

MINISTRY OF EDUCATION

STATE DEPARTMENT FOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING

KAELO TECHNICAL AND VOCATIONAL COLLEGE



P. O. Box 262-60601, LAARE-MERU
TEL: +254759417000
Email: kaelotechnical@gmail.com
info@kaelotvc.ac.ke
Website: www.kaelotvc.ac.ke



LETTER OF ADMISSION

NAME: ADM NO:
COURSE: DURATION:
ADDRESS

Attach Recent
Colour Passport
Size Photograph

RE: INVITATION TO PURSUE A COURSE AT KAELO TECHNICAL AND VOCATIONAL COLLEGE.

I am pleased to inform you that you have been offered a vacancy to pursue the course indicated above.

You are required to report to the institute on **6TH MAY 2024** but not later than **10TH MAY, 2024** Admission takes place from **8:00am to 4:00pm.**

Kaelo Technical and Vocational Collage is located 2.5 Km from Laare Town on your way to Mutuati. From Kaelo Market, turn left for approximately 500m to the institution.

NEW FUNDING MODEL FOR TVET INSTITUTIONS

Following your placement in this Institution, you are eligible for a **Government Scholarship, Loan and Bursary** to assist you 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. 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.**

All applicants will fall in any of the following categories:-

Need Level	Scholarship %	Scholarship Amount	Loan %	Loan Amount	Total Loan + Upkeep (Ksh.13,600)	Household %	Household Amount	Total Amount Payable
Vulnerable	80%	53,751	20%	13,438	27,038	0%	-	67,189
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	

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NB: All Trainees who will **NOT** apply for Government Scholarship, Loan and Bursaries will be required to pay a total of **Ksh.67, 189.**

Notes

1. All new applicants will pay an additional fee of the following:

a) Registration Fee	500
b) Caution Money	500
c) Students Council	400
d) Students ID	<u>500</u>
Total	<u>1900</u>
2. Students not placed by **KUCCPS** should pay Ksh. 1500. This money is remitted by the institution to **KUCCPS**.
3. Personal cheque or cash are not acceptable.
4. School fees are payable through **Banker's cheque, Money Order** or **Direct Deposit** to our **EQUITY BANK A/c No 1040278877247, Makutano Branch, MERU.**
5. Trainees to liaise with the institute for accommodation arrangement which are available around the institute.
6. External Examination is paid per the course and not included in the fee structure.
7. Fee once paid, not refundable.


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P. O. Box 262 LAARE

Cecilia Mwangera

PRINCIPAL/BOG SECRETARY

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SECTION 1: TRAINEES PERSONAL DETAILS.

Full Name.
Gender. Date of Birth..... Marital Status.....
ID NO(Attach a copy of your ID card)
Tel No.....Email Address.....
P. O BOX..... Postal Code.....
County.....
Home District Constituency
Division.....
Location..... Sub location.....
Village/Estate.....
Highest level of Education/training
Grade Obtained.....
Year completed..... Exam index No (Attach copy of certificate/result slip)
Previous institution/school
P.O BOX.....
Any Disability: (YES/NO) If yes (MILD/SEVERE)
Specify

SECTION II: FAMILY DETAILS

Fathers name.....
ID NO (Attach copy of ID card)
Tel NO
Occupation
P.O BOX
Is Father alive? (YES/NO)(if no, attach evidence of death).
Mother's name.....
ID NO (Attach copy of ID card)
Tel NO
Occupation
P.O BOX
Is Mother alive? (YES/NO) (if no, attach evidence of death).

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Guarantor to pay fees (if not parents, state the relationship and occupation)

Name Relationship Occupation
Address ID NO (Attach ID copy)
Telsignature

Give names and address of two persons who can be contacted in case of emergency.

Name	Relationship	ID NO
1.
2.

Which games /sports are you interested in?

.....

Which clubs/society are you interested in?

.....

How did you get to know about the college?

.....

Please give any information you think is useful for you to communicate to the college.

.....

.....

SECTION III: TRAINEES DECLARATION.

I ID NO....., declare that I undertake to abide by the regulations governing the institution, conduct and discipline of the students at Kaelo Technical and Vocational Training Institute and confirm that the information is true to the best of my knowledge and I am aware that giving false information will lead to automatic disqualification.

