



**MINISTRY OF EDUCATION**  
**ALDAI TECHNICAL TRAINING INSTITUTE**  
 P. O BOX 149 30305, KOBUJOI Tel 0113216327/0700746828  
 E-MAIL: [aldaitti@gmail.com](mailto:aldaitti@gmail.com) WEBSITE: [www.aldaitti.ac.ke](http://www.aldaitti.ac.ke)



## LETTER OF OFFER

Date: .....

ADMISSION No: .....

Dear .....

APPLICATION F O R .....

I am pleased to inform you that your application for the above course has been successful and the details of the course are as follows.

**\*LAST\* REGISTRATION DATE: 06/09/2023 FIRST SEMISTER START Date: 30/08/2023** YOU MUST REGISTER AND PAY THE FEES FOR THIS COURSE \*BEFORE\* THE LAST REGISTRATION DATE OR YOUR PLACE WILL BE OFFERED TO ANOTHER CANDIDATE.

### 1. GENERAL REQUIREMENT

(a) **ALL STUDENTS TO COME WITH:**

- ✓ Two recent passport size photographs (Not photo me)
- ✓ Certified Medical Certificate (as per attached form)
- ✓ Copies of Academic Certificates and Originals for Certification and Confirmation.
- ✓ Adequate writing materials.
- ✓ One spring file
- ✓ One ream of photocopy papers

**NOTE: All Government placed trainees MUST produce application for Funding Proof (HEF)**

(b) **REQUIREMENTS FOR ONLY BOARDING STUDENTS: (A MUST)**

1. Mattress 3` x 6 (Blue)
2. Beddings
3. A Cup, Plate, fork and Spoon
4. Personal effects

**NB:** Additional requirements must be brought on reporting Date.

### 2. INSTITUTE ACCESS

The institute is located in **Nandi County**, Nandi South Sub-County along **Kobujoi - Serem Road**, off Kamime Shopping Centre about 3 Kilometres down to **Kemeloi** between **Health** centre and **Kemeloi Boys Secondary School**. I wish you a safe journey to (Aldai - Kemeloi) and good success in your studies. **Welcome ALL.**



**LUKUYU MOSSOP SALLIE**  
**PRINCIPAL/SECRETARYBOG.**

### 3.0 FEES PAYMENT

New Intake total fees per year is **Ksh. 67,189** payable in two installments of **Term I and Term II**.

#### GOVERNMENT SCHOLARSHIP AND LOAN

Following your placement, 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 the case Government scholarship, Loan and bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

#### REQUIREMENTS FOR APPLICATION FOR TVET FUNDING

1. A valid email address
2. Valid telephone number (must be registered in your name to apply for a loan)
3. KCPE and KCSE index numbers and year of examination
4. Passport size photo
5. Copy of your National ID (for loan application)
6. College/University admission letter
7. Your parents' registered telephone number
8. Your parents' national ID number
9. Death certificate if any of your parents is deceased.
10. Your birth certificate.
11. Two guarantors' (Can be your parents) ID numbers and registered telephone numbers (for loan application)
12. Copy of the sponsorship letter if you were sponsored in Secondary school.

#### NOTE

- Limited accommodation offered at first come first serve basis available at **Ksh.15,150** per term inclusive of meals. For boarding booking Kshs, **15150** should be paid by **25<sup>th</sup> August 2023**
- All fees Must be deposited to Kenya Commercial Bank Kapsabet Branch **A/c Number 1169120555** or by bankers cheques or money orders payable at Kobujoi Post Office. **STRICTLY NO CASH.**
- FEE payment can also be paid via M-Pesa Pay Bill BUSINESS No: **522123** ACCOUNT No: **52632K/StudentName**
- **TRAINEES SITTING FOR EXTERNAL EXAMINATIONS (KNEC, KASNEB, NITA OR TVET CDACC) SHALL CLEAR ALL THE FEES BEFORE REGISTRATION.**
- Any trainee who does not apply for funding shall pay **Ksh. 67,189** annually.

