REHEMA TECHNICAL TRAINING INSTITUTE.
REG.NO. TVETA/P/TVC/0082/24
P.O. BOX 1362, KERICHO.
OFFICE NO: 0728260819/0713695947/0720205313.
EMAIL:rehemainstitute010@gmail.com

MR/MISS:……..
COURSE SELECTED:…….

REGISTRATION NUMBER:……

RE: ADMISSION AT REHEMA TVC

We are pleased to offer you a place at Rehema Technical and Vocational College to study ……..course for a period of …….
Your admission will commence on……and you are expected to report to the college on that particular date.

INSTITUTION LOCATION
The college is located at Chemosit market river along Kericho –Sotik highway about 1KM from Ngoina road junction on your way to Kericho town and 25kms from Kericho town.

The fees for the courses offered will be as follows:

TERM 1	TERM 2	TERM 3
KSH: 30,000	**KSH: 30,000**	**KSH:30,000**

1) **National examination fees not included in the fees structure.**
2) **The college does not provide special diet.**
3) **Please come with your original documents for identification and verification.**

NB: upon getting admission number, the student will apply for HELB loan, NGCDF Bursary and other scholarships.

Payment details
BANK OF AFRICA
REHEMA TECHNICAL TRAINING INSTITUTE
A/C NO: 08820630002

PERSONAL DETAILS

(A) FULL NAME (AS PER KCPE/KCSE CERTIFICATE).

FULL NAME

ID NUMBER

DATE OF BIRTH (dd/mm/yyyy)

MARITAL STATUS

POSTAL ADDRESS

POSTAL CODE

TOWN

GENDER

MOBILE NUMBER

EMAIL ADDRESS

(B) ACADEMIC QUALIFICATIONS.

LEVEL	INDEX (SCHOOL CODE)	SCORE MEAN GRADE
KCPE		
KCSE		
TECH/BTEP		

(C) SPONSOR/GUARDIAN DETAILS.

FULL NAME

POSTAL ADDRESS

RELATIONSHIP

MOBILE NUMBER

OCCUPATION

(D) PERSONAL EFFECTS.

All boarding students should bring their personal effects including the following: blankets, bed sheets, mattress, washing basins, 2spring file and 1 box file, hymn book/ golden bells, 1 ream paper, 1 ream of foolscap, Mosquito nets, utensils (spoon, cup, and plate), bucket, toiletries.

(E) UNIFORM.

MEN: Dark blue long trouser, white shirt, dark navy blue sweater, red tie, black shoes and white dust coat.
LADIES: Pair of sky blue dress, dark blue skirt and dark blue sweater, dark blue dress, white blouse, black closed leather shoes and white dust coat.
NOTE: All uniforms can be purchased at the college or Favour Fashion (Ngoina road).

COURSE REQUIREMENTS

	COURSE	COURSE REQUIREMENTS
1	**CERTIFIED NURSE ASSISTANT/NURSE AIDE**	**TEXTBOOKS (buy any four).** ❖ Nursing assistant (10th edition) by Mosby (compulsory). ❖ Clinical pharmacology ❖ Stethoscope (1pc) ❖ Mercury thermometer (1pc) ❖ Drug abuse ❖ African therapeutic ❖ Marriage therapy ❖ Psychology of religion ❖ Counseling a patient. ❖ Counseling HIV/AIDS victims. ❖ Human nutrition by Pamela Trottler ❖ Principals of first AID-St John Ambulance. ❖ Communicable/non-communicable diseases.
2	**PRE-OPERATIVE THEATRE TECHNOLOGY**	Stethoscope (1pc), clinical thermometer (1pc)-Mercury, pocket scissors, scientific calculator, green theatre scrubs, white clogs and geometrical set.
3	ICT	❖ Blank CD -5 Pieces **RECOMMENDED TEXTBOOKS** ❖ Operating system by Worcester polytechnic institute. ❖ Object oriented programming design by Binnur Kurt. ❖ Artificial intelligence by Prof Pradipta Kumar Das.
4	**FASHION DESIGN**	**WORKSHOP REQUIREMENTS** ❖ Set squire 45^0 and 90^0. ❖ Tape measure. ❖ Cutting shears. ❖ White dust coat. ❖ 1101-1B pencils ❖ Dress maker's pins **RECOMMENDED TEXTBOOKS(drafting textbooks)** ❖ Metric pattern for women's wear by Winfred Aldrich. ❖ Metric pattern cutting for Gent's wear by Winfred Aldrich. ❖ Metric pattern cutting for children's wear by Winfred Aldrich.
5	**HAIRDRESSING AND BEAUTY THERAPY**	❖ Shampoo 1ltr ❖ Conditioner ½ ltr ❖ Hair food 100gms ❖ Plucking threads ❖ Needles 2pcs ❖ Scissor 2pc ❖ Lift up/Afro comb 1 pc. ❖ Abuja (any color) 6 pcs. ❖ White T-shirt 1 pc. ❖ White/purple apron 1 pc ❖ White towels 2pcs ❖ Dummy Head/Dolly 1pc
6	**FOOD AND BEVERAGE**	**Production** ❖ White apron with black strip on pockets ❖ White chef jacket (black collar, cuffs and black strips on pockets). ❖ Checked (small) `black white trousers (men), checked (small) black and white skirt (ladies). ❖ Chef's scarf (black). **Service** ❖ Black trousers (men), black skirt (ladies). ❖ White long- sleeved shirt/blouse. ❖ Waist coat (black). ❖ Bow tie (black). **Table linen** ❖ 2table cloths($1^1/_2$ M by $1^1/_2$M)white ❖ 2slip cloth(1M by1M)red

		❖ 10 table napkins (45cm by 15cm) finished white.

