



WTTI/ADM/RO/F001

WOTE TECHNICAL TRAINING INSTITUTE

P O Box 377-90300 Makueni

Cell: 0728 658649 / 0787294782

Email: info@wotetti.ac.ke

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JOINING INSTRUCTIONS

NAME -----

COURSE -----

DURATION ----- REPORTING DATE ----- 8TH SEPTEMBER, 2020-----

COUNTY -----

ADDRESS ----- P O BOX -----

CLASS TYPE

☒ REGULAR

☐ PARALLEL

☐ PART-TIME

ADMISSION

We are pleased to inform you that you have been admitted to join Wote Technical Training Institute.

The Institute is government sponsored under the Ministry of Education. It has a mixed day and boarding student population.

LOCATION

The Institute is located 3 kilometers from Wote town along the Makindu road.

It is adjacent to Makueni Girl's Secondary School and the County Public Works offices.

COMPULSORY ITEMS

On the day of the admission you must bring with you the following:-

- ❖ This admission letter
- ❖ Duly filled application form
- ❖ KCPE and KCSE Result Slip or Certificate, School Leaving Certificate and their copies
- ❖ National ID card, Birth Certificate and their copies
- ❖ 2 recently taken passport size photographs
- ❖ Medical Form (*attached at the back of this admission letter*)
- ❖ Fees

FEES

Fees is payable **in full** at the beginning of each term. All payments are made in Banker's Cheque or Money Order and addressed to:- **Wote Technical Training Institute.**

NB: Cash payments will not be accepted.

You can also directly pay into the Institute **Account No. 1105324559 of Kenya Commercial Bank Ltd** or deposit through our Lipa na Mpesa Service (**Pay bill No.178495**), Wote Technical Training Institute - but for the **Parallel, Part-time and Short Term Programmes** you can directly pay into the Institute **Account No. 2023422355 of Barclays Bank.**

TUITION FEES

Fee for each course is as per the attached fees structure.

ACCOMMODATION FEES

- This fees will be paid separately after a student clears **ALL** tuition fees and is allocated a room in the Institute subject to availability of space.
- Students are advised **NOT** to pay accommodation fees before they confirm availability of room.
- The charges are **Ksh.4, 500** per term and **Ksh. 6,000** per semester on a first come first served basis.

EXAMINATION FEES

The Institute does not pay examination fees for students. It is the responsibility of each parent/guardian/sponsor to pay separately registration/examination fees for their students and it is therefore not included in the fees structure.

1. KNEC FEES

Examination fees requirements will be given after verification of payment deadlines from the Kenya National Examination Councils (KNEC).

2. TEXTBOOKS

(a) The Institute does not provide textbooks and stationery to students. You should buy enough foolscaps, exercise books, pens and pencils (2H/3H or 2B). A separate list of text books will be given.

(b) Engineering students will be required to buy the following for their own use:-

- Engineering set square 45 x 45 and 60° x 30° and protractor (transparent).
- T square – 100CM
- Engineering drawing set
- One roll of masking tape
- Scientific calculator – Casio FX 82 MS
- Eraser (staedler)
- Drawing Pencils (staedler) – HB and 2H
- Four figure mathematics log book (K.I.E) for certificate course, SMP Advanced tables for Diploma.
- One ream of drawing papers (A2) and one drawing book (A3 size)
- One navy blue overall and a pair of hard soled leather shoes for Automotive and Building and Civil Engineering students.
- Steam Tables (For Diploma in Automotive Engineering Module 3 students)
- Psychometric Chart (For Diploma in Automotive Engineering Module 3 students)

NB: Grey dust coat for Electrical Students

TEXT BOOKS FOR ELECTRICAL ENGINEERING STUDENTS (report with at least one)

- Electrical Technology by HUGHES
- Electrical and Electronics by Bird
- Electrical Installation by Trevor
- Electrical Installation by Brian Scaddan
- Electrical Installation by Peter Robertson
- Mathematics Engineering by Stroud
- Motivate Series

3. FOOD & BEVERAGE COURSE REQUIREMENTS

DIPLOMA LEVEL YEAR

i) UNIFORM

a) Production

- Checked Skirt/Trouser - 1
- Chefs Jacket - 1
- Chef's Hat - 1
- Chefs Apron - 1
- Low healed black leather shoes (closed)
- Dish cloth (kitchen towel)- 2
- Necker's chef (red) - 2
- A set of knives
- Cleaning cloth - 2
- Oven gloves - pair
- Food handlers certificate

b) Service

- Black skirt/trouser - 1
- Black Bow Tie - 1
- Black half coat - 1
- Glass cloth - 1
- Linen :-
 - ✓ 2 table cloth white - 1 ½ M x 1½ M (Damask material)
 - ✓ 2 slip cloth – Red - 1M x 1M (Damask material)
 - ✓ 8 Napkins white - 19 inch x 19inch (Damask material)
 - ✓ 1 sideboard liner - 1 M x 17 inch (Damask material)
 - ✓ Tray cloth :- Red
 - 1 round diameter 11 inch with white lace (Damask material) - red
 - 1 rectangle 12 inch x 16 inch with white lace (Damask material) – red
- Long sleeved white shirt/blouse-1
- Waiters cloth - 2
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1

ii) BOOKS

- Practical cookery by Victor
- Theory of catering by Victor
- Food and beverage service by Denis Lillicrap
- Recipe cards
- Recipe file (A5 box file)

