



STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING

BURETI TECHNICAL TRAINING INSTITUTE
P. O BOX 444-20406, SOTIK- KENYA. Tel: +254704453337
Website: www.buretitechnical.ac.ke, Email: buretitechnical@gmail.com



MOTTO: SKILLS FOR GROWTH

APPLICATION/OFFER OF ADMISSION

(This offer will be confirmed upon verification of academic documents for minimum qualification)

Ref: ADM/JANUARY/MAY/SEPTEMBER

MAIN CAMPUS [input box]

CHEBWAGAN CAMPUS [input box]

Registration is Ongoing in Our Two Campuses

Course applied for _____

See the attached list of courses on offer in specific intake (Appendix I)

- Registration requirements:
- Copy of KCPE Results/ Slip Certificate
- Copy of KCSE result/ Slip Certificate
- Two Colored Passport-Size Photographs
- Copy of Birth Certificate
- Copy of National ID
- School Leaving Certificate
- Filled Medical Form (Appendix II)
- Ream of Printing Papers (JK Copier)

A. PERSONAL DETAILS

FULL NAME (As per KCPE/KCSE Certificate)

[input box for full name]

NATIONAL ID/PASSPORT

[input box for national ID/passport]

DATE OF BIRTH (dd/mm/yyyy)

[input box for date of birth]

MARITAL STATUS

[input box for marital status]

POSTAL ADDRESS

[input box for postal address]

POSTAL CODE

[input box for postal code]

TOWN

[input box for town]

COUNTY

[input box for county]

GENDER (tick one)

MALE [input box] FEMALE [input box]

[input box for mobile number]

MOBILE NUMBER

[input box for email address]

EMAIL ADDRESS

[input box for citizenship]

CITIZENSHIP

B. ACADEMIC QUALIFICATIONS

Table with 4 columns: LEVEL, SCHOOL CODE + INDEX e.g 28522523/001, YEAR OF EXAM, SCORE/MEAN GRADE e.g D+(PLUS). Rows include KCPE, KCSE, and TECH/BTEP.

C. SPONSOR/GUARDIAN DETAILS

FULL NAME

[input box for full name]

POSTAL ADDRESS

[input box for postal address]

POSTAL CODE

[input box for postal code]

TOWN

[input box for town]

RELATIONSHIP

[input box for relationship]

EMAIL ADDRESS

[input box for email address]

MOBILE NUMBER

[input box for mobile number]

OCCUPATION

[input box for occupation]

D.NEXT OF KIN DETAILS

FULL NAME	POSTAL ADDRESS	POSTAL CODE	TOWN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RELATIONSHIP	EMAIL ADDRESS	MOBILE NUMBER	OCCUPATION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E. Course requirements for Technical (Engineering/ Artisan in General Agriculture and Business (Secretarial) Courses

ENGINEERING STUDENTS/ ARTISAN GENERAL AGRICULTURE STUDENTS	SECRETARIAL STUDENTS	HAIRDRESSING STUDENTS
I. Set square (clear-plastic) 60 ⁰ * 30 ⁰ - 250mm II. Set square (clear-plastic) 45 ⁰ * - 200mm III. Protractor (clear-plastic) 360 ⁰ - 150mm IV. T-square (clear plastic) and Drawing Board V. Engineering Drawing Sets VI. HB pencils and 2H pencils and Erasers VII. Safety Boots VIII. Scientific Calculators/ SMP Mathematical Tables IX. Blue Overall – Short Sleeved	I. Anniversary edition by Pittman shorthand textbook II. Shorthand dictionary III. Five shorthand notepads IV. HB pencils V. Ruler	I. Shampoo 1 ltr II. Conditioner 1/2ltr III. Hair Food 100gms IV. Plucking Threads V. Needles 2pcs VI. Scissor 1pc VII. Lift up/Afro comb 1 pc VIII. Abuja (any color) 6 pcs IX. White T-shirt 1pc X. White/Purple apron 1 pc XI. White Towels 2pcs XII. Dummy Head/Dolly 1pc

