



WTTI/ADM/RO/F001

WOTE TECHNICAL TRAINING INSTITUTE

P O Box 377-90300 Makueni Cell: 0728 658649 / 0787 294782 / 0115 779565

Email: info@wotetti.ac.ke / registrar@wotetti.ac.ke Website: www.wotetti.ac.ke

JOINING INSTRUCTIONS

NAME -----

COURSE -----

DURATION ----- REPORTING DATE ----- 7TH SEPTEMBER, 2021-----

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 Certificates 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 (Banking Slip)

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.

TUITION FEES

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

ACCOMMODATION FEE

- This fee 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.6, 000** per term and **Ksh. 8,000** per semester on a first come first served basis.
- Food is served to students as pay as you eat system.
- **Personal Effects**
Two bedsheets, two blankets, 1 bucket, mosquito net, plate, towel, cup, spoon, and other personal effects.

EXAMINATION FEES

- i. KNEC Examination Fees is payable during the 2nd term. 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. The amount payable for every module will be indicated in the newsletter issued at the end of term one.
- ii. **Accounting Students**
KASNEB Registration/Examination booking is done to KASNEB within the 2nd month after reporting.

TRAINING REQUIREMENTS

The Institute does not provide writing materials to students. Every student should come with enough foolscaps, at least seven A4 size 200 pages' exercise books, pens & pencils (2H/3H or 2B).

A separate list of textbooks will be given at the department.

All 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)
- **Grey dust coat for Electrical Engineering Students**

TEXT BOOKS FOR ELECTRICAL ENGINEERING STUDENTS (report with at least one)

- Training lab manuals for practical lessons to be acquired from the department.
- 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

i) UNIFORM

a) Production

- | | |
|---|-----------------------------|
| • Checked Skirt/Trouser - 1 | • Necker's chef (red) - 2 |
| • Chefs Jacket - 1 | • A set of knives |
| • Chef's Hat - 1 | • Cleaning cloth - 2 |
| • Chefs Apron - 1 | • Oven gloves - pair |
| • Low heeled black leather shoes (closed) | • Food handlers certificate |
| • Dish cloth (kitchen towel)- 2 | |

b) Service

- | | |
|---|-----------------------|
| • Black skirt/trouser - 1 | • Waiters cloth - 2 |
| • Black Bow Tie - 1 | • Yellow duster - 1 |
| • Black half coat - 1 | • Opener - 1 |
| • Glass cloth - 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 – 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 | |

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 hat - 1 |
| • Chef's Jacket - 1 | • Chef's apron - 1 |

- Low heeled 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
- 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)
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse -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)

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) :-
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse -1

- 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
- 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

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:.....SIGN: 

Registrar’s Signature

WOTE TECHNICAL TRAINING INSTITUTE

REVISED TVET FEES STRUCTURE FOR TECHNICAL AND BUSINESS COURSES 2021

A) TECHNICAL AND BUSINESS COURSES

S/NO	VOTE HEAD	TERM I (KES)	TERM II (KES)	TERM III (KES)	TOTAL
1.	Tuition	7,610.00	4,130.00		11,740.00
2.	Personnel Emoluments	3,000.00	1,390.00		4,390.00
3.	E,W & C	1,260.00	1,000.00		2,260.00
4.	L T & T	1,200.00	1,000.00		2,200.00
5.	R,M & I	800.00	400.00		1,200.00
6.	Activity	830.00	800.00		1,630.00
7.	Industrial Attachment	900.00	450.00		1,350.00
8.	Insurance	0	450.00		450.00
9.	Medical	600.00	600.00		1,200.00
T O T A L		16,200.00	10,220	NIL	26,420.00

The Government of Kenya pays capitation of Kshs 30,000.00 per student per annum hence the TOTAL FEES is Kshs 56,420.00 per year.

B) ACCOUNTING COURSES

COURSE NAME	Application Fee	Caution Fee	TUITION FEE	TOTAL
CAMS 1	500	1,000	17,400	18,900
CAMS 2	500	1,000	17,400	18,900
ATD 1	500	1,000	17,400	18,900
ATD 2	500	1,000	17,400	18,900
ATD 3	500	1,000	17,400	18,900
CPA Foundation P1, P2 & P3	500	1,000	17,400	18,900
CPA Foundation P4, P5 & P6	500	1,000	17,400	18,900
CPA Intermediate P7, P8 & P9	500	1,000	18,600	20,100
CPA Intermediate P10,P11 & P12	500	1,000	18,600	20,100

C) DRIVING COURSE

VEHICLE CATEGORY	STAFF & CONTINUING TRAINEES	OTHER TRAINEES
MOTOR CYCLE (CLASS – A)	Ksh 7, 500	Ksh 8, 500
CARS (CLASS – B)	Ksh 11, 500	Ksh 14, 000
TRUCK (CLASS – C)	Ksh 11, 500	Ksh 14, 000

NB: The above fees structure does not include the following Vote heads hence the student is required to pay:

- a) Application fee of **Ksh 500.**
- b) Caution fees of **Ksh 1,000** payable once.
- c) Student Council fee **Ksh 600** per year.
- d) Kenya Universities and Colleges Central Placement Service (KUCCPS) **Ksh 1,500.**
- e) Food and Beverage/Catering & Accommodation/Hair Dressing & Beauty Therapy practical fees **KSh.3, 000 per term.**
- f) Starter up kit for Hair Dressing & Beauty Therapy **Ksh 2,500.**
- g) Kenya National Examination Council, KASNEB and NITA Exam fees.
- h) Boarding fees **KSh 6,000** per term and **Ksh 8,000** per semester.
- i) For Automotive Engineering students, **Driving** is mandatory in second year **Ksh 11,500**

All fees should be paid directly to the following Institute accounts: **Account No. 1105324559** of Kenya Commercial Bank Ltd for all students. Please note that the Institute does not accept Cash and Personal Cheques but accepts Money



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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: -----





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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's Signature

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

Date

