



LETTER OF OFFER

ATTI/...../26S

Date:

REG No:.....

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

*FIRST SEMISTER START Date: 31ST AUG, 2026

1. INSTITUTE ACCESS

The institute is located in **Nandi County**, Nandi South Sub-County along **Kobujoi - Serem Road**, 3 Kilometers off **Kamime** 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 Certificate, Identity card, Birth cert and High school leaving certificate)
- ✓ Adequate writing materials.
- ✓ One spring file
- ✓ One ream of photocopy papers

NOTE: 1. Each trainee MUST bring a Box File across All departments.

2. 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 II**

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
7	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 Statutory charges Kshs. 4,000



LUKUYU MOSSOP SALLIE
PRINCIPAL/SECRETARY BOG

4. Additional Requirements for Students:

a) Building and Civil Engineering/ Mechanical & Automotive 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 (Building Technology/Civil Eng/ Masonry)
- Tape measure- 5m

b) Electrical & Electronics Engineering Students

- Pliers
- Phase Tester
- Screw Drivers (combined Star & flat)
- **Royal Blue** - Dust Coat
- Safety Boots (normal)
- T- square
- Drawing set
- Scientific Calculator
- Set Square 30°, 90°, 45°, 60°

c) SECRETARIAL STUDENTS

- 1 Box file
- 4 Shorthand note books
- 2- HB Pencils (Made in Germany)
- 6 Exercise books (200pages)
- Adequate Pens
- Pencil Sharpener
- Ruler
- PPE'S (Dust Coat (white), Mask, gloves)

Text Books

- New Era Shorthand Anniversary by Pitman(**compulsory**)
- Introduction to Computerized documents processing by Francis Mbua (**compulsory**)

d) Land Survey

- Scale rule (with scales 1:500, 1:1000, 1:2500)
- White Dust Coat
- Gloves (Normal)
- Drawing Pencils (2H, HB,2B 3H)

e) AGRICULTURE

- Dust coat(**Green**)
- Gumboots
- Scientific Calculator
- Box File
- Tape Measure (5M)
- Farm gloves
- Face Mask

f) ICT

- Dust Coat (white)
- 1 Box File

g) Accounting

- Accounting calculator
- Dust coat (white)

h) Procurement Management/Storekeeping

- Dust coat (white)
- Scientific calculator
- Reflector jacket
- Safety boots
- Box file
- Note book
- Sticky Note
- Surgical gloves
- Face masks

5. REQUIREMENTS FOR HOSPITALITY & INSTITUTIONAL MANAGEMENT DEPARTMENT

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

- | | |
|-----------------------------------|--|
| 1. Scarf | 9. Kitchen knife 1 pc |
| i. Level 4(Artisan) sapphire blue | 10. Fruit knife 1 pc |
| ii. Level 5(Craft) red | 11. Lighter 1 pc |
| iii. Level 6(Diploma) maroon 1 pc | 12. Opener/cork's screw 1 pc |
| 2. Chefs Jacket-WHITE 1 pc | 13. Glass cloth 1 pc |
| 3. Apron white 1 pc | 14. Waiters cloth 2 pcs |
| 4. Chefs cap-WHITE 1 pc | 15. 21. Order pad or book 1 pc |
| 5. Oven Gloves 1 pc | 16. Table napkins white (21" x 21") (Damask) 8 pcs |
| 6. Kitchen Cloth 3 pcs | 17. 1 Box File |
| 7. Black skirt /Trouser | |
| 8. Palate knife 1 pc | |

j). Cosmetology REQUIREMENTS

- | | | |
|--------------------------------------|---------------------------------|-----------------------------|
| ➤ Detangling combs (AFRO COMB) | ➤ Spatula | |
| ➤ Styling comb | ➤ Tweezers & thread | |
| ➤ Tale comb | ➤ Cotton wool | ➤ Scrubber |
| ➤ Application brushes | ➤ Eyebrow brushes | ➤ Facial scrubber |
| ➤ Plastic caps | ➤ Eye pencil black & brown | ➤ Soap (liquid & bar) |
| ➤ Drapers or gowns | ➤ Wooden combs (blow-dry combs) | ➤ Moisturizer |
| ➤ Towel (4large & 3 small) | ➤ Braids (10) | ➤ Cleanser |
| ➤ Apron (sky blue/pink) | ➤ Dummy | ➤ Toner |
| ➤ Pedicure set | ➤ Pink lotion | ➤ Baby powder |
| ➤ Manicure set | ➤ Hydrogen peroxide | ➤ Enamels different colors |
| ➤ Nail files | ➤ Highlighter | ➤ Top & base coat |
| ➤ Nippers | ➤ Color | ➤ Remover |
| ➤ Buffers | ➤ Hair food | ➤ Acetone |
| ➤ Tissue paper | ➤ Chemical relaxer | ➤ Bed sheets 2(white) |
| ➤ Sectioning clips | ➤ Neutralizing shampoo | ➤ Dread locks wax and spray |
| ➤ Styling pins (large & medium size) | ➤ Styling gel | ➤ Cloves |
| ➤ Cotton strip | ➤ Sheen spray | |
| ➤ Scissors | ➤ Needle & thread | ➤ 1 Box File |
| ➤ Medium bowls | ➤ Crotchet braid | |
| | ➤ Lanolin | |

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.