#### Other statutory charges

- All new students to pay, - **Ksh.500** Registration Fee
  - **Ksh.500** Round Neck Branded T-Shirt
  - **Ksh.250** for College ID
  - **Kshs 1500** KUCCPS Placement fee
  - **Kshs 500** TVETA fees



**LUKUYU MOSSOP SALLIE**  
**PRINCIPAL/SECRETARY BOG**

#### **4. Additional Requirements for Students:**

##### **a) Building and Civil Engineering**

Drawing Instruments e.g.

- T- square
- Rot-ring set
- Set Square 30°, 90°, 45°, 60°
- Protractor 360°
- Steadler Rubber
- Pencils HB, 2H, 2B
- Masking tape
- Scientific Calculator –
- **Navy Blue** Dust Coat
- Safety Boots (normal)
- Gloves (normal)
- Trowel

##### **b) Electrical & Electronics Engineering Students**

- Pliers
- Phase Tester
- Screw Drivers (combined Star & flat)
- **Royal Blue** - Dust Coat
- Safety Boots (normal)
- T- square
- Tracing Pens
- Scientific Calculator

##### **c) SECRETARIAL STUDENTS**

- 4 spring files
- 6- Shorthand note books
- 1 Rm Printing paper
- 6- HB 110 pencils German
- 6 Exercise books (200pages)
- 2- Rewritable CD's
- Adequate Pens
- Pencil Sharpener

##### **Text Books**

- New Era Shorthand by Pitman(compulsory)
- Introduction to Computerized documents processing by Francis Mbuu or Ksh. 1000 cash (compulsory)
- Keyboarding and document processing
- Office practice & Organisation by Robert Gichira
- Commerce Simplified by Robert Gichira
- Business English by Saleemi
- Data Processing by Saleemi
- Business Communication & Report Writing Simplified (Revised & Updated by N.A Saleemi)

##### **d). Survey Students**

- SMP Advanced Tables
- Scientific Calculator 10 digits (ES –fx-570ms)
- French Curves
- Rot ring Set
- Triangular Scale (with scales 1:500, 1:1000, 1:2500)
- 360° Circular Protractor (15cm Diameter)
- **White** - Dust Coat
- Gloves (Normal)
- T- square

##### **e) AGRICULTURE**

- Dust coat(**Royal blue**)
- Jembe
- Slasher
- Panga
- Gumboots
- T-square
- Scientific Calculator

##### **f) ICT**

- 1-Packet or Recordable CD's
- Dust Coat (white)
- N/B All accounting trainees should have accounting calculator

**NOTE: The above requirements are Mandatory and Must be fulfilled before one can be admitted to Commence.**

**The Compulsory books should be availed on admission date.**

## **5. REOUREMENTS FOR HOSPITALITY & INSTITUTIONAL MANAGEMENT DEPARTMENT**

### **FOOD & BEVERAGE MANAGEMENT COURSES**

- Dust coat (white )
  - Chefs jacket (white)
  - Chefs trouser or straight skirt (2black)
  - Low-heeled leather closed black shoes
  - Apron (white)
  - Chef's hat (white)
  - Bowtie/wide black ribbon
  - Dish clothes (5pieces)
  - Oven gloves (1 piece)
  - Glass cloth (2pieces )
  - Tray cloth (2pieces)
  - Waiters cloth (2 white /cotton )
  - Yellow Duster 4 pieces
  - Opener (1 piece)
  - Shirt/Blouse (2 white/long sleeved )
  - Half coat (black )
  - Black flat shoes (rubber soles)
- NB: For linen each class has its colors to be availed on reporting day**
- Damask table cloth 3metres long
  - 8 damask napkins (dark green, maroon or blue colored 17 inches x 17 inches slip cloth checked same color as napkin
  - Neck Scarf –yellow, checked black white or red

**N/B food handler's certificate**

### **TEXTBOOKS**

- ✓ **Practical cookery 12<sup>th</sup> edition by Kinston and Caserani**
- ✓ **Food and beverage service theory by Lilicrap**

### **I.HAIR DRESSING & BEUTY THERAPY REOUREMENTS**

1. 10 towel (two black) other different colors.
2. Afro comb, be in one comb, tail comb, rake comb and blow drying
3. Set of manic ore
4. Set of pedicures
5. Hair food
6. Styling gel
7. Relaxer and neutralizer
8. Apron (purple in color)
9. Gloves
10. Massage oil
11. Apricot scrubber
12. spirit
13. Nail vanish polishes
14. Facial makeup
15. Cleansing
16. Tonner
17. Cotton wool
18. Shower cap
19. A braids (black in color)

**6. CHANGE OF COURSE**

Students admitted have **14 days** from the commencement date of the programme to apply for change of course.