SIGNED **DATE:**

NAME:

Witnessed Parents/Guardian **Date**

Handwritten signature
**PRINCIPAL
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MEDICAL REPORT

NOTE: Applicants must get this form filled by a doctor from a recognized hospital. Payment for the examination is the sole responsibility of the applicant.

NAME..... COURSE

ADM NO

- 1. Eye and Vision
 - ✓ Unaided Right – left
 - ✓ Aided Right- left
 - ✓ Colour Blind.....
 - ✓ Visual Field
- 2. Nose
 - ✓ Nasal Bleeding
 - ✓ Adenoids
- 3. Ears
 - Hearing voice - Right
 - Left.....
- 4. Mouth and Teeth
- 5. Glands
- 6. Chest
- With special reference to any tubercular tendencies.....
- 7. Spinal column
- 8. Body internal organs.....
-
-
- 9. (a) Urine.....(for female students please state if pregnant or not)
- (b) Stool.....
- 10. Any other weakness, defects or disease: e.g., Defects of speech local twitching or spasm, nervous disorders, STIS etc.....
- General observations if care is desirable in any special direction, please give particulars
-
-

Name of the registered medical practitioner

SignatureOfficial Stamp and Date

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COMPULSORY ADMISSION REQUIREMENTS

On the day of admission please bring the following:

- (a) This letter of admission dully filled
- (b) **Originals and two (2) copies** of each of the following documents.
 - KCSE
 - KCPE certificate for Artisan applicants.
 - KSCE School leaving certificate.
 - Birth certificate
 - A copy of your National Identity card.
 - A copy of your parent(s)/Guardian National Identity card.
 - Medical certificate (see attached copy).
 - Two passport size photographs
 - Fees (see the attached fees structure)

BOARDING AND ACCOMODATION

Currently the institute doesn't have accommodation facilities inside the College. However, there are enough rentable hostels around the College where students can rent.

PERSONAL EFFECTS.

- (a) You will need to carry bedding, towel and washing basins, plate, cups, spoon and other personal effects.
- (b) No uniform is required therefore students should bring enough home clothes.
- (c) Engineering students should bring heavy leather shoes.

TEXTBOOKS AND OTHER REQUIREMENTS

- (a) Though the institute will provide some library books, students are advised to buy some textbooks on their own to supplement the available books.
- (b) Stationery will not be provided. Students are advised to provide for themselves enough writing materials.
- (c) Engineering students will be required to buy their own tools and equipment as listed below.
- (d) Each trainee is required to bring a ream of printing papers
- (e) Additionally each trainee is required to bring a ream of foolscaps for assignments

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SCHOLARSHIP APPLICATION REQUIREMENTS

For successful Government Scholarship and Loan/Bursaries application, all trainees **MUST UPLOAD** the following during the application in the Website (www.hef.co.ke):-

- i) A valid Email Address
- ii) A valid telephone number (MUST be registered in your name to apply for a loan)
- iii) KCPE and KCPE Index numbers and year of Examination.
- iv) Passport size photo
- v) Copy of your National ID (For Loan Application)
- vi) College admission Letter
- vii) Your Parents' registered phone numbers
- viii) Your Parents' National ID number
- ix) Death Certificate (if any of the parent is deceased)
- x) Birth Certificate
- xi) Two Guarantors' (Can be your parents), ID numbers and Registered phone numbers
- xii) Copy of Sponsorship Letter if you are sponsored in Secondary School.

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TRAINING REQUIREMENTS OF VARIOUS COURSES

A) LIST OF TOOLS & EQUIPMENTS FOR ELECTRICAL STUDENTS

- | | |
|-----------------------------------|--|
| 1. 1 x Soldering gun | 11. T – square 600 mm |
| 2. 1 x Combination pliers | 12. Engineering drawing set |
| 3. 1 x Side cutters | 13. Engineering set square (45 x 45, 60 x30)
450 mm and protractor. |
| 4. 1 x long nose pliers | 14. 8 Box files |
| 5. 1 x phase taster | 15. Masking tape. |
| 6. 1 x set of screw drivers | 16. Scientific calculator. |
| 7. 1 x ball pen hammer | 17. Four figure mathematical log table. |
| 8. 1 x spirit level | 18. Drawing book A3 Size. |
| 9. 1 x 3m tape measure | 19. Overall |
| 10. 1 x multi – meter. (optional) | |

