

STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING  
**MUKIRIA TECHNICAL TRAINING INSTITUTE**

P O. BOX 1093-60200, MERU

TEL NO: 0716674848

Email: [info@mukiriatechnical.ac.ke](mailto:info@mukiriatechnical.ac.ke)

Website: [www.mukiriatechnical.ac.ke](http://www.mukiriatechnical.ac.ke)



**ADMISSION LETTER**

NAME:	
ADDRESS:	
COURSE:	
PHONE NO:	

**RE: ADMISSION TO MUKIRIA TECHNICAL TRAINING INSTITUTE**

We are pleased to inform you that you have been offered admission to Mukiria Technical Training to pursue the above selected course. Reporting date is on **04/09/2023**. You are required to report during working hours from **8:00a.m. to 5:00p.m.** We are located at Meru County, 9km from Meru town or 7km from Nkubu town along Meru-Nairobi highway.

For the registration as a student at Mukiria Technical Training Institute, you will be required to meet the following conditions:

**1. Bring the following documents:**

- |                                                                                |                                                                 |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------|
| a. Certificate of medical examination to be duly filled as per the requirement | c. Course requirement for every department                      |
| b. Personal details form to be duly filled before reporting                    | d. Rules and regulations to be read and signed before reporting |

**2. Registration fee of Ksh 2400**

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. Below is the list of requirements for application:

- |                                                                                  |                                                                                                             |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| a. A valid email address.                                                        | h. Your parent's national ID number.                                                                        |
| b. Valid telephone number (must be registered in your name to apply for a loan). | i. Death certificate if any of your parent is deceased.                                                     |
| c. KCPE and KCSE index numbers and year of examination.                          | j. Your birth certificate.                                                                                  |
| d. Passport size photo.                                                          | k. Two guarantors (Can be your parents) ID numbers and registered telephone numbers (for loan application). |
| e. Copy of your National ID (for loan application).                              | l. Copy of the sponsorship letter if you were sponsored in Secondary school.                                |
| f. College/University admission letter.                                          |                                                                                                             |
| g. Your parents registered telephone number.                                     |                                                                                                             |

The institute fees is payable to Co-operative bank Meru Branch Account No. **01129021590500**; Hostels are available at **Kshs. 3,000** per Term (Optional). Trainee to provide their own beddings and meals. Find other requirements on the institute website (<https://mukiriatechnical.ac.ke>).

We look forward to receiving you.

**WELCOME!**

  
**APPROVED  
 PRINCIPAL  
 MUKIRIA TECHNICAL TRAINING INSTITUTE  
 P.O. BOX 1093-60200, MERU**

**CAROLINE K. MUGUNA  
 PRINCIPAL/SECRETARY B.O.G**



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## TESTIMONIALS

Please bring the following:

- *Original and two (1) photocopy copies of KCSE Certificate*
- *Original and two (1) photocopy copies of KCPE Certificate*
- *Original and two (1) photocopy copies of National ID card for both parents and Trainees*
- *Original and two (1) photocopy copies of Birth Certificate*
- **TWO COLOURED** *passport size photos*

## EXAMINATIONS

The external examinations are set and marked by **Kenya National Examination Council (KNEC)** and **National Industrial Training Authority (NITA)**. The Institute sets and marks the internal exams which comprises of **30%** of the total Marks of KNEC exams. Before registration for **External Exams** all Trainees **MUST** have cleared all the fees.

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## PERSONAL DATA SHEET

(To be duly completed and submitted on admission)

