



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF

P.O. BOX 24785-00502 Nairobi, Kenya. Tel. 0722677859
 E-mail: kttid2007@yahoo.com Website: www.kttideaf.ac.ke



VISION: A Centre of Excellence in Integrated Technical and Vocational Education and Training for the Hearing Challenged and the Hearing

LETTER OF ADMISSION

CBET-TVET CDACC –TRAINING PROGRAMMES SEPTEMBER 2024 INTAKE

Personal Details

Name: _____

Address: _____

Phone: _____

Official Use Only

Adm. No. _____

Course: _____

Duration: From _____ to _____

Adm. Date: _____

Officer in charge: _____

Fees Paid: _____

Finance Dept. _____

Day Scholar: _____

Boarder: _____

1. Admission

I am pleased to inform you that you have been offered admission to **KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF** for the **Full-time** Courses. Specified and marked here below, among the many Courses offered in the Institute with course fee structure details.

2. Reporting and Registration

You are required to report on **Monday 13TH January, 2025** but not later than **Friday 17TH January, 2025** for registration.

Note:

- (i) Total Fees for Term 1:- **Kshs 22,397** and **MUST** be paid in FULL before registration.
- (ii) Bring and submit **Original Copy of this Letter** and **Original Bank Slip** during Registration.

3. COURSE DETAILS

S/No	COURSES OFFERED IN ACADEMIC DEPARTMENTS	ENTRY REQUIREMENTS/ QUALIFICATIONS	DURATION	EXAMINING BODY	BOARDING & TUITION FEES FOR THE TERM		
					1	2	3
1.	ELECTRICAL & ELECTRONICS ENGINEERING-						
	ELECTRICAL AND ELECTRONICS ENGINEERING (POWER OPTION). - KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	ELECTRICAL OPERATOR – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	ELECTRICAL INSTALLATION - KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
2.	AUTOMOTIVE ENGINEERING						
	AUTOMOTIVE ENGINEERING – KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	AUTOMOTIVE ENGINEERING – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	WELDING (GAS AND METAL ARCH) WELDING – KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
	AUTOMOTIVE TECHNOLOGY - KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
3.	BUILDING & CONSTRUCTION						
	BUILDING TECHNICIAN – KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	BUILDING TECHNICIAN – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	MASONRY- KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
	PLUMBING - KNQF LEVEL 4	2(KCPE)Level 1 ; OR KCSE MEAN GRADE E (LEVEL 2 QUALIFICATION	6 MONTHS	TVET-CDACC	22,397	22,396	22,396