CERTIFICATE LEVEL

i) UNIFORM

a) Production (Module 1)

- Checked Skirt /Trouser- 1
- Chef's Jacket - 1
- Chef's hat - 1
- Chef's apron - 1
- Low healed black leather shoes (closed)
- Dish cloth (kitchen towel)- 2
- Necker's chef (Red) - 1
- A set of knives
- Cleaning cloth - 2
- Oven gloves - pair
- Food handlers certificate

b) Service Uniform (Module 2)

- Black skirt/trouser - 1
- Black bow tie - 1
- Black half coat - 1
- Glass cloth - 2
- Waiters cloth - 2
- Linen :-
 - ✓ 2 table cloth white - 1 ½ M x 1½ M (Damask material)
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse -1

- ✓ 2 slip cloth – Navy Blue - 1M x 1M (Damask material)
- ✓ 8 Napkins white - 19 inch x 19inch (Damask material)
- ✓ 1 sideboard liner(Navy Blue) - 1 M x 17 inch (Damask material)
- ✓ Tray cloth (Navy Blue) :-
 - 1 round diameter 11 inch with white lace (Damask material)
 - 1 rectangle 12 inch x 16 inch with white lace (Damask material)

ii) BOOKS

- Practical cookery by Victor
- Theory of catering by Victor
- Food and beverage service by Denis Lillicrap
- Recipe cards
- Recipe file (A5 box file)

ARTISAN LEVEL

i) UNIFORM

a) Production

- | | | | |
|--|----|------------------------------|--------|
| • Checked skirt/trouser | -1 | • Dish cloth (kitchen towel) | |
| • Chef's jacket | -1 | • Necker's chef (Red)- | 1 |
| • Chef's hat | -1 | • A set of knives | |
| • Chef's apron | -1 | • Cleaning cloth | - 2 |
| • Low heeled black leather shoes(closed) | | • Oven gloves | - pair |
| | | • Food handlers certificate | |

b) Service

- Black skirt/trouser - 1
- Black bow tie - 1
- Black half coat - 1
- Glass cloth - 2
- Waiters cloth - 2
- Yellow duster - 1
- Opener - 1
- Name tag holder - 1
- Long sleeved white shirt/blouse -1

- Linen :-
 - ✓ 2 table cloth white - 1 ½ M x 1½ M (Damask material)
 - ✓ 2 slip cloth – (orange) - 1M x 1M (Damask material)
 - ✓ 8 Napkins white - 19 inch x 19inch (Damask material)
 - ✓ 1 sideboard liner(Orange) - 1 M x 17 inch (Damask material)
 - ✓ Tray cloth (Orange) :-
 - 1 round diameter 11 inch with white lace (Damask material)
 - 1 rectangle 12 inch x 16 inch with white lace (Damask material)

ii) Books

- Practical cookery by Victor
- Food and beverage service by Denis Lillicrap
- Recipe cards
- Recipe file (A5 box file)

NOTE: Colour of linen will change from intake to intake and from level to level.

4. SECRETARIAL COURSE REQUIREMENTS

- ❖ Short Hand Note Book - 4 Pieces
- ❖ Pitman New Era Short Hand Anniversary Edition By Adrey O'dea , Joan Sykes et al
- ❖ Short Hand Dictionary
- ❖ Oxford Advanced Learners Dictionary
- ❖ Keyboarding & Document Processing 6th Edition By Archie Drummond & Ann-Coles

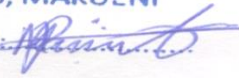
PERSONAL EFFECTS

Two bed sheets, two blankets, 1 Buckets, mosquito net, 1 plate; I towel 1 cup, 1 spoon and other personal effects.

RULES AND REGULATIONS

Wote Technical is a mixed boarding/day Institute which has rules and regulations governing it. A copy of the same will be given to you and your parent/guardian /sponsor on the date of admission. After reading and understanding the rules and regulations, your parent/guardian/sponsors will sign the declaration form.

Registrar's Signature

REGISTRAR
WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI
 DATE:.....SIGN: 

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