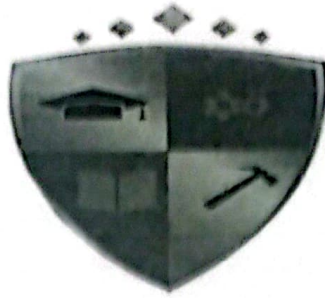


NAKURU VOCATIONAL

P.O BOX 3973-20100, NAKURU



TRAINING CENTRE

TEL: 0702 474 169

### ADMISSION PROCEDURES

**1. ELIGIBILITY CRITERIA:**

- NITA ARTISAN COURSES- NITA GRADE III, II & I – Any Grade, Anyone who can read and write
- KNEC ARTISAN COURSES- KCPE CERT, KCSE D- & BELOW

**2. CHOOSING OF COURSE-** Any one who meets the above criteria for the levels is guided on the courses offered, Then Choose the course to train.

**3. COURSE REQUIREMENTS-** Each Course has Course requirements (ToolKits) for Training and Personal Protective Equipment (PPE). After choosing course one is provided by the course requirements.

**4. FILLING OF ADMISSION FORM AND SIGNING OF RULES & REGULATIONS, DRESSING CODE AND OTHER PROCEDURES-** Anyone who is ready for Admission is issued with Admission Form, To capture Details pertaining to the prospective trainee, Guided on rules and Regulations, Dressing code and other Procedures and if in acceptance append signature.

**5. ADMISSION REQUIREMENTS-** Upon Filling of the Admission Form the prospective trainee is expected to attach the following documents;

- a) ACADEMIC CERTIFICATES COPIES- KCPE, KSCE & ANY OTHER PROFESSIONAL CERT.
- b) COPY OF NATIONAL ID/BIRTH CERTIFICATE/PASSPORT FOR FOREIGN TRAINEES.
- c) 2 PASSPORT PHOTOS



*Growing Towards Self Reliance*

6. **PAYMENT OF ADMISSION FEE-** Upon fulfilling of admission requirements and filling of admission form prospective trainee is required to pay admission Fee of Ksh. 500. Prove of payment is provided to the Accountant.
7. **ISSUING OF ADMISSION NUMBERS-** Upon payment of admission fee, a Trainee is issued with Admission Number and Entered In The Admission Register, The new trainee is also captured in the school Financial System by the Accountant.
8. **PROCESSING OF ADMISSION LETTER-** After issuing admission number, admission Letter is processed by the Registrar and a trainee is issued with a copy and another copy filled by the registrar.
9. **POSTING TO THE DEPARTMENT-**On issuance of Admission Letter, the trainee reports to the Head of department, were the trainee is welcomed and entered on the records of the department. The trainee is entered on the department register.
10. **ORIENTATION-** The HoD orients the new trainee with the departmental course outlines and other departmental procedures.
11. **ADMINISTRATIVE ORIENTATION-** Later all New Trainees across all departments are oriented, Where they are informed of all Hod's, management committees, administrative structure, Procedures, rules and their Expectations.

**PROCEDURES APPROVED BY;**

**S.MULI**

**ADMINISTRATION.**