4.	CARPENTRY & JOINERY						
	CARPENTRY & JOINERY – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	CARPENTRY & JOINERY – KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
5.	INFORMATION COMMUNICATION TECHNOLOGY						
	ICT TECHNCIAN - KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	ICT TECHNCIAN LEVEL - KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
6.	GENERAL AGRICULTURE						
	AGRICULTURAL EXTENSION – KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	SUSTAINABLE AGRICULTURE FOR RURAL DEVELOPMENT – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	AGRICULTURAL EXTENSION –KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
7.	INSTITUTIONAL MANAGEMENT						
	FOOD PRODUCTION (CULINARY ARTS) - KNQFLEVEL 6	KCSE MEAN GRADE C OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	FOOD AND BEVERAGE PRODUCTION (CULINARY ARTS) - KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	FOOD AND BEVERAGE PRODUCTION (CULINARY ARTS) - KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
8.	CLOTHING TECHNOLOGY,FASHION & DESIGN						
	FASHION DESIGN MANAGEMENT - KNQF LEVEL 6	KCSE MEAN GRADE C OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	FASHION DESIGN – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	FASHION DESIGN – KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	6 MONTHS	TVET-CDACC	22,397	22,396	22,396
9.	HAIRDRESSING & BEAUTY THERAPY						
	HAIRDRESSING – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	HAIRDRESSING – KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	1-YEAR	TVET-CDACC	22,397	22,396	22,396
	HAIRDRESSING – KNQF LEVEL 3	KCPE)Level 1 : OR KCSE MEAN GRADE E (LEVEL 2 QUALIFICATION)	3 MONTHS	TVET-CDACC	22,397	22,396	22,396
	BEAUTY THERAPY – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	BEAUTY THERAPY – KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	1-YEAR	TVET-CDACC	22,397	22,396	22,396
	BEAUTY THERAPY - KNQF LEVEL 3	KCPE)Level 1 : OR KCSE MEAN GRADE E (LEVEL 2 QUALIFICATION)	3 MONTHS	TVET-CDACC	22,397	22,396	22,396
10	BUSINESS STUDIES						
	BUSINESS MANAGEMENT – KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	BUSINESS MANAGEMENT – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	HUMAN RESOURCE MANAGEMENT – KNQF LEVEL 6	KCSE MEAN GRADE C OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	HUMAN RESOURCE MANAGEMENT – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	OFFICE ADMINISTRATION - KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	OFFICE ADMINISTRATION - KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	SOCIAL WORK & COMMUNITY DEVELOPMENT-KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	SOCIAL WORK & COMMUNITY DEVELOPMENT -KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	SUPPLY CHAIN MANAGEMENT – KNQF LEVEL 6	KCSE MEAN GRADE C- OR KNQF LEVEL 5 QUALIFICATION	2 YEARS	TVET-CDACC	22,397	22,396	22,396
	SUPPLY CHAIN MANAGEMENT – KNQF LEVEL 5	KCSE MEAN GRADE D OR KNQF LEVEL 4 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	SOCIAL WORK & COMMUNITY DEVELOPMEN T-KNQF LEVEL 4	KCSE MEAN GRADE E OR KNQF LEVEL 3 QUALIFICATION	1 YEAR	TVET-CDACC	22,397	22,396	22,396
	SOCIAL WORK & COMMUNITY DEVELOPMENT-KNQF LEVEL 3	KCPE)Level 1 : OR KCSE MEAN GRADE E OR KNQF LEVEL 2 QUALIFICATION	3 MONTHS	TVET-CDACC	22,397	22,396	22,396

11	SIGN LANGUAGE & COMMUNICATION						
	CERTIFICATE IN ELEMENTARY KSL (Kenyan Sign Language)(BEGINNERS LEVEL I)	OPEN	3 MONTHS	TVET-CDACC	15,100	15,100	15,100
	CERTIFICATE IN ELEMENTARY KSL (Kenyan Sign Language)(BEGINNERS LEVEL II)	OPEN	3 MONTHS	TVET-CDACC	14,100	14,100	14,100
	CERTIFICATE IN ELEMENTARY KSL (Kenyan Sign Language)(BEGINNERS LEVEL III)	OPEN	3 MONTHS	TVET-CDACC	13,100	13,100	13,100

GOVERNMENT SCHOLARSHIP, LOAN AND BURSARY:

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 IN CASE THE GOVERNMENT SCHOLARSHIP, LOAN AND BURSARY DO NOT COVER THE ENTIRE COST OF YOUR **PROGRAMME**, THE DEFICIT WILL BE MET BY YOUR PARENT/GUARDIAN.

Note:

- a) Departmental **Course** Requirements are attached.
- b) Fees Payable in Advance before Registration by:

Cash Deposit to our - **Account No: 1228336 at ABSA BANK –KAREN BRANCH. NAIROBI**

- a) Personal **Cheques** and **Cash** are **NOT ACCEPTABLE** in the Institute.