**7. INSTITUTE ACCESS**

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**8. APPLICATION FORM FOR ADMISSION**

Surname.....Middle Name..... First Name.....

Gender ..... Date of Birth..... Marital Status.....

Religion (**Tick on** Christian  Muslim  Hindu  Non-Religious

ID No. .... Passport.....

Nationality.....Home County..... Home

District..... Home Town ..... Postal

Address..... Postal Code..... Town ..... Country..... Email

..... First Mobile No..... Second Mobile No.....

Course to apply for:

..... The

mean Grade attained in the last exam: ..... Signature:

..... Date.....

**FOR OFFICIAL USE ONLY:**

Received by: ..... Date: ..... Sign .....

Recommended by: ..... Date: ..... Sign .....

**9. STUDENTS MEDICAL CERTIFICATE**

**NOTE:** Application for entry to the Institution **MUST** get this form completed by a **REGISTERED DOCTOR**.

Name of Student..... County.....

1.	Eyes and Vision Unaided Right – Left Aided Right – Left Colour blind Visual field	
2.	Nose and Throat Is Nasal Breathing Habitual? Adenoids	
3.	Ears: Hearing Voice – Right - Left	
4.	Mouth and Teeth	
5.	Glands in the neck	
6.	Chest, Hearth, Lungs – with reference to any tubercular tendencies	
7.	Spinal Column	
8.	Urine, Stool	
9.	Spleen, Liver Piles and varicose veins	
10.	Any other weakness, defects or disease defects or span, venereal, or Rheumatic tendency	
11.	General observations: If care is desirable in any special direction. Please give particulars.	

**NAME AND RUBBER STAMP OF REGISTERED DOCTOR**.....

ADDRESS..... TOWN.....

DATE.....SIGNATURE.....

**NB:**

- ❖ The institution offers First Aid treatment to students at Kemeloi Health Centre. In case of **ANY** Referrals, the cost of treatment shall be passed over to the parent/guardian.
- ❖ In case of any referrals, I am prepared to pay the hospital charges for my Son/daughter to be admitted to: (Tick appropriately)
  - a) Kobujoi Mission Hospital near the institute and ensure that my NHIF Card is updated and captures the student as a  beneficiary.
  - b) Any other (Specify) ..... The parent to take up immediate responsibility.

**Parent**

Signature ..... Date: .....Phone Number.....Address.....

**10. DATA CAPTURE FORM - STUDENTS**

Student Name: ..... Adm No: .....

Course: ..... Phone No: .....

Date of Birth: ..... Gender: .....

Nationality: ..... ID No: .....KCSE Index No: .....

KCPE Index No: ..... Birth Certificate No: .....

Name of county: ..... Location: .....

Sub-Location: ..... Home Address P.O Box: ..... Town.....

Email Address.....

Marital status: Married  YES  NO If YES Indicate the spouse contact Mobile.....

<b>Marketing Questionnaire</b>	
How did you know about Aldai TTI?	
a) Online Platforms <input type="checkbox"/>	Specify(facebook,Whatsapp,Twitter,Website etc) .....
b) Marketing crusades <input type="checkbox"/>	Venue:.....
c) Staff Member <input type="checkbox"/>	Name:..... Designation:.....
d) Student <input type="checkbox"/>	Name: ..... Adm No:.....
e) Others <input type="checkbox"/>	Specify .....

**SECTION 2: COMPLETE EMPLOYERS / SPONSOR IF APPLICABLE.**

Name: .....

Address: ..... Town.....

Phone No: .....

Extension No: .....

**SECTION 3: PARENTS /GUARDIAN**

**Parent /Guardian**

Name: .....

Home Address P.O. Box: ..... Town.....

Phone No: .....

Email Address: .....

Signature: ..... Date .....

**NB: KINDLY MAKE YOUR OWN COPY OF THIS LETTER BEFORE SUBMISSION**