



APPLICATION/OFFER OF ADMISSION

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

Ref: ADM/JANUARY/MAY/SEPTEMBER

MAIN CAMPUS

CHEBWAGAN CAMPUS

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 KSCE 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 -A3** (Mechanical and Building Departments Only)
 - Ream of Printing Papers **-JK Copier-A4** Other Departments
 - Spring File



A. PERSONAL DETAILS

FULL NAME (As per KCPE/KCSE Certificate)

NATIONAL ID/PASSPORT

DATE OF BIRTH (dd/mm/yyyy)

MARITAL STATUS

POSTAL ADDRESS

POSTAL CODE

TOWN

COUNTY

GENDER (tick one)

Male

Female

MOBILE NUMBER

EMAIL ADDRESS

CITIZENSHIP

B. ACADEMIC QUALIFICATIONS

LEVEL	SCHOOL CODE + INDEX e.g 28522523/001	YEAR OF EXAM	SCORE/MEAN GRADE e.g.400 Marks/D+(PLUS)
KCPE			
KCSE			
TECH/BTEP			

C. SPONSOR/GUARDIAN DETAILS

FULL NAME

POSTAL ADDRESS

POSTAL CODE

TOWN

RELATIONSHIP

EMAIL ADDRESS

MOBILE NUMBER

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	FOOD AND BEVERAGE
i) set square (clear-plastic) 60° * 30°-250mm ii) Set square (clear-plastic) 45° *- 200mm iii) Protractor (clear-plastic) 360°- 150mm iv) T-square (clear plastic) and Drawing Board v) Oxford Mathematical Set vi) Drawing Pencils and Erasers vii) Safety Boots viii) Scientific Calculators/ SMP Mathematical Tables ix) Blue Overall – Short Sleeved x) 5M tape measure (for Artisan and craft building courses only).	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/Doly 1pc	<p>Production</p> i) White apron with black strip on pockets ii) White chef jacket (black collar, cuffs and black strips on pockets iii) Checked (small)black white trousers (Men), checked (Small)black and white skirt(ladies) iv) Chef's scarf(black)
			<p>Service</p> i) Black trousers (men) black skirt (ladies) ii) White Long-sleeved shirt/blouse. iii) Waist coat(black) iv) Bow tie(black)
			<p>Table linen</p> i) 2 table cloths (1 1/2 M by 1 1/2 M) White. ii) 2 slip cloth (1M by 1M) red iii) 10 table napkins (45cm by 15cm) finished white. NB MATERIALS BE DAMASK OR EQUIVALENT TO FOR THE ABOVE

F. FEES

ANNUAL FEE SCHEDULE FOR REGULAR COURSE – GOVERNMENT-SPONSORED FY 2022/2023			
ACCOUNT VOTE HEAD	Module 1,2 & 3/TEP, Artisan, Craft & Diploma		
	TERM 1	TERM 2	TERM 3
Tuition	38,250	28,939	-
Registration Fee	1,000	-	-
KUCCPS Placement	1,500	-	-
Trainee's ID Card	600	-	-
TVETA	500	-	-
BUTTISO Council Fee	300	-	-
TOTAL	42,150	28,939	-

New Students are expected to pay a one-off **Non-Refundable** Admission/Registration fee of **Ksh. 3900.**

Payment to be made to A/C **1169796559** KCB- SOTIK BRANCH, Acc, Name: Bureti Technical Training Institute, OR through Mpesa Paybill number **522522.**

N/B: Kindly indicate Name while making payments.

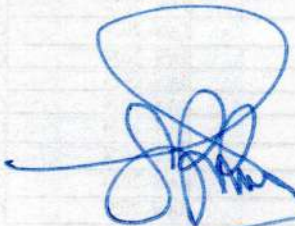


You shall be eligible for Government Scholarship, HELB Loan and Bursary which you **MUST** apply if you need support for your training expenses. Your application for consideration **MUST** be made through the official website www.hef.co.ke. Kindly note that in case the Government Scholarship, Loan and Bursary do not cover your entire program, the deficit shall be met by your parent/guardian.

The government shall evaluate your financial need and categorize you into one of the levels below:

S. NO.	TRAINEE'S LEVEL OF NEED	REVENUE STREAM & % ALLOCATION			TOTAL
		GOK GRANT AMOUNT	HELB LOAN AMOUNT	PARENT'S SHARE	
1	VULNERABLE	80% = 53,750	20% =13,438	-	67,189
2	VERY NEEDY	70% = 47,032	30% =20,156	-	67,189
3	NEEDY	50% = 33,595	30% =20,156	20% = 13,438	67,189
4	LESS NEEDY	32% = 21,500	48% =32,251	20% = 13,438	67,189

