



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/SEPTEMBER, 2022

MAIN CAMPUS [input box]

CHEBWAGAN CAMPUS [input box]

Registration for September 2022 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)

A. PERSONAL DETAILS

FULL NAME (As per KCPE/KCSE Certificate/National ID)

[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, INDEX NO., YEAR, SCORE/MEAN GRADE. Rows for KCPE and KCSE.

C. SPONSOR/GUARDIAN DETAILS

FULL NAME

[input box for sponsor full name]

POSTAL ADDRESS

[input box for sponsor postal address]

POSTAL CODE

[input box for sponsor postal code]

TOWN

[input box for sponsor town]

RELATIONSHIP

[input box for sponsor relationship]

EMAIL ADDRESS

[input box for sponsor email address]

MOBILE NUMBER

[input box for sponsor mobile number]

OCCUPATION

[input box for sponsor 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. STATIONERY

N/B: All students are required to purchase one ream of printing papers – specifically JK copier

F. Course requirements for Technical (Engineering) and business (Secretarial) Courses

ENGINEERING STUDENTS	SECRETARIAL STUDENTS
I. Set square (clear-plastic) 60 ⁰ * 30 ⁰ -250mm	I. Anniversary edition by Pittman shorthand textbook
II. Set square (clear-plastic) 45 ⁰ * -200mm	II. Shorthand dictionary
III. Protractor (clear-plastic) 360 ⁰ -150mm	III. Five shorthand notepads
IV. T-square (clear plastic) and Drawing Board	IV. HB pencils
V. Engineering Drawing Sets	V. Ruler
VI. HB pencils and 2H pencils and Erasers	
VII. Safety Boots	
VIII. Scientific Calculators/ SMP Mathematical Tables	
IX. Blue Overall – Short Sleeved	

G. 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,




PRINCIPAL
SECRETARY BOG



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

**BURETI TECHNICAL
TRAINING INSTITUTE**

**P.O. BOX 444-
20406-SOTIK,
Tel: +254704453337**

website: www.buretitechnical.ac.ke, Email: buretitechnical@gmail.com

**MOTTO: SKILLS FOR GROWTH
MAIN CAMPUS**

AGRICULTURE DEPARTMENT

COURSE NAME	DURATION	ENTRY QUALIFICATIONS	INTAKE PERIOD	EXAM
Diploma in General Agriculture	3 Year	C- (MINUS)	SEPT	KNEC
Diploma in Agricultural Engineering	3 Year	C- (MINUS)	SEPT	KNEC
Craft in General Agriculture	2 Years	D PLAIN	SEPT	KNEC
Artisan in General Agriculture	1 Year	KCPE	SEPT	KNEC
Dairy Management Level 4	6 Months	KCPE	SEPT	TVET -

BUILDING AND CIVIL ENGINEERING DEPARTMENT

Diploma in Building & Construction	3 Years	C-(MINUS)	SEPT	KNEC
Diploma in Civil Engineering	3 Years	C-(MINUS)	SEPT	KNEC
Diploma in Water Technology	3 Years	C-(MINUS)	SEPT	KNEC
Craft Certificate in Building Technology	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Plumbing	2 Years	D (PLAIN)	SEPT	KNEC
Artisan in Masonry	1 Year	KCPE	SEPT	KNEC
Artisan in Plumbing	1 Year	KCPE	SEPT	KNEC
Plumbing Level 4	6 Months	KCPE	SEPT	TVET -
Masonry Level 4	6 Months	KCPE	SEPT	TVET -

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Higher Dip. In Electrical and	1 Years	Dip. in Electrical	SEPT	KNEC
Dip.in Electrical and Electronics	3 Years	C- (MINUS)	SEPT	KNEC
Dip.in Electrical and Electronics	3 Years	C-(MINUS)	SEPT	KNEC
Dip.in Electrical and Electronics	3 Years	C-(MINUS)	SEPT	KNEC
Craft in Electrical & Electronics	2 Years	D (PLAIN)	SEPT	KNEC
Craft in Electrical & Electronics	2 Years	D (PLAIN)	SEPT	KNEC
Artisan in Electrical Installation	1 Year	KCPE	SEPT	KNEC
Electrical Installation Level 4	6 Months	KCPE	SEPT	TVET-

