



SERIAL NO: OTTI/ADM/GS/SGSSL5/M/24/421

**LETTER OF ADMISSION****Name: JELIMO CYNTHIA****Address:****Date: 02/05/2024****A. ADMISSION:**

I am pleased to inform you that you have been offered an admission to this Institute to pursue a course in **SECRETARIAL SINGLE & GROUP LEVEL 5** subject to verification of your certificates and testimonials. The duration of the course is **Two (2) years**. You are required to bring this admission letter during admission.

Following your placement, 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 program, the deficit will be met by your Parent/Guardian.

**B. REPORTING AND REGISTRATION**

You are required to report and register on **07/05/2024** and not later than **24/05/2024** and hence commence studies. Further inquiries can be done through the Institute's Registry Phone number: **0719-795-795**.

**C. FEES SCHEDULES:**

1. Trainees shall combine scholarships, loans and household contributions on graduated scale, scientifically determined by Means of Testing Instrument (MTI) developed by the Higher Education Loans Board (HELB), categorizing trainees into four levels of need; Vulnerable, Extremely needy, Needy and Less needy.
2. The annual tuition fee has been revised to **ksh. 67,189/=** in compliance with the new Government TVET funding model distributed as follows:

S. No.	Trainee's Level of Need	GOK Grant		HELB		Guardian/Parent		Total
		Allocation (%)	Amount (Ksh.)	Allocation (%)	Amount (Ksh.)	Allocation (%)	Amount (Ksh.)	
1.	Vulnerable (Band 1)	70	47,032	23	15,118	7	5,039	<b>67,189</b>
2.	Extremely Needy (Band 2)	60	40,313	28	18,813	12	8,063	<b>67,189</b>
3.	Needy (Band 3)	50	33,595	32	21,500	18	12,094	<b>67,189</b>
4.	Less Needy (Band 4)	40	26,876	38	25,532	22	13,438	<b>67,189</b>
5.	Self-Sponsored	-	-	-	-	100	67,189	<b>67,189</b>

On admission, the trainee will be expected to pay the basic admission fees of **Ksh. 5,000** to cater for Admission Fee, Trainee ID Card, Insurance, TVETA, KUCCPS, Trainee Union (OTTISA) and caution money. The parent/Guardian will be required to cater for accommodation and meals. Once the allocation from GOK and HELB has been determined, the parent/Guardian should make arrangements to settle the remaining arrears as per the table above.

**NOTE:**

1. The fee is paid by direct bank deposit at A/C No. **01021055648800** at any National Bank Branch or A/C No. **1114032425** at any KCB Branch or Bankers Cheque or through Mpesa Pay bill No **847729** Acc No: **ADMISSION NO.** or Bankers Cheque.
2. EXCESS PAYMENTS of fees WILL NOT BE REFUNDED WHATSOEVER but will offset the next term's fees.
3. HARD CASH or PERSONAL CHEQUES will NOT be accepted under any circumstances

**D. ACCOMMODATION**

Limited hostel accommodation is available and shall be allocated on first come first serve basis. Those trainees who wish to board in the institution's hostels are required to pay Ksh. 4,500 per term after confirming availability. Accommodation fee will only be accepted upon payment of tuition fee and must be paid in full. This amount does not include meals.

**NOTE:** All boarders should come with;

1. Beddings.
2. Bucket (Approx. 20 liters)
3. A Plate, Cup and a Spoon
4. Other personal effects are permissible.

**E. MEALS**

Meals will be offered in the institute Dining Hall on a Cafeteria System using 'Pay As You Eat' (PAYE). Trainees are advised to have enough money to cater for their meals. Please see attached Menu.

**F. ALL TRAINEES SHOULD COME WITH THE FOLLOWING ITEMS**

1. Two (2) Spring Files
2. Writing Materials
3. Colored passport Size photograph
4. Original and photocopies of each of the following:
  - a) Examination Result Slips or Certificates (both KCPE and KCSE)
  - b) School Leaving Certificate
  - c) National Identity Card
  - d) Birth Certificate

**G. CHANGE OF COURSE**

Trainees wishing to change course have a maximum of Fourteen (14) days from the commencement date of the Programme to apply for change of course.

**H. COURSE REQUIREMENTS**

<b>ENGINEERING COURSES: (DIPLOMA, CERTIFICATE &amp; ARTISAN)</b>			
1.	Overall or Dust Coat (Light Blue)	8.	Tape Measure (5 Meters for Workshop Projects)
2.	Tee Square Minimum Length (900mm) 01.	9	A Scientific Calculator fx991-ES
3.	Two Set Squares (90, 60 X 30 X 90 45 & 45 Degrees for Technical Drawing)	10	Advanced SMP Mathematical Table
4.	Masking Tape	11	Scale rule
5.	Pencils – HB, H, 2H,3H and 4H Staedtler - GBritain/Germany	12	Black booth shoes to be worn in the workshop
6.	Technical Drawing Set (Rotring/Helix)	13	SMM copy for Building Students
7.	CESMM copy for Civil Engineering Students		

<b>SECRETARIAL TRAINEES SHOULD BRING THE FOLLOWING:</b>			
1.	Introduction to Computerized Document Processing textbook	4.	Four Shorthand Notebooks
2.	Pitman New Era Shorthand Anniversary Edition (purple in colour)	5.	2 spring files, 1 Ream printing papers
3.	Pitman New Era Shorthand Dictionary		

