



LETTER OF OFFER

ATTI/...../2024S

Date:

ADMISSION No:

Dear(Student name)

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

*FIRST SEMESTER START Date: * 2/09/2024*

1. INSTITUTE ACCESS

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

2. 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.(KCSE, KCPE, B-Certificate, Identity card and High school leaving certificate)
- ✓ 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.

3.0 FEES PAYMENT

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

S/NO	VOTE HEAD	AMOUNT
1	TUITION	36,641
2	PERSONAL EMOLUMENTS	12,879
3	ELECTRICITY, WATER & CONSERVANCY	3,949
4	L. T & T	3,949
5	R. M. I	3,257
6	ACTIVITY	4,514
	ATTACHMENT & MEDICAL	2,000
	TOTAL AMOUNT (Ksh.)	67,189

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. 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. **Students should book earlier for reservations.**
- 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/Student**
- 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 - **Ksh.500** Round Neck Branded T-Shirt
- **Ksh.250** for College ID - **Kshs 1500** KUCCPS Placement fee
- **Kshs 500** TVETA fees - **Kshs 600** Student Union Fee



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 Mbua 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**)
- 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. REQUIREMENTS FOR HOSPITALITY & INSTITUTIONAL MANAGEMENT DEPARTMENT

g) Catering And Accommodation Management /Food & Beverage Management Courses

- | | | | |
|---------------------------------|---------------|-------------------------------------|----------------|
| 1. Scarf | | 14. Kitchen knife | 1 pc |
| i. Artisan- | sapphire blue | 15. Fruit knife | 1 pc |
| ii. Certificate- | red | 16. Lighter | 1 pc |
| iii. Diploma- | maroon | 17. Opener/cork's screw | 1 pc |
| 2. Chefs Jacket- | WHITE | 18. Glass cloth | 1 pc |
| 3. Apron | white | 19. Waiters cloth | 2 pcs |
| 4. Chefs cap- | WHITE | 20. Work surface cloth | 1 pc |
| 5. Oven Gloves | 1 pc | 21. Order pad or book | 1 pc |
| 6. Kitchen Cloth | 3 pcs | 22. Table napkins white (21" x 21") | (Damask) 8 pcs |
| 7. Hand towel | 1 pc | | |
| 8. Surface cloth | 1 pc | | |
| 9. Black skirt /Trousers | | | |
| 10. White shirts(long sleeved) | | | |
| 11. Butchers knife | 1 pc | | |
| 12. Vegetable knife | 1 pc | | |
| 13. Palate knife | 1 pc | | |

BOOKS

1. Practical Cookery Caesarian Kinston
2. Food & Beverage service Theory Dennis LilliCrap

h) Hair Dressing & Beauty Therapy

REQUIREMENTS

- | | | |
|---|---------------------------------|-----------------------------|
| ➤ Detangling combs (AFRO COMB) | ➤ Eye pencil black & brown | ➤ Dread locks wax and spray |
| ➤ Styling comb | ➤ Wooden combs (blow-dry combs) | ➤ Full make up kit |
| ➤ Tale comb | ➤ Braids (10) | ➤ Cloves |
| ➤ Application brushes | ➤ Dummy | |
| ➤ Mixing bowls | ➤ Pink lotion | |
| ➤ Plastic caps | ➤ Hydrogen peroxide | |
| ➤ Drapers or gowns | ➤ Highlighter | |
| ➤ Towel (4large & 3 small) | ➤ Color | |
| ➤ Apron (sky blue/pink) | ➤ Hair food | |
| ➤ Pedicure set | ➤ Chemical relaxer | |
| ➤ Manicure set | ➤ Neutralizing shampoo | |
| ➤ Nail files | ➤ Styling gel | |
| ➤ Nippers | ➤ Sheen spray | |
| ➤ Buffers | ➤ Needle & thread | |
| ➤ Foot scrapers | ➤ Crotchet | |
| ➤ Nail brushes | ➤ Crotchet braid | |
| ➤ Pumice stones | ➤ Lanolin | |
| ➤ Round brushes | ➤ Scrubber | |
| ➤ Water sprays | ➤ Facial scrubber | |
| ➤ Tissue paper | ➤ Soap (liquid & bar) | |
| ➤ Sectioning clips | ➤ Moisturizer | |
| ➤ Ear pads | ➤ Cleanser | |
| ➤ Styling pins | ➤ Toner | |
| ➤ 2 dozens of rollers (large & medium size) | ➤ Baby powder | |
| ➤ Cotton strip | ➤ Enamels different colors | |
| ➤ Scissors | ➤ Top & base coat | |
| ➤ Medium bowls | ➤ Remover | |
| ➤ Spatula | ➤ Acetone | |
| ➤ Tweezers & thread | ➤ Slippers | |
| ➤ Cotton wool | ➤ Bed sheets 2(white) | |
| ➤ Eyebrow brushes | | |

6. CHANGE OF COURSE

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

7. DATA CAPTURE FORM-STUDENT

Surname.....Middle Name..... First Name..... Gender
 Date of Birth..... Marital status: Married YES NO If YES
 Indicate the spouse contact Mobile..... Religion (Tick on) Christian Muslim
 Hindu Non-Religious ID/Passport No. Full KCSE Index
 Year..... KCPE Index Year..... Birth cert No:.....
 Nationality.....Home County.....Home District.....
 Location Sub-Location..... Home Town Postal Address.....
 Postal Code..... Town Country..... Email First Mobile
 No..... Second Mobile No.....
 Course applied for:.....
 The mean Grade attained in the last exam:Signature: Date.....

