



WOTE TECHNICAL TRAINING INSTITUTE

P O Box 377-90300 Makueni

Cell: 0728 658649 /0731 642021

Email:wotettimakueni@gmail.com

Web: www.wotetti.ac.ke

ADM NO:

NAME:

P.O BOX:

.....

RE: ADMISSION TO THE INSTITUTE FOR JANUARY 2019 INTAKE.

I am pleased to inform you that you have been offered a place in Wote Technical Training Institute at the **DEPARTMENT.** To pursue a course leading to

The programme commences on **8TH JANUARY, 2019.**

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 Institute 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 Wote Technical Training Institute.

Please note that at the time of reporting you will be required to produce this **admission letter** and originals and also copies of the following documents: - **KCSE result slip or certificate, School leaving certificate, National ID, Birth Certificate and 2 colored passports.**

All fees should be paid directly to the following Institute accounts: **Account No. 1105324559** of Kenya Commercial Bank Ltd for regular students and **2023422355** of Barclays Bank for the parallel and short term programmes. Please note that the Institute does not accept cash but may accept Money Orders, Bankers Cheques or deposit through our Lipa na Mpesa Service (**Pay bill No.178495**), Wote Technical Training Institute.

All diploma students are advised to apply for a loan from the Higher Education Loan Board (HELB). The application form should be filled online through the Boards Website <http://www.helb.co.ke>.

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 - WTTI/ADM/RO/F013
- ❖ Registration form - WTTI/ADM/RO/F002
- ❖ Declaration form - WTTI/ADM/RO/F004
- ❖ Students reporting form - WTTI/ADM/RO/F012 (*Issued during the reporting day*)

May I take this opportunity to congratulate you on your admission to this Institute 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 sincerely

REGISTRAR
WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI

DATE: 1/02/18 SIGN: *[Signature]*

Justine K. Muindu

Registrar

Encls



WOTE TECHNICAL TRAINING INSTITUTE

P O Box 377-90300 Makueni

Cell: 0728 658649 / 0731 642021

Tel: 020 2624243

Email:wotettimakueni@gmail.com

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JOINING INSTRUCTIONS

Name -----

Course -----

Duration ----- Reporting Date ----- **8TH JANUARY, 2019** ---

County -----

Address ----- **P O BOX** -----**CLASS TYPE**
 REGULAR

 PARALLEL

 PART-TIME

ADMISSION

We are pleased to inform you that you have been admitted to join Wote Technical Training Institute.

The Institute is government sponsored under the Ministry of Education. It has a mixed day and boarding student population.

LOCATION

The Institute is located 3 kilometers from Wote town along the Makindu road. It is adjacent to Makueni Girl's Secondary School and the County Public Works offices.

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

FEES

Fees is payable **in full** at the beginning of each term. All payments are made in Banker's Cheque or Money Order and addressed to:-

Wote Technical Training Institute.

NB: Cash payments will not be accepted.

You can also directly pay into the Institute **Account No. 1105324559 of Kenya Commercial Bank Ltd** or deposit through our Lipa na Mpesa Service (**Pay bill No.178495**), Wote Technical Training Institute - but for the **Parallel, Part-time and Short Term Programmes** you can directly pay into the Institute **Account No. 2023422355 of Barclays Bank.**

TUITION FEES

Fee for each course is as per the attached fees structure.

ACCOMMODATION FEES

- This fees will be paid separately after a student clears **ALL** tuition fees and is allocated a room in the Institute subject to availability of space.
- Students are advised **NOT** to pay accommodation fees before they confirm availability of room.
- The charges are **Ksh.4, 500** per term and **Kshs. 6,000** per semester on a first come first served basis.

EXAMINATION FEES

The Institute 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

(a) The Institute 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.

(b) **Engineering students** will be required to buy the following for their own use:-

- 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 82 MS
- Eraser (staedler)
- Drawing Pencils (staedler) – HB and 2H
- Four figure mathematics log book (K.I.E) for certificate course, SMP Advanced tables for Diploma.
- One ream of drawing papers (A2) and one drawing book (A3 size)
- One navy blue overall and a pair of hard soled leather shoes for Automotive and Building and Civil Engineering students.
- Steam Tables (For Diploma in Automotive Engineering Module 3 students)
- Psychometric Chart (For Diploma in Automotive Engineering Module 3 students)

NB: Grey dust coat for Electrical 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
- Motivate Series

3. FOOD & BEVERAGE COURSE REQUIREMENTS

DIPLOMA LEVEL YEAR

i) UNIFORM

a) Production

- Checked Skirt/Trouser - 1
- Chefs Jacket - 1
- Chef's Hat - 1
- Chefs Apron - 1
- Low healed 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
- Long sleeved white shirt/blouse-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 :- Red
 - 1 round diameter 11 inch with white lace (Damask material) - red
 - 1 rectangle 12 inch x 16 inch with white lace (Damask material) – red
- Waiters cloth - 2
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1

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)

CERTIFICATE LEVEL

i) UNIFORM

a) Production (Module 1)