F. FEES

ANNUAL FEE SCHEDULE FOR REGULAR COURSE – GOVERNMENT-SPONSORED FY 2022/2023			
SPONSORSHIP	TERM 1	TERM 2	TOTAL
GOK	15,000	15,000	30,000
Students/Parent/HELB/ Bursary	15,805	10,615	26,420

New students are expected to pay a Term one fee of Ksh 15,805 and a one-off **Non-Refundable** Admission/Registration fee of Kshs. **3,300**.

<u>Vote Head</u>	<u>Amount (ksh.)</u>
I. KUCCPS	1,500
II. Registration	1,000
III. Union	200
IV. Student Id	600
Total	3,300

Please note that the Examination fee is **NOT** included in the Tuition fee and will depend on the Course and Module.

Payment to be made to A/C **1169796559** KCB- SOTIK BRANCH, Acc, Name: Bureti Technical Training Institute, OR through Mpesa Paybill number **4077513**.

N/B: Kindly indicate Name while making payments.

Yours Faithfully,

SENIOR PRINCIPAL
SECRETARY BOG

APPENDEX I

**MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL
TRAINING**

BURETI TECHNICAL TRAINING INSTITUTE

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MOTTO: SKILLS FOR GROWTH

MAIN CAMPUS



AGRICULTURE DEPARTMENT

COURSE NAME	DURATIO	ENTRY QUALIFICATIONS	INTAKE PERIOD	EXAM BODY
Diploma in General Agriculture	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Agricultural Value Addition	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Agri-Business Management	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Sustainable Agriculture & Rural Development	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in General Agriculture	2Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Artisan in General Agriculture	1Year	KCPE/KCSE	JAN/MAY/SEPT	KNEC
Dairy Management Level 4	6 Months	KCPE/KCSE	JAN/MAY/SEPT	TVET - CDACC

BUILDING AND CIVIL ENGINEERING DEPARTMENT

Diploma in Building & Construction Technology	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Civil Engineering	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Architecture	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Water Technology	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Land Survey	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Building Technology	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Carpentry & Joinery	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Plumbing	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Artisan in Masonry	1 Year	KCPE/KCSE	JAN/MAY/SEPT	KNEC
Artisan in Plumbing	1 Year	KCPE/KCSE	JAN/MAY/SEPT	KNEC
Plumbing Level 4	6 Months	KCPE/KCSE	JAN/MAY/SEPT	TVET – CDACC
Masonry Level 4	6 Months	KCPE/KCSE	JAN/MAY/SEPT	TVET – CDACC

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Dip.in Electrical and Electronics Engineering (Power Option)	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Dip.in Electrical and Electronics Engineering (Telecoms)	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Dip.in Electrical and Electronics Engineering (Instrumentation)	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in Electrical & Electronics Engineering (Power Option)	2Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in Electrical & Electronics Engineering (Telecoms)	2Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Artisan in Electrical Installation	1Year	KCPE/KCSE	JAN/MAY/SEPT	KNEC
Electrical Installation Level 4	6 Months	KCPE/KCSE	JAN/MAY/SEPT	TVET-CDACC
Electrical Wireman	6 Months	KCPE/KCSE	JAN/MAY/SEPT	NITA

MECHANICAL ENGINEERING DEPARTMENT

Diploma in Automotive Technology	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Mechanical Engineering (Production)	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Mechanical Engineering (Plant)	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Agricultural Engineering	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Welding and Fabrication	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Mechanical Engineering (Production)	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Mechanical Plant	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in Automotive Engineering	2 Year	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Artisan in Welding and Fabrication	1 Year	KCSE	JAN/MAY/SEPT	KNEC
Artisan in Motor Vehicle Mechanics	1 Year	KCSE	JAN/MAY/SEPT	KNEC
Machinist	6 Months	KCPE	JAN/MAY/SEPT	NITA
Refrigeration & Air Conditioning	6 Months	KCPE	JAN/MAY/SEPT	NITA

