STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING

BELGUT TECHNICAL TRAINING INSTITUTE

P O BOX 205-20205, KERICHO-KENYA. Tel: +254759764059/+254728852244

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

MOTTO: SKILLS FOR NDUSTRIALIZATION

APPLICATION/OFFER OF ADMISSION

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

Ref: ADM/SEPTEMBER, 2021

MAIN CAMPUS

Tick as per the list of courses provided.

Registration of new students is between 19th August and 6th September, 2021.
Classes begin on 13th September, 2021.

(The institute may review the admission period when need arises)

Course Applied for (List as per priority):-

1……

2……

3……

A. PERSONAL DETAILS

FULL NAMES (As per KCPE/KCSE Result slip/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**

	BUILDING & CIVIL ENGINEERING DEPARTMENT				
S. No	COURSE NAME	DURATION	ENTRY QUALIFICATION	INTAKE PERIOD	EXAM BODY
1	Diploma in Quantitative Survey	3 Modules	C-(MINUS) & ABOVE	JAN, MAY, SEPT	KNEC
2	Dip. In Building & Construction Technology	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
3	Dip. In Civil Engineering	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
4	Dip.in Architecture	3 Modules	C- (MINUS) & ABOVE	JAN, SEPT	KNEC
5	Cert. In Building & Construction Technology	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
6	Cert. In Plumbing	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
7	Artisan in Plumbing Technology	1 Year	KCSE	JAN, SEPT	KNEC
8	Artisan in Building Technology	1 Year	KCSE	JAN, SEPT	KNEC
	AGRICULTURE DEPARTMENT				
1	Dip. In General Agriculture	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
2	Cert. in General Agriculture	2 Years	D PLAIN & ABOVE	JAN, MAY, SEPT	KNEC
	ELECTRICAL & ELECTRONIC DEPARTMENT				
1	Dip. In Electrical and Electronics Engineering (Power Options)	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
2	Cert. In Electrical and Electronics Engineering (Power Options)	2 Modules	D (PLAIN) & ABOVE	JAN, SEPT	KNEC
3	Artisan in Electrical Installation	1 Year	D- (Minus) & ABOVE	JAN, SEPT	KNEC
	INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT				
1	Dip. In Information Communication Technology	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
2	Dip. In Library and Information Science	2 Years	C-(MINUS) & ABOVE	JAN, MAY, SEPT	KNEC
3	Diploma in Computer Science	3 Module	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
4	Certificate in Information Communication Technology	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
5	Certificate in Information Sciences	2 Modules	D PLAIN & ABOVE	OPEN	KNEC
6	Advanced Computer Packages and Online Training Program	2 Months	KCSE	OPEN	BTTI
	FASHION AND DESIGN DEPARTMENT				
1	Diploma in Fashion Design	3 Module	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
2	Certificate in Fashion and Design	2 Modules	D (PLAIN) & ABOVE	JAN, SEPT	KNEC
3	Certificate in Hairdressing and Beauty Therapy	2 Modules	D(PLAIN) & ABOVE	JAN, SEPT	KNEC
4	Artisan Garment Making	1 Year	KCSE CERTIFICATE	JAN, SEPT	KNEC/NITA
5	Artisan in Hairdressing & Beauty Therapy	1 Year	KCSE CERTIFICATE	JAN, SEPT	KNEC/NITA