- Checked Skirt /Trouser- 1
- Chef's Jacket - 1
- Chef's hat - 1
- Chef's apron - 1
- Low healed black leather shoes (closed)
- Dish cloth (kitchen towel)- 2
- Necker's chef (Red) - 1
- A set of knives
- Cleaning cloth - 2
- 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
- Waiters cloth - 2
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse -1

- Linen :-
 - ✓ 2 table cloth white - 1 ½ M x 1½ M (Damask material)
 - ✓ 2 slip cloth – Navy Blue - 1M x 1M (Damask material)
 - ✓ 8 Napkins white - 19 inch x 19inch (Damask material)
 - ✓ 1 sideboard liner(Navy Blue) - 1 M x 17 inch (Damask material)
 - ✓ Tray cloth (Navy Blue) :-
 - 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 Lillicrap
- Recipe cards
- Recipe file (A5 box file)

ARTISAN LEVEL

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)
- Necker's chef (Red)- 1
- 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 - 2
- Waiters cloth - 2
- Linen :-
 - ✓ 2 table cloth white - 1 ½ M x 1½ M (Damask material)
 - ✓ 2 slip cloth – (orange) - 1M x 1M (Damask material)
 - ✓ 8 Napkins white - 19 inch x 19inch (Damask material)
 - ✓ 1 sideboard liner(Orange) - 1 M x 17 inch (Damask material)
 - ✓ Tray cloth (Orange) :-
 - 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
- Opener - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse -1

ii) Books

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

NOTE: COLOUR OF LINEN WILL CHANGE FROM INTAKE TO INTAKE AND FROM LEVEL TO LEVEL

4. SECRETARIAL COURSE REQUIREMENTS

- ❖ Short Hand Note Book - 4 Pieces
- ❖ Pitman New Era Short Hand Anniversary Edition By Adrey O’dea , Joan Sykes et al
- ❖ Short Hand Dictionary
- ❖ Oxford Advanced Learners Dictionary
- ❖ Keyboarding & Document Processing 6th Edition By Archie Drummond & Ann-Coles

PERSONAL EFFECTS

Two bed sheets, two blankets, 1 Buckets, mosquito net, 1 plate, I towel 1 cup, 1 spoon and other personal effects.

RULES AND REGULATIONS

Wote Technical is a mixed boarding/day Institute which has rules and regulations governing it. A copy of the same will be given to you and your parent/guardian /sponsor on the date of admission. After reading and understanding the rules and regulations, your parent/guardian/sponsors will sign the declaration form.

REGISTRAR
WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI

DATE: 1/03/18 SIGN: *[Signature]*

Registrar’s Signature

TVET FEES STRUCTURE FOR TECHNICAL AND BUSINESS COURSES

To be in line with the approved TVET fees structure in the Technical Training Institutes, we have effected the following changes in the vote heads.

A) TECHNICAL AND BUSINESS COURSES

S/NO	VOTE HEAD	TERM 1 (KES)	TERM II (KES)	TERM III (KES)	TOTAL
1.	Tuition	13,000.00	10,130.00	8,480.00	30,480.00
2.	Personnel Emoluments	4,000.00	4,000.00	3,520.00	11,520.00
3.	E,W & C	2,000.00	1,260.00	560.00	3,260.00
4.	L T &T	1,200.00	1,000.00	785.00	2,985.00
5.	R,M &I	800.00	400.00	445.00	1,645.00
6.	Activity	1,500.00	1,850.00	0.00	3,350.00
7.	Industrial Attachment, Medical & Insurance	1,500.00	1,500.00	0.00	3,000.00
T O T A L		24,000.00	20,140.00	12,100.00	56,240.00

Other amounts not included above.

8.	Caution Fees	1,000.00	0.00	0.00	1,000.00
9.	Student Council Fees	200.00	200.00	200.00	600.00
GRAND TOTAL		25,200.00	20,340.00	12,300.00	57,840.00

Fees Payment Breakdown:

From Parent/HELB	15,200.00	10,340.00	2,300.00	27,840.00
G.O.K Capitation	10,000.00	10,000.00	10,000.00	30,000.00
Total	25,200.00	20,340.00	12,300.00	57,840.00

B) ACCOUNTING COURSES

COURSE NAME	Caution & Registration	TUITION FEE	TOTAL
CAMS 1	1,500	17,400	18,900
CAMS 2	1,500	17,400	18,900
ATD 1	1,500	17,400	18,900
ATD 2	1,500	17,400	18,900
ATD 3	1,500	17,400	18,900
CPA SEC 1	1,500	17,400	18,900
CPA SEC2	1,500	17,400	18,900
CPA SEC 3	1,500	18,600	20,100
CPA SEC 4	1,500	18,600	20,100

NB: The fees does not include the following Vote heads:

- Boarding fees **Sh.4,500 per term** and **6,000 per semester**
- Kenya National Examination Council fees.
- KASNEB fees
- Food and Beverage practical fees **Sh.3,000 per term**

The total fees should be payable in full until the Government disburses capitation. Any excess amount paid will be carried forward or refunded.