B) LIST OF TOOLS FOR BUILDING STUDENTS

- | | |
|----------------------------|--|
| 1. Overall – Blue | 10. Engineering drawing set |
| 2. Mason Hammer – piece | 11. Engineering set square (45x45, 60x30)
450mm and protractor. |
| 3. Tape Measure – 3m | 12. Masking tape. |
| 4. Masons square – 1 piece | 13. Scientific calculator |
| 5. Trowel – 6’’ | 14. Four figure mathematical log table. |
| 6. Building line | 15. Drawing books A3 size |
| 7. Spirit level – 600mm | |
| 8. Plumb bob – 1 piece | |
| 9. T – square 600mm | |

C) LIST OF TOOLS FOR PLUMBING SUDENTS

- | | |
|----------------------------|--|
| 1. Hack saw | 8. Drawing book A3 size |
| 2. Pipe wench | 9. Four figure mathematical log table |
| 3. Flat file | 10. Scientific calculator |
| 4. Thread tape | 11. Masking tape |
| 5. Overall- Glue | 12. Engineering drawing set |
| 6. Engineering drawing set | 13. Engineering set square (45x45, 60x30)
450mm and protractor. |
| 7. Tape measure – 3m | |

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D) LIST OF TOOLS FOR CLOTHING STUDENTS (ARTISAN)

- | | |
|--|--|
| 1. School ruler 30cm | 12. Rubber |
| 2. Paper scissors | 13. Tape measure |
| 3. Seam ripper | 14. Set square big |
| 4. Cutting shears | 15. Hand needles assorted |
| 5. A thimble | 16. Dress makers pin |
| 6. French curves | 17. Metrical pattern cutting for men's wear |
| 7. Quarter scale rule | 18. Metric pattern cutting for women's wear |
| 8. Pencils 4H, HB | 19. Metric pattern cutting for children's wear |
| 9. T-square 600 mm | 20. Dust coat |
| 10. Engineering drawing set | 21. 2 drawing book A3 size |
| 11. Engineering set square (45x45, 60x30)
450mm and protractor. | 22. 1 Ream printing papers |

E) LIST OF TOOLS FOR CERTIFICATE IN HAIR DRESSING AND BEAUTY THERAPY

- | | |
|--|--|
| 1. Apron – 2pcs (pink) | 10. Cotton Wool – (medium size) |
| 2. Towels – 2 pieces (plain pink/light blue) | 11. Scissors |
| 3. Combs – assorted sizes & types | 12. Curl – activator Gel |
| 4. Stationery – note books, pen, etc. | 13. Nail Polish Remover |
| 5. Hair food – 250 Gms | 14. Nail Polish – 3 pcs (assorted colours) |
| 6. Hair additions e.g., braids, weaves, etc. | 15. Manicure Kit |
| 7. Hair Relaxer – 250 Gms | 16. Pedicure Kit |
| 8. Hair treatment – 250 Gms | 17. Dettol Liquid-(small) |
| 9. Knitting Yarn – (black) – I pc | 18. Hair Brush |

F) LIST OF TOOLS FOR LAND SURVEYING STUDENTS

- | | |
|------------------------------|---|
| 1. Scale rule at least 1:250 | 6. Dustcoat (dark blue) overall |
| 2. Drawing set | 7. Advanced mathematical table |
| 3. T-Square | 8. Set squares 30/60 degrees, 45/45 degrees |
| 4. Pencils H, 2H and HB | 9. Laptop |
| 5. Scientific calculator | 10. 1 Ream of foolscaps |

Chuuu.
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G) LIST OF TOOLS FOR MECHANICAL ENGINEERING STUDENTS

1. Navy Blue Overall/Dust coat
2. Safety boots
3. Drawing Book A3 size
4. Two set squares (45⁰, 45⁰) & (30⁰, 60⁰)
5. Drawing set
6. Scientific calculator
7. Eraser (medium size)
8. T-Square 1M long
9. Ruler 30cm long
10. Masking tape (medium size)
11. 12 exercise books (A4 size)

H) LIST OF REQUIREMENTS FOR SECRETARIAL STUDIES

12. Shorthand textbook (New Anniversary Pitman)
13. CDP textbook (First course typing by Archire Drummond \$ anne colles MOGford)
14. Shorthand notebook A5 1 dozen
15. A4 exercise books 200 pages
16. HB pencils 3 pieces
17. 1 Ream Printing papers
18. School ruler 30cm
19. Scientific Calculator
20. 1 dozen spring files

Clara
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