MECHANICAL DEPARTMENT

Diploma in Automotive Technology	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Mechanical Engineering	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Mechanical Engineering	3 Years	C-(MINUS)	SEPT	KNEC
Craft Certificate in Welding and	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Mechanical	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Automotive	2 Year	D (PLAIN)	SEPT	KNEC
Artisan in Welding and Fabrication	1 Year	K.C.S.E	SEPT	KNEC
Artisan in Motor Vehicle Mechanics	1 Year	K.C.S.E	SEPT	KNEC

BUSINESS & ICT DEPARTMENT

Diploma in ICT	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Secretarial Studies	3 Years	C-(MINUS)	SEPT	KNEC

Craft Certificate in ICT	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Information	2 Years	D (PLAIN)	SEPT	KNEC
Craft in Secretarial Studies	2Years	D(PLAIN)	SEPT	KNEC
Compputer operator	Grade III	KCPE	MAY SEPT	NITA
HOSPITALITY AND INSTITUTIONAL MANAGEMENT DEPARTMENT				
Diploma in Food and Beverage	3Years	C-(MINUS)	SEPT	KNEC
Diploma in Nutrition and Dietetic	3Years	C-(MINUS)	SEPT	KNEC
Diploma in Catering &	3Years	C-(MINUS)	SEPT	KNEC
Craft in Nutrition and Dietetic	2Years	D(PLAIN)	SEPT	KNEC
Craft in Food and Beverage	2Years	D(PLAIN)	SEPT	KNEC
Craft in Catering & Accommodation	2Years	D(PLAIN)	SEPT	KNEC
<u>FEE SCHEDULE</u> TOTAL FEE PER YEAR – 56,420 CAPITATION/GOVERNMENT STUDENT/HELB/BURSARIES Ksh. 30,000		Ksh. 26,420		
TERM I Ksh.15,805		TERM II Ksh.10,615		
ACCOUNT NUMBER: 1169796559 KENYA COMMERCIAL BANK-SOTIK BRANCH				
APPLY TO THE PRINCIPAL BURETI TECHNICAL TRAINING INSTITUTE P.O. BOX 444 – 20406 SOTIK KENYA.				



**MINISTRY OF
EDUCATION**
**STATE DEPARTMENT OF VOCATIONAL
AND TECHNICAL TRAINING**
**BURETI TECHNICAL TRAINING
INSTITUTE**
**P.O. BOX 444-
20406-SOTIK, Tel:
+254704453337**
 website: www.buretitechnical.ac.ke, Email: buretitechnical@gmail.com
MOTTO: SKILLS FOR GROWTH
CHEBWAGAN CAMPUS

BUSINESS DEPARTMENT

Diploma in Business Management	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Human Resources Management	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Accounting	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Credit Management	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Accountancy	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Supplies Chain Management	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in ICT	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Information Science	3 Years	C- (MINUS)	SEPT	KNEC
Diploma in Social work & Community Development	3 Years	C-(MINUS)	SEPT	KNEC
Diploma in Cooperative Management	3 Years	C-(MINUS)	SEPT	KNEC
Diploma in Banking and Finance	3 Years	C-(MINUS)	SEPT	KNEC
Craft in Cooperative Management	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Business Management	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Human Resource	2 Years	D (PLAIN)	SEPT	KNEC
Certificate in Accounting and Management Skills	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in ICT	2 Years	D (PLAIN)	SEPT	KNEC
Craft Certificate in Information Science	2 Years	D (PLAIN)	SEPT	KNEC
Craft in Supplies Chain Management	2 Years	D(PLAIN)	SEPT	KNEC
Craft in Social work & community Development	2 Years	D(PLAIN)	SEPT	KNEC
Secretarial studies (Single and Group)	3 Years	C-(MINUS)	SEPT	KNEC
Artisan in storekeeping	1 Year	KCPE	SEPT	KNEC
Hair Dressing Level 4	1 Year	KCPE	SEPT	NITA
SHORT COURSES (AVAILABLE AT OUR CAMPUS- FULL TIME AND PART TIME)				
Driving	3 months	KCPE	OPEN	NTSA
COMPUTER PACKAGES	1 month	KSCE	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

TERM II

Ksh.10,615

ACCOUNT NUMBER: 1169796559

KENYA COMMERCIAL BANK-SOTIK BRANCH

**APPLY TO
THE
PRINCIPAL
BURETI
TECHNICAL
TRAINING
INSTITUTE
P.O. BOX
444 – 20406
SOTIK
KENYA.**



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

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)