Yours Faithfully,




SENIOR PRINCIPAL
SECRETARY BOG



COMPETENCE BASED EDUCATION AND TRAINING COURSES- CBET COURSES

AGRICULTURE DEPARTMENT

COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	INTAKE PERIOD	EXAM BODY
Dairy Farm Management	6	2 years	C- MINUS	JAN- 2024	CDACC
Dairy Farm Management	5	1 year	D PLAIN	JAN- 2024	CDACC
Dairy Farm Management	4	6 months	D PLAIN	JAN- 2024	CDACC
Apiculture Management	5	1 year	D PLAIN	JAN- 2024	CDACC
Agricultural Extension	6	2 years	C- MINUS	JAN- 2024	CDACC
Horticulture Nursery Management	5	1 year	D PLAIN	JAN- 2024	CDACC
Horticulture Nursery Management	4	6 Months	D PLAIN	JAN- 2024	CDACC
Poultry Layer Production	4	6 Months	D PLAIN	JAN- 2024	CDACC
Agripreneurship	6	2 years	C- MINUS	JAN- 2024	CDACC
Sustainable Agriculture for Rural Development	6	2 years	C- MINUS	JAN- 2024	CDACC

ONGOING DIPLOMA IN: GENERAL AGRICULTURE

BUILDING AND CIVIL ENGINEERING DEPARTMENT

Building Technician	6	2 years	C- MINUS	JAN- 2024	CDACC
Building Artisan	4	6 Months	D PLAIN	JAN- 2024	CDACC
Civil Engineering	6	2 years	C- MINUS	JAN- 2024	CDACC
Quantity Surveying	6	2 years	C- MINUS	JAN- 2024	CDACC
Land Survey	6	2 years	C- MINUS	JAN- 2024	CDACC
Land Survey	5	1 year	D PLAIN	JAN- 2024	CDACC
Construction Survey	4	6 Months	D PLAIN	JAN- 2024	CDACC
Masonry	4	6 Months	D PLAIN	JAN- 2024	CDACC
Masonry	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC
Plumbing	5	1 year	D PLAIN	JAN- 2024	CDACC
Plumbing	4	6 Months	D PLAIN	JAN- 2024	CDACC
Plumbing	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC
Carpentry And Joinery	4	6 Months	D PLAIN	JAN- 2024	CDACC

ONGOING DIPLOMA IN: BUILDING TECHNOLOGY/CIVIL ENGINEERING/WATER TECHNOLOGY/SURVEY

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Electrical Installation	6	2 years	C- MINUS	JAN- 2024	CDACC
Electrical Installation	5	1 year	D PLAIN	JAN- 2024	CDACC
Electrical Installation	4	6 Months	D PLAIN	JAN- 2024	CDACC
Electrical Installation	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC
Telecommunication Engineering	6	2 years	C- MINUS	JAN- 2024	CDACC
Electronics	5	1 year	D PLAIN	JAN- 2024	CDACC
Electronics	4	6 Months	D PLAIN	JAN- 2024	CDACC
Electronics	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN ELECTRICAL-POWER OPTION/TELECOMMUNICATION/INSTRUMENTATION

MECHANICAL ENGINEERING DEPARTMENT

Automotive Engineering	6	2 years	C- MINUS	JAN- 2024	CDACC
Automotive Engineering	5	1 year	D PLAIN	JAN- 2024	CDACC
Automotive Engineering	4	6 Months	D PLAIN	JAN- 2024	CDACC
Automotive Technician	4	6 Months	D PLAIN	JAN- 2024	CDACC
Automotive Mechanic	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC
Mechanical Plant Engineering Technology	6	2 years	C- MINUS	JAN- 2024	CDACC
Mechanical Plant Technology	5	1 year	D PLAIN	JAN- 2024	CDACC
Mechanical Technology	6	2 years	C- MINUS	JAN- 2024	CDACC
Mechanical Technology and Maintenance	6	2 years	C- MINUS	JAN- 2024	CDACC
Mechanical Production Technology	5	1 year	D PLAIN	JAN- 2024	CDACC
Mechanical Production (Grinding and Fabrication)	4	6 Months	D PLAIN	JAN- 2024	CDACC
Mechanical Production (Lathe and Fabrication)	4	6 Months	D PLAIN	JAN- 2024	CDACC
Mechanical Production (Milling and Fabrication)	4	6 Months	D PLAIN	JAN- 2024	CDACC
Welding and Fabrication	5	1 year	D PLAIN	JAN- 2024	CDACC
Welding	4	6 Months	D PLAIN	JAN- 2024	CDACC

ONGOING DIPLOMA IN MECHANICAL PRODUCTION/PLANT/AUTOMOTIVE/AGRICULTURAL ENGINEERING

ICT DEPARTMENT

Computer Science	6	2 years	C- MINUS	JAN- 2024	CDACC
ICT Technician	6	2 years	C- MINUS	JAN- 2024	CDACC
ICT Technician	5	1 year	D PLAIN	JAN- 2024	CDACC
Computer Applications	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN ICT/SECRETARIAL STUDIES/INFORMATION SCIENCE