ICT DEPARTMENT

Diploma in ICT	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Information Science	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Secretarial Studies	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Secretarial Studies Single and Group (Stage I, II and III)		D+ (PLUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in Certificate in Information Science	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate in ICT	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Secretarial Studies	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC

HOSPITALITY AND INSTITUTIONAL MANAGEMENT DEPARTMENT

Diploma in Food and Beverage	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Nutrition and Dietetic	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Catering & Accommodation Management	3Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in Nutrition and Dietetic	2Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in Food and Beverage	2Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft in Catering & Accommodation Management	2Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Artisan in Food & Beverage	5 Terms	KCPE/KCSE	JAN/MAY/SEPT	KNEC

FEE SCHEDULE
TOTAL FEE PER YEAR – 56,420
CAPITATION/GOVERNMENT : Ksh.30,000
STUDENT/HELB/BURSARIES: Ksh. 26,420

TERM I **TERM II**
Ksh.15,805 **Ksh.10,615**
 ACCOUNTNUMBER:1169796559
 KENYA COMMERCIALBANK-SOTIK BRANCH

APPLY TO:
 THE PRINCIPAL
 BURETI TECHNICAL TRAINING INSTITUTE
 P.O. BOX444 – 20406 SOTIK
 KENYA.





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CHEBWAGAN CAMPUS



BUSINESS DEPARTMENT

COURSE NAME	DURATION	ENTRY QUALIFICATIONS	INTAKE PERIOD	EXAM BODY
Diploma In Business Management	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Human Resource Management	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Credit Management	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Accountancy	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Accounting Technician	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Supplies Chain Management	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Counselling Psychology	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma in Sales & Marketing	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Information Science	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Social Work & Community Development	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Cooperative Management	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Diploma In Banking and Finance	3 Years	C- (MINUS AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Cooperative Management	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Accountancy	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Business Management	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Human Resource Management	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Sales & Marketing	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Supplies Chain Management	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Craft Certificate In Social Work & Community Development	2 Years	D (PLAIN AND ABOVE)	JAN/MAY/SEPT	KNEC
Artisan In Store Keeping	1 Years	KCPE/KCSE	JAN/MAY/SEPT	KNEC
Artisan in Salesmanship	5 terms	KCPE/KCSE	JAN/MAY/SEPT	KNEC
CPA I	1 Year	C+ (PLUS AND ABOVE)	JAN/MAY/SEPT	KASNEP
Hair Dressing	1 Years	KCPE/KCSE	JAN/MAY/SEPT	NITA

SHORT COURSES (AVAILABLE AT CAMPUS- FULL TIME AND PART TIME)

Driving	3 Months	NATIONAL ID	OPEN	NTSA
Computer Packages	1 Month	KCPE/KCSE	OPEN	INTERNAL

FEE SCHEDULE TOTAL FEE PER YEAR – 56,420 CAPITATION/GOVERNMENT Ksh.30,000 STUDENT/HELB/BURSARIES Ksh. 26,420	TERM I Ksh.15,805 ACCOUNTNUMBER:1169796559 KENYA COMMERCIAL BANKK-SOTIK BRANCH	TERM II Ksh.10,615 APPLY TO: THE PRINCIPAL BURETTECHNICAL TRAININGNG INSTITUTE P.O. BOX444 – 20406 SOTIK KENYA.
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APPENDIX II

MEDICAL EXAMINATION CERTIFICATE

Name of Applicant: _____ AGE _____

ID No. _____ Tel. No. _____

NOTE: This form is to be completed by a **Registered Doctor** from a **Government Hospital**.

Payment for medical examination is the sole responsibility of the applicant.