INSTITUTIONAL MANAGEMENT DEPARTMENT					
1	Diploma in food, Beverage and service	3 MODULES	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
2	Diploma in House Keeping and laundry	3 MODULES	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
3	Diploma in Catering and Accommodation	3 MODULES	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
4	Certificate in Catering and Accommodation	2 MODULES	D (PLAIN) & ABOVE	JAN, SEPT	KNEC
5	Certificate in Food, Beverage and Service	2 Modules	D (PLAIN) & ABOVE	JAN, SEPT	KNEC
6	Artisan in Food, Beverage and Service	1 Year	KCSE certificate	JAN, SEPT	KNEC/NITA
BUSINESS STUDIES DEPARTMENT					
1	Dip. In Accountancy	2 Years	C-(MINUS) & ABOVE	JAN, MAY, SEPT	KNEC
2	Dip. In Human Resource Management	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
3	Dip. In Supply Chain Management	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
4	Dip. In Business Management	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
5	Dip. In Cooperative Management	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
6	Dip. In Secretarial Studies	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
7	Dip. Community Development	3 Modules	C-(MINUS) & ABOVE	JAN, SEPT	KNEC
8	Certificate in Supply Chain Management	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
9	Certificate in Business Management	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
10	Certificate in Cooperative Management	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
11	Secretarial Single & Group Certificate	1 Year	D PLAIN & ABOVE	JAN, SEPT	KNEC
12	Certificate in Secretarial Studies	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
13	Certificate in Cooperative Management	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
14	Certificate in Human Resource Management	2 Modules	D PLAIN & ABOVE	JAN, SEPT	KNEC
15	Cert. In Human Resource Profession	6 Months	D PLAIN & ABOVE	OPEN	IHRMP
16	Cert. In Accounting & Management Skills (CAMS) Level III	1 Year	D+(Plus) & ABOVE	JAN, MAY, SEPT	KASNEB
17	Artisan in Store Keeping	1 Year	KCSE CERTIFICATE	JAN, MAY, SEPT	KNEC
18	CPA Parts I, II, III	OPEN	C+ (Plus with C+ in Math's & English	JAN, MAY, SEPT	KASNEB
	NB: Holders of Craft Certificate will join Diploma at Module 2 Classes will only take off when the class size is 10 and above.				

B. ACADEMIC QUALIFICATIONS

	SCHOOL/COLLEGE ATTENDED	INDEX NO	YEAR	MEAN GRADE/ QUALIFICATION
KCPE				
KCSE				
CRAFT				
DIPLOMA				

a) **CO-CURRICULAR ACTIVITIES:**

i. Sports .....

ii. Hobbies.....

iii. Others.....

b) **RESPONSIBILITY WHILE AT SCHOOL (IF ANY)**

.....

.....

c) Religion.....

I ..... sign ..... (Applicant Names) certify that the information is true.

C. SPONSOR/GUARDIAN DETAILS

FULL NAME **POSTAL ADDRESS** **POSTAL CODE** **TOWN**

RELATIONSHIP TO APPLICANT **EMAIL ADDRESS** **MOBILE NUMBER** **OCCUPATION**

D. NEXT OF KIN DETAILS

FULL NAME **POSTAL ADDRESS** **POSTAL CODE** **TOWN**

RELATIONSHIP TO APPLICANT **EMAIL ADDRESS** **MOBILE NUMBER** **OCCUPATION**

E. COURSE DETAILS

COURSE NAME

LEVEL (tick one)

Artisan ☐ **Craft** ☐ **Diploma** ☐ **HDip** ☐

Attach the following copies of testimonials

- ✓ Result Slip/Certificate
- ✓ 2coloured passport sized photographs
- ✓ Birth Certificate
- ✓ National ID
- ✓ School Leaving Certificate

OFFICIAL USE ONLY

VERIFIED BY _____

Sign_____

Date_____ __

ADMISSION REQUIREMENTS

YOU MUST COME WITH THE FOLLOWING TO GUARANTEE YOUR ADMISSION: -

A. RECORDS:

(i) Admission form dully filled and signed by BOTH applicant and Parent/ Guardian

(ii) Medical certificate Form filled by a registered medical Practitioner (Government Hospital).

(iii) Two recently taken coloured passports size photographs.

(iv) Photo-copies of I.D card (national), all academic, Birth certificate and school leaving certificates. **Come with originals for comparison**.

(v) Copies of parents/guardians ID cards

B. GAMES:

Any suitable attire for games which include football, volleyball, netball, athletics and indoor games.

C. STATIONERY:

All students are required to purchase their own stationary.

All students are required to a **ream of photocopy papers A1(Paperline Type)**

DETAILS REQUIREMENT CAN BE DOWNLOADED FROM THE WEBSITE (www.belguttechnical.ac.ke)

The specific requirements are attached as per the course applied.