<b>FOOD &amp; BEVERAGE (ARTISAN/CRAFT/DIPLOMA)</b>	
<b>Production Uniform</b>	<b>Service Uniform</b>
1. White Apron	1. Black Dacron Trouser (Male) <b>or</b> Skirt (Female).
2. Chef's Jacket (double breast)	2. Long Sleeved Shirt White.
3. Chef's Hat	3. Long Sleeved Shirt White.
4. Neck scarf (Red)	4. White Dustcoat (Module 2 &3).
5. Checked Trousers (Male) <b>Or</b> Skirt (Female)	5. 2 navy blue Slip Clothes (1mX1m) Artisan & craft groups.
6. Oven Gloves	6. White slip cloth for all Diploma groups (DFB and DCA).
7. One Kitchen Clothes (Towels)	7. Maroon waiter's half coat (Diploma groups)
8. Two surface Cleaning Clothes	8. Black waiter's half coat (Artisan and Certificate groups).
<b>BOOKS (Artisan/Craft/Diploma)</b>	9. Bow Tie (black).
Practical Cookery 7 <sup>th</sup> Edition- by Fosket	10. Two Waiters Cloth.
Food and Beverage Service-by Lillicrap	11. Ten [18x18] white Table Napkin Cotton.
<b>NB: Food handler's certificate is mandatory.</b>	
<b>ARTISAN IN HAIRDRESSING</b>	<b>ARTISAN IN BEAUTY THERAPY</b>
1. Apron	1. White Apron - 1pc
2. Towels (MEDIUM SIZE)- 4PCS	2. White Bed Sheets - 2pcs
3. FACE TOWELS – 4 pcs	3. Manicure Set - 1pc
4. Flat closed shoes – 1 pair	4. Nail Buffer - 3 pcs
5. Assorted Tail Combs (Tail Comb, Afro Comb, Styling Combs)- 6pcs	5. White Towels - 4 Large ,3 Medium & 2 Face Towels
6. Crotchet – 2 Pcs	<b>AGRICLTURE &amp; EXTENSION</b>
7. Professional Needle – 2 pcs	1. Gum Boots – 1 pair (Black)
8. Hair Clips (Plastic)Butterfly – 1 Set	2. Dust coat – 1 pc (Green)
9. Spring File – 1 pc	
<b>TEXTILE COURSES</b>	
1. Set of French Curves	6. Shears
2. A set square	7. Dressmakers' pins packet
3. Tracing Wheel	8. Tailor's chalk
4. Paper scissors	9. HB pencils
5. Tape measure	10. Drawing books (Big) - 2
<b>COURSE BOOKS FOR ARTISAN, CRAFT &amp; DIPLOMA (TEXTILE COURSES)</b>	
<ul style="list-style-type: none"> <li>• Metric Pattern Cutting book for women's wear-by Winifred Aldrich</li> <li>• Basic Needle Work- by Winefride M Bull</li> <li>• Textile Fibres , Dyes, Finishes and processes- by Howard L Needles</li> </ul>	

**PRINCIPAL**  
 OL'LESSOS TECHNICAL TRAINING INSTITUTE  
 P.O. Box 210-30302, N.S.SOS  
 Date..... Sign.....

**Wesley K. Yegon (Mr.)**  
**SENIOR PRINCIPAL/SECRETARY BOG**



**OL'LESSOS TECHNICAL TRAINING INSTITUTE IS ISO 9001:2015 CERTIFIED**

*All correspondence must be addressed to the Principal*

## APPENDIX 1: MEDICAL EXAMINATION CERTIFICATE

**NOTE:** Application for entry to the institute must have this form completed by a registered doctor, following thorough medical examinations.

S/n	Check-ups	Specifications	Findings
1	Chest X-Ray	Tuberculosis	
2	Urine		
3	Stool		
4	Eye & Vision	<ul style="list-style-type: none"> <li>• Unaided Right -Left</li> <li>• Unaided Right -Left</li> <li>• Color Blind</li> <li>• Visual Field</li> </ul>	
5	Ears	Hearing Voice Right -Left	
6	Mental Stability		
7	Mouth and Teeth		
8	Infectious Diseases		
9	Glands in the Neck		
10	Spleen and Liver	Bile and Various Veins	

Any other weakness, defect or disease e.g. defects or speech, local twitching spasm, cholera or other nervous disorder, venereal diseases or rheumatic tendency.

I certify that I have this day \_\_\_\_\_ examined  
 .....And that in my opinion he/she is physically fit/unfit for  
 admission in your institute as a trainee.

## APPENDIX 2: CAFETERIA MENU

<b>S/No.</b>	<b>MENU</b>	<b>PRICE</b>
1.	TEA	15
2.	WHITE TEA	25
3.	BLACK TEA	15
4.	SCONES	10
5.	MANDAZI	10
6.	CHAPATI	15
7.	GITHERI	30
8.	VEGETABLES	15
9.	SOUP	10
10.	NDENGU PLAIN	25
11.	NDENGU CHAPO	40
12.	BEANS PLAIN	25
13.	BEANS CHAPO	40
14.	RICE PLAIN	25
15.	UGALI PLAIN	15
16.	NYAMA PLAIN	55
17.	UGALI MIX	55
18.	RICE SPECIAL	60
19.	CHAPO SPECIAL	60
20.	UGALI MBOGA	30