All fees should be paid directly to the following Institute accounts: **Account No. 1105324559** of Kenya Commercial Bank Ltd for regular students and **2023422355** of Barclays Bank for the parallel and short term programmes. Please note that the Institute does not accept cash but may accept Money Orders.

FEES STRUCTURE FOR PART-TIME CLASSES

Course Name	Duration	Registration	Fees	Exam fee(ksh)	Total
1. AUTOMOTIVE DEPARTMENT					
Arc/Gas Welding	3 Months	500	18,000	4,000	22,500
Basic Motor Vehicle Mechanics for Beginners	3 Months	500	15,000	4,000	19,500
Panel Beating and Spray Painting	3 Months	500	18,000	4,000	22,500
Driving	3 months	500	12,000		12,500
2. BUILDING AND CIVIL ENGINEERING					
Plumbing Certificate	3 Months	500	24,000	3,000	27,500
Masonry	3 Months	500	15,000	3,000	18,500
INSTITUTIONAL MANAGEMENT					
Community Development	1 Month	500	10,000	1,000	11,500
Proposal Writing	1 Month	500	10,000	1,000	11,500
Monitoring Evaluation	1 Month	500	10,000	1,000	11,500
Project Management	1 Month	500	10,000	1,000	11,500
3. FOOD AND BEVERAGE					
Cake Baking and Decoration	3 Months	500	20,000	5,000	25,500
Confectionery and Pastry	3 Months	500	25,000	5,000	30,500
Tailoring and Dressmaking	3 Months	500	15,000	1,000	16,500
Food Service Tech and Customer Relations	3 Months	500	12,000	5,000	17,500
Food Production	3 Months	500	20000	6000	26500
Nutrition and Dietetics	3 Months	500	15,000	5,000	20,500
4. SECRETARIAL					
Single and Group certificate (KNEC Exam)	1 term	500	3,000per month per subject	KNEC	9,500
5. ICT DEPARTMENT					
Computer System Application Proficiency	2 Months	500	15,000	5,000	20,500
Computer Maintenance and Support	2 Months	500	20,000	5,000	25,500
Networking Essentials	2 Months	500	30,000	5,000	35,500
Web Design & Development	2 Months	500	30,000	5,000	35,500
7. ELECTRICAL &ELECTRONICS ENGINEERING DEPARTMENT					
(Plc) Programmable Logic Control	2 Weeks	500	10,000	4,000	14,500
Solar PV Installation	2 Weeks	500	10,000	4,000	14,500
Electrical Wiremen	3 Months	500	20,000	4,000	24,500

NB.

1. The Institute does not pay examination fees for students. It is the responsibility of each parent/guardian/sponsor to pay registration/examination fees for their children and is **NOT** included in the fees structure.
2. The Institute will charge Ksh.4, 500 per term and Kshs. 6,000 per semester for accommodation on a first come first served basis.

3. Mode of payment:

Fulltime Programmes

- i) Banker's cheque/draft from any Kenyan commercial bank. Personal cheques are not accepted.
- ii) Telegraphic money order payable to the Principal, Wote Technical Training Institute.
- iii) Direct cash deposit; Kenya Commercial Bank, Wote Branch A/.c no: **1105324559**
- iv) Deposit through our Lipa na Mpesa Service (**Pay bill No.178495**), Wote Technical Training Institute

Parallel, Part-time & Short Courses Programmes

- i) Banker's cheque/draft from any **Barclays Bank - Wote Branch**. Personal cheques are not accepted.
- ii) Telegraphic money order payable to the Principal, Wote Technical Training Institute.
- iii) Direct cash deposit; **Barclays Bank - Wote Branch A/.c no: 2023422355**

6. Food is served to students on a **Pay As You Eat System**.

WOTE TECHNICAL TRAINING INSTITUTE



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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: -----



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STUDENT'S DECLARATION FORM

I ----- ADM NO -----

Course ----- have read and understood the joining instructions of the Institute with my ----- (state the relationship). I promise in his or her presence, that during the period that I will stay in this Institute 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 Institutes 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: -----



All Correspondence to the Principal



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STUDENT'S REGISTRATION FORM

Name ADM NO Tel/Cell No:

Date of birth Age

Course admitted Date

Marital status – (Married , Single , Divorce)

(Tick as appropriately)

Mother's /wife's name

Address Mobile phone :

Father's/husband name

Address

Mobile phone

Are your both parents living yes no

If yes are they living together

If no specify

Number of your children

Number of your sister /brother

Name

Occupation

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

How did you know about the College a) Radio b) Outreach c) Friends
d) KUCCPS e) Newspaper f) Internet

Who pays your school fees

Relationship

Address Tel no

Last school attended

What have you been doing since you left school

.....

.....

Have you ever been hospitalized Yes/No

If yes was your problem cleared yes/no

If no specify

Do you have health problems yes/no?

If yes specify

State your hobby

.....

Your religion

Your denomination

Your church

Name of your church Priest/Pastor

Address

I ID NO

Do confirm that the information given here is accurate and true to the best of my knowledge and belief.

Student's signature

Registrar / Dean of Students signature

REGISTRAR
WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI

DATE: 1/09/18 SIGN: *[Signature]*

Date



All Correspondence to the Principal