To apply for HELB you are required to come with the following documents:

- **A copy of the Applicant's national ID Card**
- **Copies of the parents' National ID Cards/death certificate where the parent is deceased.**
- **Copies of both guarantors' National ID Card.**
- **A copy of the applicant's admission letter**
- **A copy of the applicant's KCPE result slip/certificate.**
- **A copy of the applicant's KCSE result slip/certificate.**
- **A copy of the applicant's KRA Pin.**
- **Two recent colored passport size photographs of the applicant.**

E. FEES

ANNUAL FEES SCHEDULE FOR REGULAR COURSES (GOVERNMENT SPONSORED) 2021/2022

VOTE HEAD	Government Capitation	Student/ Parent	Total
Tuition	17,000.00	0.00	17,000.00
P.E	9,200	0.00	9,393.00
LT&T	9,200	0.00	9,200
RMI	0	4,430.00	4,430.00
Student Council	0	600.00	600.00
Attachment & Linkages	0	1,957.00	1,957.00
Insurance	0	2,356.00	2,356.00
E.W.C	3,200	0.00	3,200.00
Internet/computer	600	0.00	600.00
Activity	0	2,700.00	2,700.00
Development	0	3,870.00	3,870.00
Administrative Costs	0	4,500.00	4,500.00
Medical	0	900.00	900.00
Registration	0	500.00	500.00
TOTAL	**30,000.00**	**26,420.00**	**56,420.00**

1. Payment can be made by deposit in any branch of Kenya commercial Bank payable to Be.T.T. I A/C **1257399845**-KCB, Sotik Branch. Pay bill number **522123**. Account no. **24434K**

NB: Please indicate the Name and Admission number of the student on the Banking slips.

2. Fees once paid are **NOT** refundable.
3. Fees may be changed in the course of your studies without consultation.
4. Capitation of **Kshs 30,000** is paid per student for all Government sponsored.
5. Non Government sponsored students are expected to pay **Kshs. 56,420 per year**.
6. Examination fee is paid as per the course and level of different departments.
7. New students are expected to pay non refundable fees on registration of **KSHS 2,050**

STUDENTS CAN APPLY FOR HELB LOAN TO A TUNE OF 46,000 PER ANNUM.

ZIPPORAH KUTTOH

PRINCIPAL
BELGUT TECHNICAL TRAINING INSTITUTE
13 AUG 2021
P.O. Box 205-20200, KERICHO
Tel: 0759 764 059

PRINCIPAL

Fees schedule

(Other fees may be catered for through application of HELB & Capitation)

S.NO	COURSE TITLE	MOD	EXAM. FEES KSH.	ADMISSION FEE	TOTAL MINIMUM FEES ON REPORTING
1.	Artisan Certificate in Food and Beverage	1	9,180	2050	11,230
2.	Artisan Certificate in Garment Making	1	7,780	2050	9,830
3.	Artisan Certificate in Masonry	1	7780	2050	9,830
4.	Artisan Certificate in Plumbing	1	7780	2050	9,830
5.	Artisan Certificate in Storekeeping	1	2980	2050	5,030
6.	Artisan in Electrical Installation	1	7780	2050	9,830
7.	Craft Certificate in Fashion Design Module 2	2	13,100	0	13,100
8.	Craft Certificate in Supply Chain Mgt Module 1	1	9,150	2050	11,200
9.	Craft Certificate in Building Technology	1	12100	2050	14,150
10.	Craft Certificate in Business Management	1	9150	2050	11,200
11.	Craft Certificate in Electrical Engineering (Power Option)	1	12,100	2050	14,150
12.	Craft Certificate in Electrical Engineering Module 2	2	13,100	0	13,100
13.	Craft Certificate in Fashion Design Module 1	1	11,650	2050	13,700
14.	Craft Certificate in Food and Beverage Module 1	1	10,650	2050	12,700
15.	Craft Certificate in General Agriculture	1	10650	2050	12,700
16.	Craft Certificate in HRM Module 1	1	8,150	2050	10,200
17.	Craft Certificate in Information Communication Technology Module 1	1	9,150	2050	11,200
18.	Craft Certificate in Information Communication Technology Module 2	2	6,150	0	6,150
19.	Craft Certificate in Information Science	1	9150	2050	11,200
20.	Craft Certificate in Information Technology	1	9150	2050	11,200
21.	Craft Certificate in Library/Information Studies	1	9,150		9,150
22.	Craft Certificate in Plumbing	1	10650	2050	12,700
23.	Craft Certificate in Secretarial Studies	1	9150	2050	11,200