SECTION 2: COMPLETE EMPLOYERS / SPONSOR IF APPLICABLE.

Name:
 Address: Town.....
 Phone No: Extension
 No:.....

Parent /Guardian Details

Name:Home Address P.O. Box:
 Town..... Phone no:..... Email Address:
 Signature: Date

<u>Marketing Questionnaire</u>	
How did you know about Aldai TTI?	
a) Online Platforms	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

FOR OFFICIAL USE ONLY:

Received by: Date: Sign

Recommended by: Date: Sign

8. 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.....

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

BUILDING & CIVIL ENGINEERING DEPARTMENT

COURSE NAME	LEVEL	DURATION
Building Technician	6	2 Years
Civil Engineering Technician	6	2 Years
Land Survey	6	2 Years
Road Construction	5	1 Year
Land Survey	5	1 Year
Plumbing Technician	5	1 Year
Masonry	5	1 Year
Plumbing	4	6 Months
Masonry	4	6 Months
Floor Tiling	3	1 Year
Plumbing & Pipe Fitting	3	1 Year

AGRICULTURE AND ENVIRONMENTAL STUDIES DEPARTMENT

Agricultural Extension	6	2 Years
Sustainable Agriculture for Rural Development	5	1 Year
Agripreneurship	5	1 Year
Dairy farm Management	4	6 Months

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Electrical Installation (Power Option)	6	2 Years
Electrical Engineering(Power Option)	6	2 Years
Electrical Engineering(Power Option)	5	1 Years
Electrical Installation	4	6 Months
Instrumentation and Control Technician	6	2 Years

COMPUTING AND INFORMATICS DEPARTMENT

Computer Science	6	2 Years
Archives and Record Management	5	1 Year
Library & information Science	6	2 Years
Library & information Science	5	1 Year
ICT Technician	5	1 Year

BUSINESS STUDIES DEPARTMENT

Accountancy	6	2 Years
Supply Chain Management	6	2 Years
Supply Chain Management	5	1 Year
Business Management	6	2 Years
Business Management	5	1 Year
Human Resource Management	6	2 Years
Human Resource Management	5	1 Year
Sales and Marketing	6	2 Years
Sales and Marketing	5	1 Year
Co-operative Management	6	2 Years
Co-operative Management	5	1 Year
Office Administration	6	2 Years
Office Administration	5	1 Year
Storekeeping	4	6 Months
Entrepreneurship	6	2 Years
Entrepreneurship	5	1 Year
CPA I,II,III		2 ¹ / ₂ Years
Certified Accounting and Management Skills (CAMS)		1 Year
Banking and Finance	6	2 Years

LIBERAL STUDIES DEPARTMENT

Social Work and Community Development	6	2 Years
Social Work and Community Development	5	1 Year
Guidance & Counseling	6	2 Years
Child Care and Protection	6	2 Years
Child care and Protection	5	1 Year

HOSPITALITY, INSTITUTIONAL MANAGEMENT, FASHION & DESIGN DEPARTMENT

Food and Beverage Production (culinary arts)	6	2 Year
Food and Beverage Production (culinary arts)	5	1 Year
Food and Beverage Production (culinary arts)	4	6 Months
Hairdressing	4	6 Months
Beauty Therapy	4	6 Months

MECHANICAL AND AUTOMOTIVE ENGINEERING DEPARTMENT

Welding and Fabrication	4	6 Months
Automotive Engineering	6	2 Years
Automotive Engineering	5	1 Year

EXAMINING BODIES – TVET CDACC, KNEC, NITA, KASNEB

FEES PAYMENT ACCOUNT NUMBER : 1169 120 555

KENYA COMMERCIAL BANK-KAPSABET BRANCH

NOTE: All our trainees are eligible for a government scholarship, Helb Loan and bursary to assist with educational expenses which trainees

MUST apply for consideration through the official application website www.hef.co.ke. We offer application assistance/guidance on the same.

Please Note:

- I. Level 6(Diploma) - KCSE C- or Pass in relevant Level 5 Qualification.
- II. Level 5(Craft) - KCSE D Plain or Pass in relevant Level 4 Qualification.
- III. Level 4(Artisan) - KCSE E or Pass in relevant Level 3 Qualification.

Download admission form from our website www.aldaiti.ac.ke, fill and Attach relevant copies of KCSE Certificate/Results slip school leaving Certificate, Birth Certificate and National identity card.