<b>1.1 FULL NAME</b>					<b>1.2 ID CARD NO.</b>	
<b>1.3 D.O.B</b>	<b>1.4 COUNTY</b>	<b>1.5 CONSTITUENCY</b>	<b>1.6 SUB-COUNTY</b>	<b>1.7 RELIGION</b>	<b>1.8 CITIZENSHIP</b>	
<b>2.0 PARENTS PARTICULARS</b>		<b>2.1 PARENTS FULL NAMES</b>		<b>2.2 PARENTS OCCUPATION</b>		<b>2.3 PARENTS PHONE CONTACT</b>
FATHER						
MOTHER						
<b>3. ASSISTANT CHIEF</b>		<b>4. CHIEF</b>		<b>5. PERMANENT HOME ADDRESS</b>		
<b>CONTACT</b>		<b>CONTACT</b>				
<b>6. GUARDIAN NAME</b>					<b>CONTACT</b>	
<b>7.1 MARRIED YES OR NO?</b>						
<b>7.2 IF YES STATE THE NAME AND CONTACT OF SPOUSE</b>						
<b>YES</b>	<b>NO</b>	<b>NAME</b>				<b>CONTACT</b>
<b>8. Who Is Responsible for Paying Your Fees and Other Expenses While You Undertake Your Course at MTTI?</b>						
<b>NAME</b>		<b>RELATIONSHIP</b>		<b>ADDRESS</b>		
<b>9. CO-CURRICULAR ACTIVITIES OF YOUR INTEREST:</b>						
<b>10. Do You Suffer from Any Chronic Ailment? If Yes State the Ailment</b>						
<b>YES</b>	<b>NO</b>	<b>TYPE OF AILMENT IF YES</b>				
<b>11. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE BY A COURT OF LAW? IF YES STATE THE NATURE OF OFFENCE</b>						
<b>YES</b>	<b>NO</b>					
<b>12.1 SCHOOLS ATTENDED: PRIMARY</b>						
<b>NAME OF SCHOOL</b>				<b>NAME OF SCHOOL</b>		
<b>PERIOD</b>				<b>PERIOD</b>		
				<b>K.C.P.E INDEX NO.</b>		
<b>12.2 SCHOOLS ATTENDED: SECONDARY</b>						
<b>NAME OF SCHOOL</b>				<b>EXAMINATION YEAR</b>		
<b>PERIOD</b>				<b>INDEX NUMBER</b>		
<b>NAME OF SCHOOL</b>				<b>MEAN GRADE</b>		
<b>PERIOD</b>						
<b>13. SUBJECTS TAKEN IN THE LAST EXAMINATION AND GRADES</b>						
<b>SUBJECT</b>		<b>GRADE</b>		<b>SUBJECT</b>		<b>GRADE</b>
a.				e.		
b.				f.		
c.				g.		
d.				h.		
<b>15. COURSES APPLIED FOR:</b>						
I DO UNDERTAKE TO BE LOYAL TO THE PRINCIPAL AND ALL STAFF OF MTTI, TO OBEY ALL RULES AND REGULATIONS OF THE INSTITUTE AND TO PURSUE MY COURSE DILIGENTLY THROUGHOUT MY PERIOD OF STUDY AT MTTI FOR MY BENEFIT						<b>SIGNATURE</b>
I certify that all the information given in this form is true and correct to the best of my ability and belief						

## MEDICAL FORM

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The enclosed medical form must be completed and signed by a Government or any other recognized Medical officer of Health and submitted on admission.

Name of Trainee..... Course .....

County.....

1.	<i>Eyes and Vision</i>	
2.	<i>Nose and Throat</i>	
3.	<i>Hearing</i>	
4.	<i>Mouth and Teeth</i>	
5.	<i>Glands in the Neck</i>	
6.	<i>Chest, Heart, Lungs. Or any Tuberculosis history</i>	
7.	<i>Spinal Column</i>	
8.	<i>Urine, Stool</i>	
9.	<i>Spleen, Liver and Varicose Veins</i>	
10.	<i>Any other Weakness</i>	
11.	<i>General Observations</i>	

**NAME AND RUBBER STAMP OF REGISTERED DOCTOR**

NAME..... ADDRESS.....

DATE..... SIGNATURE.....

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## FEE STRUCTURE

### APPROVED TVET CHARGES PER YEAR

Need Level	Scholarship %	Scholarship Amount	Loan %	Tuition Loan	Total Loan + Upkeep: Ksh.13,600	Household %	Household Amount
	Venerable	80%	53,751	20%	13,438	27,038	0%
Extremely Needy	70%	47,032	30%	20,157	33,757	0%	-
Needy	50%	33,594	30%	20,157	33,757	20%	13,438
Less Needy	32%	21,500	48%	32,250	45,850	20%	13,438

**Implication  
for TVET  
trainees**



EMPOWERING DREAMS



[www.helb.co.ke](http://www.helb.co.ke)



HELBPAGE

KENYA  
VISION 2030

The above structure shall guide you on the fee once you are classified as per the New Funding Model after applying for the funding on the official website [www.helb.co.ke](http://www.helb.co.ke)