24.	Craft Certificate in Secretarial Studies Module 1	1	9,150	2050	11,200
25.	Craft Certificate in Secretarial Studies Module 2	2	8,150	0	8,150
26.	Craft Certificate in Social Work & Development	1	10650	2050	12,700
27.	Craft Certificate in Supply Chain Management	1	9150	2050	11,200
28.	Diploma In Building Technology	1	8250	2050	10,300
29.	Diploma In Business Management	1	12750	2050	14,800
30.	Diploma In Electrical & Electronics Engineering	1	9600	2050	11,650
31.	Diploma In Electrical Engineering (Power Option)	1	9,600	2050	11,650
32.	Diploma In Fashion Design Module 1	1	13,150	2050	15,200
33.	Diploma In Fashion Design Module 2	2	13,150	0	13,150
34.	Diploma In Food and Beverage Module 1	1	15,500	2050	17,550
35.	Diploma In General Agriculture	1	6900	2050	8,950
36.	Diploma In HRM Module 1	1	9,200	2050	11,250
37.	Diploma In ICT Module 2	2	10,100	0	10,100
38.	Diploma In Information Communication Technology	1	11900	2050	13,950
39.	Diploma In Information Science	1	12350	2050	14,400
40.	Diploma In Secretarial Studies	1	13250	2050	15,300
41.	Diploma In Secretarial Studies Module 1	1	13,250	2050	15,300
42.	Diploma In Secretarial Studies Module 2	2	10,100	0	10,100
43.	Diploma In Social Work & Development	1	7350	2050	9,400
44.	Diploma In Supply Chain Management	1	12750	2050	14,800
45.	Diploma In Supply Chain Mgt Module 1	1	13,250	2050	15,300
46.	Hairdressing and Beauty Therapy	1	14,000	2050	16,2050
47.					

- **NB: - THIS APPLIES TO MODULAR PROGRAMMES**
  - **All new students to pay admission fee of Kshs. 2050**

ACCOMODATION

NB: The Institute does not provide accommodation, however plenty of rooms are available to students from neighborhood of Kapkelek Market, Chepngetuny Trading Centre and its environs. Application form can be obtainable from the Institute during working hours. Other specific course requirements are attached to the admission letter. For enquiries, call during working hours to 0728852244. Attaching the following to application letter; photocopies of academic certificate/result slip, birth certificate & leaving Certificate. You are guaranteed admission subject to meeting all requirements. A class will only commence subject to quorum.

MEDICAL EXAMINATION CERTIFICATE

Name of Applicant: _____

NOTE: Applicant for entry to the Institute **MUST** get this form 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. Colour 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 .....Rubber stamp/ Date.....

Sign.....

BELGUT TECHNICAL TRAINING INSTITUTE STUDENT RULES AND REGULATIONS

a) Class attendance is compulsory and punctuality is essential. All **assignments**, **CATS** and **exams 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 for 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 is prohibited in the Institute. Disciplinary action shall be taken against student 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 offence punishable by law.

f) Respect and care of Institutional property is important. Students will have to account for any losses/ damages.

g) The following areas are out of bound to all students unless they have prior permission; Staff room, Kitchen

h) Each student shall seek to observe, respect, and promote rights and fundamental freedom and exhibit responsible behaviour 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, colour 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 academic policy.

k) Abortion is **NOT** permitted and any student found to have procured or attempt to procure an abortion shall be handed over to the law enforcing 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 for 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. On returning back, such students **MUST** appear before the **DISCIPLINARY COMMITTEE** of the Institute accompanied by a registered parent/ Guardian.

m) For 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 availability of vacancy in course applied for.

n) No trainee is allowed to misuse the institutes 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/Ms,

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 **BELGUT 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.....
Date.....Telephone Number.....

Name of Parent/ guardian (Witness).....Signature …….....

Date..... Telephone Number.....