HOSPITALITY AND INSTITUTIONAL MANAGEMENT DEPARTMENT

Food And Beverage Sales Management Level 6	6	2 years	C- MINUS	JAN- 2024	CDACC
Food And Beverage Sales and Service Management	5	1 Year	D PLAIN	JAN- 2024	CDACC
Food Processing Technology	6	2 Years	C- MINUS	JAN- 2024	CDACC



Food Processing Technology	5	1 Year	D PLAIN	JAN-2024	CDACC
Food Processing Technology	4	6 Months	D PLAIN	JAN-2024	CDACC
Food Technology	6	2 years	C- MINUS	JAN-2024	CDACC
Food Technology	5	1 year	D PLAIN	JAN-2024	CDACC
Food And Beverage Production (Culinary Art)	5	1 year	D PLAIN	JAN-2024	CDACC
Food Production and Beverage Production (Culinary Arts)	4	6 Months	D PLAIN	JAN-2024	CDACC
Baking Technology	3	6 Months	KCPE AND ABOVE	JAN-2024	CDACC
Baking Technology (Cake Production and Decoration)	4	6 Months	D PLAIN	JAN-2024	CDACC
Laundry and Dry-Cleaning Operation	4	6 Months	D PLAIN	JAN-2024	CDACC
Housekeeping and Accommodation	3	6 Months	KCPE AND ABOVE	JAN-2024	CDACC
Front Office Operations	3	6 Months	KCPE AND ABOVE	JAN-2024	CDACC
ONGOING DIPLOMA IN CATERING AND ACCOMODATION/FOOD AND BEVERAGE/NUTRITION AND DIETETIC					

CHEBWAGAN CAMPUS

BUSINESS DEPARTMENT

Accountancy	6	2 years	C- MINUS	JAN-2024	CDACC
Accountancy	5	1 year	D PLAIN	JAN-2024	CDACC
Credit Management	6	2 years	C- MINUS	JAN-2024	CDACC
Counselling Psychology	6	2 years	C- MINUS	JAN-2024	CDACC
Cooperate Management	6	2 years	C- MINUS	JAN-2024	CDACC
Cooperate Management	5	1 year	D PLAIN	JAN-2024	CDACC
Banking and Finance	6	2 years	C- MINUS	JAN-2024	CDACC
Banking and Finance	5	1 year	D PLAIN	JAN-2024	CDACC
Social Work and Community Development	6	2 years	C- MINUS	JAN-2024	CDACC
Social Work and Community Development	5	1 year	D PLAIN	JAN-2024	CDACC
Marketing Management	6	2 years	C- MINUS	JAN-2024	CDACC
Marketing Management	5	1 year	D PLAIN	JAN-2024	CDACC
Supply Chain and Management	6	2 years	C- MINUS	JAN-2024	CDACC
Supply Chain Management	5	1 year	D PLAIN	JAN-2024	CDACC
Human Resource Management	6	2 years	C- MINUS	JAN-2024	CDACC
Business Management	6	2 years	C- MINUS	JAN-2024	CDACC
Business Management	5	1 year	D PLAIN	JAN-2024	CDACC
Human Resource Management	5	1 year	D PLAIN	JAN-2024	CDACC
Store Keeping Management	5	1 year	D PLAIN	JAN-2024	CDACC
Hair Dressing	4	6 Months	D PLAIN	JAN-2024	CDACC
Hair Dressing and Beauty Therapy	3	6 Months	KCPE AND ABOVE	JAN-2024	CDACC
ONGOING DIPLOMA IN ACCOUNTANCY/BUSINESS MANAGEMENT/HUMAN RESOURCE/SUPPLY CHAIN MANAGEMENT					





STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING

THE BURETI NATIONAL POLYTECHNIC

P O BOX 444-20406, SOTIK-KENYA.

Corporate: 0742 888 444 Tel: +254704453337

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

MOTTO: TECHNICAL SKILLS FOR GROWTH



APPENDIX II
APPLICATION/OFFER OF ADMISSION

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	Eyes and vision a) Unaided Right – Left b) Aided Right-Left c) Color blind d) Vision field	
2	Pregnancy Test	
3	Test for Venereal Disease	
4	Nose and throat a) In nasal breathing habitual b) Adenoids	
5	Mouths and teeth	
6	Ears Hearing, voice –Right -Left	
7	Glands in the neck	
8	Chest, heart 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	General observation If care is desirable in any special direction, please give particulars.	

Signature of registered Medical Practitioner.....

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

THE PRINCIPAL _____



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 **THE BURETI NATIONAL POLYTECHNIC**

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)