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## REQUIREMENTS PER DEPARTMENT

### CLOTHING TECHNOLOGY

A.	Pattern Drafting (ALL)	Garment Making (ARTISAN, CRAFT
	<ul style="list-style-type: none"> <li>a) A pair of Shears (Scissors for cutting fabric) Paper cutting scissors</li> <li>b) Tape measure (inches and cm)</li> <li>c) 45 and 60 degrees Set Square (Large size) French Curve (Plywood)</li> <li>d) A set of French curves (plastic)</li> <li>e) ¼ Scale ruler</li> <li>f) 30 cm ruler</li> <li>g) 1-meter ruler (100cm) 'T' square HB pencils (staedler tradition) Dust coat, light blue</li> <li>h) Low-healed black shoes (leather)</li> </ul>	<ul style="list-style-type: none"> <li>a) A packet of tailor chalk enough assorted colors</li> <li>b) Dress maker's pins</li> <li>c) A thimble</li> <li>d) Seam paper</li> <li>e) Assorted hand sewing needles</li> <li>f) Bobbin and Bobbin case (metal- singer machine)</li> </ul>
	<ul style="list-style-type: none"> <li>a. 3 large drawing books</li> <li>b. Plain papers 2 reams</li> <li>c. Enough ball pens</li> <li>d. racing wheel</li> <li>e. Embroidery ring (for Craft Module II)</li> <li>f. Dressmaker pins</li> <li>g. Geometric set (oxford)</li> <li>h. Scientific Calculator</li> </ul>	<p style="text-align: center;"><b>CRAFT MODULE II</b></p> <ul style="list-style-type: none"> <li>a. A pair of gloves (industrial gloves)</li> <li>b. Embroidery ring</li> </ul>

### HAIR DRESSING AND BEAUTY THERAPY REQUIREMENTS

#### A. HAIR DRESSING

<ul style="list-style-type: none"> <li>1 Afro Comp 1Pcs</li> <li>2 Jelly Comp 1Pcs</li> <li>3 Dummy 1Pcs</li> <li>4 Apron 1Pcs</li> <li>5 Needle 1Pcs</li> <li>6 Weave thread 1Pcs</li> <li>7 Tall Comp 1pcs</li> <li>8 Braiding Comp 1Pcs</li> <li>9 Blow-dry Comp (big &amp; small) @ 1Pcs</li> <li>10 Towels salon size (blue) 4Pcs</li> </ul>	<ul style="list-style-type: none"> <li>11 Face towel (small size) 2Pcs</li> <li>12 Scissors 1pair</li> <li>13 Braids (6 short &amp; 6 long) 12Pcs</li> <li>14 Blow-dry (hard held drier) 1pcs</li> <li>15 Mixing bowl 1Pcs</li> <li>16 Hair food 500g 1Pcs</li> <li>17 Tail comp (pro tip) 1Pcs</li> <li>18 Ball of weevil's tread +weaves needle</li> <li>19 Brazilian wool (black) 3Pcs Large</li> <li>20 Hair treatment washable &amp; live in type</li> </ul>
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**B. BEAUTY**

1	Metal manicure wallet 1pcs	9	Nail polish luron [different color] 4pcs
2	Pedicure kit 1pcs	10	Base coat 1pcs
3	Make –up brush set 1pcs	11	Make-up kit 1pcs
4	Make-up brush set 1set	12	White towel large 2pieces
5	Fool scrapper 1pcs	13	1 Litre remover paradise
6	Pillow 1pcs	14	1-piece lanolin
7	Pumice stone 1pcs	15	Navy blue apron
8	Top coat 1pcs		

**HOSPITALITY**

<b>A. Food and Beverage</b>		14	White chef's hats
1	2 Black and White checked skirt/trouser	15	10 join knives
2	Black trousers/skirts	16	10 joint forks
3	White double breasts chefs' jacket	17	10 join spoons
4	1 Apron (white)	18	10 tea spoons
5	1 Dust coat (white)	19	Fish Knife
6	17.5 Fish fork	20	10 Sweet spoons
7	2 long sleeved white shirt/blouse	21	10 Sweet fork
8	19.10 Soup spoon	22	Ballon Whisk
9	1 pair-low healed black shoes	23	Tie/neck tie
10	1 Black leather low/flat shoes	24	Digital weighing scale
11	A pair of oven gloves	25	Corkscrew
12	2 sets table linen: 10 napkins,3slip cloths,3 table cloths	26	Lighter
13	4 Tea towels, hand towels, Yellow duster, tray cloths, glass cloths, Scarf (ladies), bowtie(gentlemen) and half coat (color advised)	27	A set of Knives

