S/NO	EXAMINATION	FINDINGS
1.	Chest X ray	
2.	Urine	
3.	Stool	
4.	Eye and vision	
5.	Ears	
6.	Mouth and teeth	
7.	Spleen and liver	
8.	Gland in the neck	
9.	Any other	

I hereby certify that on this day -----/20-----

I have examined ----- and that

in my opinion he/she is physically fit/unfit for admission in your school as a student.

Name:-----

Signature: -----

Designation: -----

Stamp: -----

**STUDENT'S DECLARATION FORM**

I ----- ADM NO ----- Course  
----- have read and understood the joining instructions

Of the College with my ----- (state the relationship). I promise in his or her presence, that during the period that I will stay in this College as a student, I shall at all times work hard in my studies, participate fully in all the activities, abide with the rules and regulations and obey those in authority.

I will at all times respect the College property and that of other people.

Signature ----- Date ----- Parents  
/guardians / sponsor commitments.

I (name) ----- (state the relationship)  
----- of the above-named student, have read and understood the  
Joining instructions.

Signature: ----- Date: ----- Address:  
----- Tel /Cell. No: -----



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## REVISED TVET FEES STRUCTURE FOR TECHNICAL AND BUSINESS COURSES FY 2023/2024

### TECHNICAL AND BUSINESS COURSES

S/NO	VOTE HEAD	TERM 1 (KES)	TERM II (KES)	TER M III (KES )	TOTAL
1.	Tuition	21,500.00	15,641.00	-	36,641.00
2.	Personnel Emoluments	7,000.00	5,879.00	-	12,879.00
3.	E, W & C	2,000.00	1,949.00	-	3,949.00
4.	Medical & Insurance	1,000.00	1,000.00	-	2,000.00
5.	LT &T	2,000.00	1,949.00	-	3,949.00
6.	R, M &I	2,000.00	1,257.00	-	3,257.00
7.	Activity	3,370.00	1,144.00	-	4,514.00
<b>TOTAL</b>		<b>38,370.00</b>	<b>28,819.00</b>	<b>NIL</b>	<b>67,189.00</b>

**NB: PAY AT LEAST 75% OF THE ABOVE FEES ON ADMISSION AND STUDENT CAN APPLY FOR HIGHER EDUCATION FUNDING FOR SCHOLARSHIP AND HELB LOAN**

#### Other Charges

1. New students to pay once the following levies on admission

(a) Application fee Ksh. 500

(b) students' registration fee- Kshs. 1000

(c) Caution money-Kshs.500

(d) students ID Cards (ATM Card) Kshs. 500

(e) KUCCPS registration fees Ksh. 1500 (students not directly placed by KUCCPS to the institute)

2. Students to pay Kshs. 600 per year for the students' council

3. Material fee for business courses Kshs. 3000 per year

4. Material fee for technical courses Kshs. 3,750 per year

5. Food and Beverage practical fees Kshs. 6,000 per year

6. *Accommodation fees per term is Kshs. 6,000 (bed only)*

7. *Meals are available on Pay as You Eat basis*

**NB//**

(a) Fees payment is made by Banker's Cheque or Direct deposit to the institute's account number 1235950875 (Kenya Commercial Bank). Account Name: Katine Technical Training Institute or Lipa na Mpesa - KCB Business Number- 522123 Account No.: Enter School Code 32904K followed by Adm. No. of the Student

(b) Fees is payable in full on admission to the institute.

(c) Fees once paid is NOT refundable and overpaid fees is carried forward to the following term

Yours faithfully

THE PRINCIPAL  
KATINE TECHNICAL TRAINING  
INSTITUTE  
11 SEP 2023  
Justine K. Muindu  
Principal/BOG Secretary  
KATINE TECHNICAL TRAINING INSTITUTE  
P.O. BOX 251-90131 TALA  
TEL: 0719508039

## **HOW TO APPLY FOR GOVERNMENT FUNDING (SCHOLARSHIP AND HELB LOAN)**

**Visit [www.hef.co.ke](http://www.hef.co.ke) or [www.uf.go.ke](http://www.uf.go.ke) or [www.helb.com](http://www.helb.com) or [www.kuccps.net](http://www.kuccps.net) and click on the student portal**

1. Register and login
2. Fill profile & Upload documents
3. Tick box “to apply for scholarship and loan”
4. Submit your application
5. Wait award within 30 days
6. Wait for SMS payment notification

### **APPLICATION REQUIREMENTS**

1. A valid email address
2. Valid telephone number (must be registered in applicants name to apply for a loan)
3. KCPE & KCSE index numbers and year of examination
4. Passport size photo
5. Copy of students national ID (for loan application)
6. College admission letter
7. Parents’ registered telephone number
8. Parents’ national ID number
9. Death certificate if any of your parent is deceased
10. Birth certificate
11. Two guarantors (can be parents) ID numbers and registered telephone numbers (for loan application)
12. Copy pf the sponsorship letter if you were sponsored in secondary school