REGISTRATION REQUIREMENTS

The following Official Documents will be required during Registration:

1. Five (5) Colored Current Passport Size Photographs
2. Certified Copies of Result Slips or Certificates, Leaving Certificate, Identity Card and Birth Certificate with Originals for verification.
3. Duly completed Medical Examination Certificate (**Attached as Appendix 1**) by a Registered Medical Practitioner
4. Duly completed and signed Students' Appraisal Form (**Attached as Appendix 2**) with the Declaration Certificate therein.
5. Students should ensure they have adequate Stationery and Relevant Text Books for their Course.
6. All Students are required to make and retain a copy of this Admission Letter for future use.

Kindly ensure that you adhere to the Instructions provided in this Admissions Letter.

Yours Sincerely,

Tecla M. Chemobo
PRINCIPAL/SECRETARY-BOG

KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF

MEDICAL EXAMINATION CERTIFICATE: APPENDIX I

NOTE:

Applicants for entry to the Institute must get this form completed by a Registered Doctor. Payment for Examination is the sole responsibility of the applicant.

EYES AND VISION

Unaided Right: _____ Left: _____

Aided Right: _____ Left: _____

Color Blind: _____ Visual Field: _____

NOSE AND THROAT

Nasal Breathing: _____

Adenoids? _____

EARS

Voice Hearing: Right:.....LEFT.....

MOUTH AND TEETH

CHEST, HEART AND LUNGS

With Special reference to any Tubercular Tendencies

Spinal Column: _____

Urine: _____ Stool: _____

Spleen, Liver, Piles and Varicose veins: _____

Any other Long Term Health Conditions like Epilepsy, Asthma, Mental Illness, Bleeding Disorders, Heart Disease, Nervous Disorders, Venereal Diseases or Rheumatic Tendency.

[Medical Doctor to attach a separate letter detailing the nature of disease condition and special instructions regarding care of the Student while in the Institute]

GENERAL OBSERVATIONS

If care in any special direction, please give particulars:

SIGNATURE AND OFFICIAL STAMP OF REGISTERED MEDICAL PRACTITIONER:

ADDRESS: _____ TEL. NO: _____

KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF

STUDENT'S APPRAISAL FORM (To be completed by student before Admission): APPENDIX II

Full Name:Date of Birth:

K.C.P.E (Points).....INDEX NO.....

K.C.S.E (Mean Grade).....INDEX NO..... IDNO.....

Trainee's Email Address:.....

County.....Sub-County.....

Previous School Attended:

Religion.....

Student's Residence/Estate: Student's Cell Phone No.....

DISABILITY STATUS (tick where applicable):

Blind Deaf Physically Challenged Mentally Challenged

If Other State the Disability:.....

Name of Parent/Guardian/Sponsor:.....Cell Phone No:.....

Contact Address:

Residential Address (Parent/Guardian).....

DECLARATION CERTIFICATE

I (Student's Full Name).....ADM. No:

Do hereby acknowledge that I have Received, Read and Understood the **Rules and Regulation** and the **Academic Policy of Karen Technical Training Institute for the Deaf** and pledge to abide to them, failure to which disciplinary action will be taken against me as deemed necessary.

Trainee's Signature: _____

Date: _____

KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF

ADMISSION REQUIREMENTS: APPENDIX III

1. MANDATORY REQUIREMENTS

- Original Letter of Admission.
- Original KCPE Result Slip and Certificate with 2 Copies of each.
- Original KCSE Result Slip and Certificate with 2 Copies of each.
- 2 Copies of each of the following: **(i)** National I.D. and **(ii)** Birth Certificate.
- 5 Recent Passport Size (*Digital*) Photographs (*COLOURED*) of yourself and A Medical Examination Report signed by a Government Doctor. (*Form attached*).
- Original and Copy of your School Leaving Certificate.