**B. Catering**

1	Dust coat	6	2 kg containers -2 pieces
2	2 Short sleeved African Print Shirt/Blouse	7	A pair of plastic gloves
3	Yellow dusters		
4	Cleaning cloths (small towels)-4 pieces		<b>Reference Books</b>
5	Non-fluffy(cotton) small cloths -2 pieces		

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### ELECTRICAL

1	Set squares 60 <sup>0</sup> ,45 <sup>0</sup>	9	FX-82MS electronic calculator
2	Engineers drawing set	10	Safety Helmet (Yellow)
3	Dust coat/overall (navy blue)	11	T-Square
4	Industrial boots	12	Claw hammer (small size)
5	Screw drivers (Star & Flat)	13	Ball pain hammers
6	Pair of Pliers	14	Stripper/Electrical knife
7	Phase tester	15	Digital Multimeter
8	Mathematical SMP table		

### AGRICULTURE

1	Engineering drawing set
2	Scientific calculator
3	Scale Rule/T-square
4	Laboratory Coat ( <b>green color</b> )
5	Gumboots
6	Gloves
7	Nose mask
8	Jembe/hoes

### AUTOMOTIVE

1	Safety boots - <b>ALL</b>	12	Standard screw drivers (flat and star) - <b>ALL</b>
2	Dustcoat/overall (Navy blue/Grey) - <b>ALL</b>	13	Set of combined spanners (chrome vanadium) 8 to 22 <b>or</b> Toolbox - <b>ALL</b>
3	Drawing instruments +T-square - <b>ALL</b>	14	(Draughtsman) - <b>ALL</b>
4	Pencils (staedler)...1) –HB 2) – 2H - <b>ALL</b>	15	Pliers – <b>ALL</b>
5	Set Square pair (60 <sup>0</sup> /30 <sup>0</sup> & 45 <sup>0</sup> ) - <b>ALL</b>	16	Welding Goggles – <b>Welding</b>
6	360 <sup>0</sup> Circular Protractor (15 diameter) - <b>ALL</b>	17	Leather Gloves - <b>Welding</b>
7	Engineering Technical Drawing Set - <b>ALL</b>	18	Masking Tape – <b>Welding</b>
8	Eraser (Staedtler) - <b>ALL</b>	19	Mathematical SMP table - <b>Diploma</b>
9	Set of French Curves - <b>ALL</b>		
10	Tape measure (5m) – <b>WELDING and FABRICATION</b>		
11	Scientific calculator - <b>ALL</b>		

### COMPUTING AND INFORMATICS

1	Scientific Calculator- <b>ALL</b>
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### BUSINESS & ENTREPRENEURSHIP

- |   |                                                                                                                              |
|---|------------------------------------------------------------------------------------------------------------------------------|
| 1 | A dozen A4 exercise books                                                                                                    |
| 2 | Calculator                                                                                                                   |
| 3 | Text book pitman new era shorthand & First course sixth edition keyboard and document processing (secretarial Trainees only) |

### BUILDING AND CIVIL ENGINEERING

- |    |                                                                                                  |
|----|--------------------------------------------------------------------------------------------------|
| 1  | Scientific calculator- <b>ALL</b>                                                                |
| 2  | Drawing Set                                                                                      |
| 3  | Drawing instruments- Tee Square, Set Square, Compass- <b>ALL</b>                                 |
| 4  | BS 8110 (Civil Engineering and Building Technology)- <b>DIPLOMA</b>                              |
| 5  | SMM Tables- <b>DIPLOMA</b>                                                                       |
| 6  | Advanced mathematical table - <b>Craft Certificate in Building Technology and Diploma</b>        |
| 7  | Staedler eraser and pencils-HB, 2H,4H, B, masking tape- <b>ALL</b>                               |
| 8  | Trowel (pointing and Building), mould board, try square, plump bob, masons hammer, brick hammer, |
| 9  | tape Measure 3M – <b>Craft Certificate in Building Technology</b>                                |
| 10 | Rip Saw, hammer, carpenters try square- <b>Craft Certificate in Building Technology</b>          |
| 11 | Dust coat (dark blue) - <b>ALL</b>                                                               |