1	<p><u>Eyes and vision</u></p> <p>a) Unaided Right – Left b) Aided Right-Left c) Color blind d) Vision field</p>	
2	Pregnancy Test	
3	Test for Venereal Disease	
4	<p><u>Nose and throat</u></p> <p>a) In nasal breathing habitual b) Adenoids</p>	
5	Mouths and teeth	
6	<p><u>Ears</u></p> <p>Hearing, voice –Right -Left</p>	
7	Glands in the neck	
8	<p><u>Chest, heart</u></p> <p>With special reference to any tubercular tendencies</p>	
9	Spinal column	
10	<p>a. Urine b. Stool</p>	
11	<p>Spleen liver Piles and varicose veins</p>	
12	Any other weakness, defect or disease e.g defects of speech, local twitching or spasm, chorea or other nervous disorder.	
13	<p><u>General observation</u></p> <p>If care is desirable in any special direction, please give particulars.</p>	

Signature of registered Medical Practitioner.....

Address..... Date.....Sign.....

THE PRINCIPAL _____
(Sign & stamp)

APPENDIX III

BURETI TECHNICAL TRAINING INSTITUTE STUDENT’S RULES AND REGULATIONS

- a) Class attendance is compulsory and punctuality is essential. All assignments, **CATS**, and exams **BE MUST** be done as required.
- b) All students are expected to maintain **ACADEMIC STANDARDS** throughout the course. Supplementary exams are a **MUST** for students who perform poorly in **COLLEGE EXAMS**. For students who persistently perform poorly, the **ACADEMIC BOARD** may recommend his/ her discontinuation forthwith.
- c) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms and washrooms. They are further expected to keep the compound neat and tidy.
- d) Smoking and drinking are prohibited in the Institute. Disciplinary action shall be taken against students found smoking or under the influence of alcohol.
- e) Handling, possession, and consumption of addictive drugs is prohibited in the Institute and is a criminal offense punishable by law.
- f) Respect and care of Institutional property are important. Students will have to account for any losses/ damages.
- g) The following areas are out of bounds to all students unless they have prior permission:
 - a. Institute farm
 - b. Staff room
 - c. Kitchen
- h) Each student shall seek to observe, respect, and promote rights and fundamental freedom and exhibit responsible behavior to all staff, visitors, and colleagues. Problems if any shall be solved through the proper laid down channels (offices). Participation in **illegal meetings and processions can lead to expulsion.**
- i) No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, color disability, religion, or tribe.
- j) Pregnancy is **NOT** allowed during coursework. Any female student with pregnancy shall be required to defer her coursework as per the Institution’s academic policy.
- k) Abortion is **NOT** permitted and any student found to have procured or attempts to procure an abortion shall be handed over to the law enforcement agencies.
- l) In the event of a breach of any of the above regulations, the **DISCIPLINARY COMMITTEE** may give the student a verbal/written warning or suspension from the Institute. The committee can also recommend the expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he/ she receives official communication. Returning back, such students **MUST** appear before the **DISCIPLINARY COMMITTEE** of the Institute accompanied by a registered parent/ Guardian.
- m) For a change, of course, permission **MUST** be obtained from the REGISTRAR, and it is possible only when he/she meets the requirements and other factors will as well be considered including the availability of vacancy in the course applied for.
- n) No trainee is allowed to misuse the institute’s facilities e.g unauthorized tapping of electricity, Entry, and Exit through windows, vandalism of college property.

LETTER OF ACCEPTANCE AND DECLARATION BY THE STUDENT

Dear Sir,

This is to confirm that **I DO ACCEPT** the offer and I **PROMISE TO ABIDE** by the rules and regulations governing the conduct and discipline of the students of BURETI T.T.I

I do hereby undertake to **COMPLETE THE COURSE** for which I have been accepted **WITHIN THE STIPULATED DURATION.**

Name of student.....Signature of student.....

DateTelephone Number.....

Name of Parent/ guardian (Witness).....Signature

Date..... Telephone Number.....

THE PRINCIPAL _____
(Sign & stamp)