REHEMA TECHNICAL AND VOCATIONAL COLLEGE

COURSES OFFERED

1) HEALTH DEPARTMENT.

NO	COURSE	LEVEL	REQUIREMENTS	PERIOD	EXAM BODY
1	Certified Nurse Assistant/Nurse Aide	CERTIFICATE	KCSE D plain AND ABOVE	$^1/_2$yr	HLLG
2	Perioperative Theatre Technician	5	KCSE D and Above	1yr	CDACC
3	Perioperative Theatre Technology	6	KCSE C- Plain & Above	$1^1/_2$yrs	CDACC
4	Care Giver	CERTIFICATE	KCSE D Plain & Above	$^1/_2$yr	HLLG
5	Orthopaedic Trauma Medicine	CERTIFICATE	KCSE C- and Above	$1^1/_2$yrs	KNEC

2) COMPUTER AND INFORMATION STUDIES DEPARTMENT

NO	COURSE	LEVEL	REQUIREMENTS	PERIOD	EXAM BODY
1	ICT Technician	6	KCSE mean Grade C-/pass in certificate	2 years	CDACC
2	ICT Technician	5	KCSE mean Grade D and above	$1^1/_2$yrs	CDACC
3	Library and information science	6	KCSE mean Grade C- and above	2 years	CDACC
4	Library and information science	5	KCSE mean Grade D plain and above	2 years	CDACC

3) HOSPITALITY AND INSTITUTIONAL MANAGEMENT DEPARTMENT

NO	COURSE	LEVEL	REQUIREMENTS	PERIOD	EXAM BODY
5	Food and beverage production (culinary art)	5	D plain and above	1 year	CDACC
6	Food production and beverage production (culinary arts)	4	D plain and above	6 months	CDACC

4) BUILDING AND CIVIL ENGINEERING DEPARTMENT

NO	COURSE	LEVEL	REQUIREMENTS	PERIOD	EXAM BODY
7	masonry	4	D plain and above	6 months	CDACC
8	plumbing	5	D plain and above	1 year	CDACC
9	plumbing	4	D plain and above	6 months	CDACC

5) BUSINESS DEPARTMENT

NO	COURSE	LEVEL	REQUIREMENTS	PERIOD	EXAM BODY
13	Accountancy	6	C- and above	2 years	CDACC
14	Accountancy	5	D plain and above	1 year	CDACC
15	Counseling psychology	6	C- and above	2 years	CDACC
16	Store keeping management	5	D plain and above	1 year	CDACC
17	Hairdressing	4	D plain and above	6 months	CDACC
18	Hairdressing and beauty therapy	3	KCPE and above	6 months	CDACC

MEDICAL EXAMINATION FORM.

(TO BE COMPLETED BY MEDICAL DOCTOR FROM A RECOGNIZED MISSION/GOVERNMENT HOSPITAL)

	EYES AND VISION.	**OBSERVATION**
A	1) Unaided right- Left 2) Aided right- Left 3) Color blind **4)** Vision field.	
B	Pregnancy Test	
C	Test for venereal diseases	
D	**Nose and Throat.** 1) In nasal breathing habitual 2) adenoids	
E	**Ears** 1) Hearing voice 2) Right 3) Left	
F	Glands in the Neck.	
G	**Chest, heart** With special reference to any tubercular tendencies	
H	Spinal column	
I	General observation.	

Practioner

Address_____Date_____sign_____

RULES AND REGULATIONS:

1) The institution admits all students irrespective of religion, color, tribe or sex but reserves the right of admission on the ground of academic performance and good behavior.
2) Class attendance is compulsory and punctuality is paramount. All assignment **CATS** and end term exams **MUST BE DONE** as required.
3) The institution is founded on Christian's tenets and all students must attend all church services within the college. Any student found to have violated this rule leads to serious punitive measures.
4) Any female student with pregnancy should be required to defer her course work has per the institution's academic policy.
5) Staff room, kitchen and staff quarters is out of bounds to all students unless with prior consent.
6) All students must maintain ACADEMIC STANDARDS. Students must resit for supplementary exams when they perform dismally in college exam. Persistent poor performance may lead to discontinuation forthwith.
7) Smoking and drinking are totally prohibited in the institution. .Serious punitive measures will be taken against student found smoking or under the influence of alcohol.
8) Legal action will be taken against any student found handling, possession and consumption of addictive drugs.
9) Students must adhere to the institutions social media policy which outlines for appropriate use of social media platforms such as facebook ,whatsapp,tiktok, twiter,text etc using these platforms to tarnish, incite or cause tension amounts to gross violation and leads to suspensions or other punitive measures
10) Saturday manuals must be performed by all boarders irrespective of their religion or personal matters. Punitive measures will be taken against students who boycott the manuals.
11) Students should observe personal hygiene and dress neatly. Students must follow duty roster when doing cleanness in their classrooms, washrooms and other areas.
12) Improper hair shaving, plaiting and coloration are highly discouraged.
13) Abortion is not permitted and any student found to have procured or attempts to procure an abortion shall be handed over to the government law enforcers for legal action.
14) The institution takes incidences of violence and aggression very seriously and such acts lead to suspension or even expulsion.
15) All students are required to go for half term every second month of every semester.
16) Communication is in English and Kiswahili.
17) Illicit relationship between staff and student, student and student is highly prohibited .all sexual immorality cases will be dealt with the seriousness it deserves.
18) Fees once paid are neither refundable nor transferable under any circumstances. Students to clear fees or pay at least three quarters of the semester's fee on opening. All students are expected to clear fee on the mid of the second month after opening.

Parent/guardian's Name: _____Tel No. _____Sign_____

Student's Name: _____ Tel No. _____Sign_____