2. BOARDING REQUIRMENTS

The following Boarding Items are required for this Student:

- ❖ Two blankets
- ❖ Two Bed Sheets
- ❖ A Bed Cover
- ❖ Personal Clothing
- ❖ A Pair of Black Leather Shoes.
- ❖ Tooth Brush and Tooth Paste Large.
- ❖ Washing Soap and Bar Soap / Omo, Ariel, Sunlight etc.
- ❖ Toilet Papers
- ❖ A Small Padlock, Slippers and Towel.
- ❖ A Spoon / Cup / Plate
- ❖ Pocket Money
- ❖ Bucket / Basin.
- ❖ Mosquito Net
- ❖ Pillow Case.
- ❖ Student Mattress (3"x 6")

3. SPORTS REQUIREMENTS

All Students are required to bring the following Sports Attire: -

- i. A Pair of good Rubber / Sports Shoes.
- ii. A Good Truck Suite for Sports.

4. STATIONERY MATERIALS

All Students are expected to carry their own Stationery and Writing Materials which includes **10 No. A4 96 pages' Exercise Books.**

5. PORTFORLIO OF EVIDENCE (POE) DOCUMENTS

1. **A Good Smart Phone.**
2. A Spring File with the following Documents filed in order as indicated below:
 - a) A fixed Passport Photo on the Spring File.
 - b) Copy of Admission Letter.
 - c) Copy of **KCPE** and **KCSE** Result Slip and Certificate.
 - d) National Identity (**ID**) Card.
 - e) National Council of Persons with Disability (**NCPWD**) Card for Special Needs (**SND**) Students.
 - f) Copy of **KCPE** and **KCSE** Leaving Certificate(s).
 - g) Copy of Birth Certificate.

KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF

INSTITUTE RULES AND REGULATIONS: APPENDIX IV

A: GENERAL RULES

❖ **PAY ALL SCHOOL FEES**

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- ❖ Students are expected to be of good behavior at all times.
- ❖ Upon Admission to the Institution, Students **MUST** personally sign the School Rules.
- ❖ Students are expected to be clean and modestly dressed at all times.
- ❖ Permission **MUST** be obtained before leaving the Institute's Compound at all times.
- ❖ Students **MUST** obey and respect all Teaching and Non-Teaching Staff and the Students' Council.
- ❖ Fighting, Smoking, possession of dangerous Weapons, taking Drugs and riotous behaviors are strictly prohibited.
- ❖ Students **MUST** Register at the School Gate on Entry and Exit, at all times.
- ❖ Students **MUST** keep their Residential Areas Clean and Tidy, together with their Personal belongings.
- ❖ Students **MUST** take care of all Institutes' Items entrusted to them. (Losing or Breaking of Items will lead to replacement by the Student involved)

The following Areas are out of bounds to Students.

- Staff Quarters
- Staffroom
- Secretary's Office
- Workshops; or with concerned Teacher accompanying Students unless timetabled to be there at that time.

B: CONDUCT IN THE HOSTELS

- ❖ No Visitors are allowed in the Hostels, unless with permission from the Administration.
- ❖ Sleeping areas **MUST** be kept tidy, Bed made neatly.
- ❖ Hostels should be cleaned every morning. Duties will be assigned by the Hostel Officer.
- ❖ Lights **MUST** be put **OFF** at 11.00 p.m. All Students are expected to be asleep by then.
- ❖ **NO FEMALE** Student should go to the **MALE HOSTELS**.
- ❖ **NO MALE** Student should go to the **FEMALE HOSTELS**.

C: CONDUCT IN THE DINING HALL

- ❖ Students **MUST** observe meal times strictly. Lateness will not be tolerated.
- ❖ Silence should be observed during Class time. There should be no unnecessary movements.
- ❖ Students may **NOT** enter or leave classrooms when the teacher is present, without permission.

E: RELATIONSHIPS.

- ❖ Students are expected to keep good Relationship with other Students by taking the following measures:
 - No fighting
 - No stealing
 - No lending money
 - No taking of **Alcohol Beverages and Drugs**
 - **No sexual advances or relationships to the opposite sex.**

Trainee's Name:

Name: _____ Phone No. _____

Signature _____ Date: _____

Parent/Sponsor/Guardian

Name: _____ Phone No. _____

Signature: _____