#### Carpentry and joinery

- |   |            |
|---|------------|
| 1 | Tape       |
| 2 | Try square |
| 3 | Hand saw   |
| 4 | Scraper    |
| 5 | Hand drill |
| 6 | Plane      |

#### Plumbing

- |   |                       |
|---|-----------------------|
| 1 | Tape measure          |
| 2 | Overall (Blue Colour) |
| 3 | Safety Boots          |
| 4 | Chisel                |

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**RULES AND REGULATIONS**

**ALL TRAINEES MUST OBSERVE THESE RULES AND REGULATIONS STRICTLY FAILURE TO DO SO WILL LEAD TO DISPLINARY ACTION AGAINST THEM.**

**1. Academic excellence.**

All Trainees are expected to work hard for academic excellence proper time management will be expected.

**2. Punctuality.**

Strictly keep the time laid down for all the activities and observe the daily programs.

**3. Class attendance.**

All trainees must attend all classes for their courses as indicated in the timetable. In case of any need to be absent, permission should be sought from the Teacher on Duty, or the Head of Department.

**4. Assemblies.**

The institute shall conduct assemblies. The timing shall be communicated to all trainees through an internal memorandum. All Trainees must attend.

**5. Cleanliness.**

- a. All trainees must maintain high degree of personal hygiene and be decently dressed. b. Shaggy hair and un-tacked shirts are signs of carelessness and will not be allowed.
- c. Writing on walls, lecture chairs, tables and drawing boards is not allowed. d. Toilets should be used carefully and kept clean.
- e. Do not litter the compound.

**6. Drinking and drug abuse.**

Being drunk, bringing alcohol in the institute, taking any form of drug, smoking cigarettes and chewing Miraa(Khat) is forbidden such offences will receive appropriate punishment which may include expulsion.

*NB/ - smoking of cigarettes is not allowed in the public*

*- Smoking and consumption of alcohol/drugs is harmful to your health.*

**7. Care of property**

- a. Trainees are required to take care of institute property and that of the other trainee. Any loss or damage should be reported immediately.
- b. Electricity and water taps should be put off when not needed.
- c. There should be no interference with electrical installation systems and electrical gadgets such as switches should be handled with care.

Any Trainee violating the above rules will-

1. Pay twice the cost of appliance or fitting interfered with or materials destroyed and cost of fixing the same.
2. Be held totally responsible for any damage, loss or injuries caused by the irresponsible act.

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### 8. Co-curricular activities

Trainees are expected to participate in co-curricular activities.

### 9. Theft.

Trainees found stealing the institute's or other trainees' property will be considered as security risk and punishment may include expulsion from the institute.

### 10. Suspension.

Once a trainee is suspended, he/she will be required to be physically out of the institute. Violation of this rule, by illegal appearance on institute will gain the trainee more weeks.

On coming back from suspension, the trainee must report with a parent. Such a trainee will be required to sign a declaration of good conduct before readmission.

### 11. Fighting

Fighting is prohibited. Cases of fighting will be dealt with firmly and punishment will be suspension /expulsion.

*NB/ fighting is a criminal offence and may involve police.*

### 12. Official trips.

Once a trainee has been allowed to go on an official trip, he/she should not leave the rest without expressing permission from the teacher in charge. When on an official trip the institute rules and regulations still prevail.

*NB / any trainee who disappears will be responsible for their journey back and face disciplinary action.*

### 13. Withdrawal from a course

Any trainee wishing to withdraw from the course for any reason must involve his/her parents and must clear before he/she leaves the institute.

### 14. General

- Show obedience and co-operation to authority (leaders)
- Carry out duties and communal work assigned out to them as directed from time to time.
- Resist from carrying any type of weapon within the institute.
- Avoid using mobile phones in class
- Carry yourself in disciplined manner within and around the institute.

### Declaration

**I have read and understood the institute rules and regulation and I declare that I will abide by all rules and regulations.**

NAME: ----- ADM NO: ----- CLASS-----