**MINISTRY OF EDUCATION**

**STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL 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**](http://www.kttideaf.ac.ke)

 ** **

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

**Official Use Only**

**Adm. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Duration: From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_**

**Adm. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Officer in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Finance Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day Scholar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Boarder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LETTER OF ADMISSION**

**CBET-TVET CDACC –TRAINING PROGRAMMES SEPTEMBER 2024 INTAKE**

**Personal Details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

1. **Reporting and Registration**

You are required to report on **Monday 16TH September, 2024** but not later than **Friday 20TH September, 2024** 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.

1. **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** | 2KCPE )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 LANGUGE & 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**](http://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’SAPPRAISAL 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.
1. **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")
1. **SPORTS REQUIREMENTS**

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

1. A Pair of good Rubber / Sports Shoes.
2. A Good Truck Suite for Sports.
3. **STATIONERY MATERIALS**

All Students are expected to carry their own Stationery and Writing Materials which includes

 **10 No. A₄ 96** pages’ Exercise Books.

1. **PORTFORLIO OF EVIDENCE (POE) DOCUMENTS**
	* 1. **A Good Smart Phone.**
		2. A Spring File with the following Documents filed in order as indicated below:
2. A fixed Passport Photo on the Spring File.
3. Copy of Admission Letter.
4. Copy of **KCPE** and **KCSE** Result Slip and Certificate.
5. National Identity (**ID**) Card.
6. National Council of Persons with Disability (**NCPWD**) Card for Special Needs (**SND**) Students.
7. Copy of **KCPE** and **KCSE** Leaving Certificate(s).
8. Copy of Birth Certificate.

**KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF**

**INSTITUTE RULES AND REGULATIONS: APPENDIX IV**

A: GENERAL RULES

* **PAY ALL SCHOOL FEES**
* **PAY ALL SCHOOL FEES**
* **PAY ALL SCHOOL FEES.**
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_