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

Marketing Questionnaire

How did you know about Aldai TTI?

- | | | |
|-----------------------|--------------------------|--|
| a) Online Platforms | | Specify(facebook,Whatsapp,Twitter,Website etc) |
| b) Marketing crusades | ☐ | Venue:..... |
| c) Staff Member | ☐ | Name:..... Designation:..... |
| d) Student | ☐ | Name: Adm No:..... |
| e) Others | ☐ | 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, Heart, 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 SHA account is active 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



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
ALDAI TECHNICAL TRAINING INSTITUTE

P.O BOX 149-30305-KOBUJOI, TEL:
0113216327/0700746828

WEB:www.aldaitti.ac.ke Email:aldaitti@gmail.com

INTAKE PERIODS: JANUARY, MAY AND SEPTEMBER



DUAL TVET-CBET COURSES 2026/2027

BUILDING & CIVIL ENGINEERING DEPARTMENT

COURSE NAME	LEVEL	DURATION	EXAMINATION BODY
Building Technology	6	7 Modules	TVET CDACC
Civil Engineering	6	7 Modules	TVET CDACC
Land Survey	6	5 Modules	TVET CDACC
Land Survey	5	3 Modules	TVET CDACC
Plumbing	5	4 Modules	TVET CDACC
Building Technology	5	4 Modules	TVET CDACC
Plumbing	4	2 Modules	TVET CDACC
Masonry	4	2 Modules	TVET CDACC

AGRICULTURE AND ENVIRONMENTAL STUDIES DEPARTMENT

Agriculture And Extension	6	6 Modules	TVET CDACC
Agriculture And Extension	5	4 Modules	TVET CDACC
Agripreneurship	5	4 Modules	TVET CDACC
Dairy farm Operations	4	2 Modules	TVET CDACC
Agriculture Farm Attendance/General Agriculture	4	2 Modules	TVET CDACC

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Electrical Engineering	6	5 Modules	TVET CDACC
Electrical Engineering	5	5 Modules	TVET CDACC
Electrical Installation Technology	4	2 Modules	TVET CDACC
Instrumentation and Control Technology	6	6 Modules	TVET CDACC

COMPUTING AND INFORMATICS DEPARTMENT

Computer Science	6	6 Modules	TVET CDACC
Library And Information Studies	6	5 Modules	TVET CDACC
Library And Information Studies	5	3 Modules	TVET CDACC
Information And Communication Technology	6	6 Modules	TVET CDACC
Information And Communication Technology	5	4 Modules	TVET CDACC

BUSINESS STUDIES DEPARTMENT

Accountancy	6	5 Modules	TVET CDACC
Human Resource Management	6	5 Modules	TVET CDACC
Procurement Management	6	7 Modules	TVET CDACC
Procurement Management	5	5 Modules	TVET CDACC
Office Administration	6	5 Modules	TVET CDACC
Office Administration	5	5 Modules	TVET CDACC
Office Assistance	4	2 Modules	TVET CDACC
Storekeeping	4	2 Modules	TVET CDACC

LIBERAL STUDIES DEPARTMENT

Social Work	6	5 Modules	TVET CDACC
Social Work	5	3 Modules	TVET CDACC
Child Protection	6	5 Modules	TVET CDACC
Child Protection	5	3 Modules	TVET CDACC

HOSPITALITY, INSTITUTIONAL MANAGEMENT, FASHION & DESIGN DEPARTMENT

Food and Beverage Management	6	7 Modules	TVET CDACC
Food and Beverage Operations	5	5 Modules	TVET CDACC
Food and Beverage Production (Cookery)	4	2 Modules	TVET CDACC
Food and Beverage Service (Waiter)	4	2 Modules	TVET CDACC
Catering And Accommodation Management	6	6 Modules	TVET CDACC
Catering And Accommodation Operations	5	4 Modules	TVET CDACC
Baking	4	2 Modules	TVET CDACC
Cosmetology (Hairdressing & Beauty Therapy)	6	4 Modules	TVET CDACC
Cosmetology (Hairdressing & Beauty Therapy)	5	4 Modules	TVET CDACC
Cosmetology (Hairdressing & Beauty Therapy)	4	2 Modules	TVET CDACC
Fashion Design	6	5 Modules	TVET CDACC
Fashion Design	5	4 Modules	TVET CDACC
Fashion Design	4	2 Modules	TVET CDACC

MECHANICAL AND AUTOMOTIVE ENGINEERING DEPARTMENT

Mechanical Production Technology	6	7 Modules	TVET CDACC
Automotive Technology	6	7 Modules	TVET CDACC
Mechanical Production Technology	5	4 Modules	TVET CDACC
Automotive Technology	5	4 Modules	TVET CDACC
Welding	4	2 Modules	TVET CDACC
Automotive Mechanic	4	2 Modules	TVET CDACC
Mechanical Production Machine Operations	4	2 Modules	TVET CDACC
Driving		1 MONTH	NTSA

EXAMINING BODIES – TVET CDACC, 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.hcf.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, D- or Pass in relevant Level 3 Qualification.

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