

YASHICA TRAINING COLLEGE

STUDENT HANDBOOK & POLICIES

2025-26 Academic Year

WELCOME TO YOUR JOURNEY

Welcome to Yashica Training College! This handbook contains essential information about our policies, procedures, and expectations to ensure a positive and productive learning environment for all students.

OUR MISSION & VALUES

Mission:

To provide affordable, high-quality vocational education that transforms lives through practical skills development and prepares students for successful careers and entrepreneurship opportunities.

Core Values:

- â¢ Excellence in education and training delivery
- â¢ Inclusivity and equal opportunities for all students
- â¢ Integrity in all our interactions and operations
- â¢ Innovation through modern teaching methods and technology
- â¢ Community support and social responsibility

ACADEMIC CALENDAR 2025-26

TERM 1: January 13 - April 4, 2025

- â¢ Orientation Week: January 13-17, 2025
- â¢ Mid-term Evaluations: February 17-21, 2025
- â¢ Term Break: April 7-11, 2025

TERM 2: April 14 - July 4, 2025

- â¢ Skills Assessment Week: May 19-23, 2025
- â¢ Mid-year Break: July 7-18, 2025

TERM 3: July 21 - October 10, 2025

- â¢ Final Projects & Certifications: September 14-18, 2025
- â¢ Graduation Ceremony: October 13, 2025

CLASS SCHEDULES

Morning Shift: 8:00 AM - 12:00 PM

Ideal for early risers and those with afternoon commitments

Afternoon Shift: 1:00 PM - 5:00 PM

Perfect for students who prefer midday learning

Evening Shift: 6:00 PM - 10:00 PM

Designed for working professionals and those with daytime obligations

ATTENDANCE POLICY

Regular attendance is crucial for academic success

We maintain high standards of attendance to ensure all students receive the full benefit of their chosen programs and develop professional habits.

Attendance Requirements:

- â¢ Minimum 80% attendance required for program completion
- â¢ Students must attend at least 4 out of 5 classes per week
- â¢ Practical sessions are mandatory and cannot be made up easily
- â¢ Late arrivals (more than 15 minutes) count as 0.5 absence

Excused Absences:

- â¢ Medical emergencies (doctor's note required)
- â¢ Family emergencies (documentation may be requested)
- â¢ Religious observances (advance notice required)
- â¢ Court appearances (legal documentation required)

Reporting Absences:

- â¢ Contact the college at 0705 252 790 before 9:00 AM
- â¢ Provide reason for absence and expected return date
- â¢ Submit supporting documentation within 3 days of return

STUDENT CONDUCT EXPECTATIONS

Creating a respectful learning environment

Professional Behavior:

- â¢ Treat all students, instructors, and staff with respect
- â¢ Use appropriate language at all times
- â¢ Dress appropriately for your chosen field of study
- â¢ Maintain personal hygiene standards
- â¢ Be punctual for all classes and appointments

Classroom Etiquette:

- â¢ Silence mobile phones during class sessions
- â¢ Participate actively in discussions and practical exercises
- â¢ Ask questions when you need clarification
- â¢ Respect others' learning space and equipment
- â¢ Clean up your workspace after each session

Prohibited Behaviors:

- â¢ Harassment, discrimination, or bullying of any kind
- â¢ Use of alcohol or illegal substances on campus
- â¢ Smoking in designated non-smoking areas
- â¢ Theft or damage to college property
- â¢ Disruptive behavior that interferes with learning

TECHNOLOGY & EQUIPMENT POLICIES

Responsible use of college resources

Equipment Usage:

- â¢ All equipment must be used under instructor supervision
- â¢ Report any damage or malfunctions immediately
- â¢ Students are responsible for equipment during their use
- â¢ Return all tools and materials to designated areas
- â¢ Personal protective equipment must be worn when required

Digital Literacy Guidelines:

- â¢ Use computers and internet resources for educational purposes
- â¢ Respect intellectual property and copyright laws
- â¢ Maintain appropriate online behavior in digital communications
- â¢ Protect login credentials and personal information
- â¢ Report any technical issues to instructors promptly

AI and Technology Integration:

- â¢ Learn to use AI tools ethically and effectively
- â¢ Understand the limitations and capabilities of AI applications
- â¢ Apply technology solutions to enhance your chosen trade
- â¢ Stay updated with industry-relevant technological advances

SAFETY & HEALTH POLICIES

Ensuring a safe learning environment

General Safety:

- â¢ Follow all safety procedures and protocols
- â¢ Wear appropriate safety gear when required
- â¢ Report accidents, injuries, or safety hazards immediately
- â¢ Keep walkways and emergency exits clear
- â¢ Know the location of fire extinguishers and first aid kits

Health Requirements:

- â¢ Do not attend classes when experiencing contagious illness
- â¢ Inform instructors of any medical conditions that may affect learning
- â¢ Keep emergency contact information updated
- â¢ Maintain personal hygiene appropriate for your program

Emergency Procedures:

- â¢ Familiarize yourself with evacuation routes
- â¢ Follow instructor directions during emergency situations
- â¢ Assembly point: Main parking area near Rubis Petrol Station
- â¢ Emergency contact: 0705 252 790

ASSESSMENT & CERTIFICATION

Evaluation Methods:

- â¢ Continuous assessment through practical demonstrations
- â¢ Written examinations on theoretical knowledge

FINANCIAL POLICIES

Clear and fair financial arrangements

Payment Schedules:

- â¢ Registration fee due at enrollment (non-refundable)
- â¢ Monthly installments due by the 5th of each month
- â¢ Late payment fee of Ksh. 500 after 10 days
- â¢ Payment receipts will be issued for all transactions

Refund Policy:

- â¢ Registration fees are non-refundable
- â¢ Withdrawal within first week: 90% refund of tuition
- â¢ Withdrawal within first month: 70% refund of tuition
- â¢ No refunds after first month of program
- â¢ Medical withdrawals considered on case-by-case basis

Scholarship Obligations:

- â¢ Monthly commitment fee of Ksh. 2,999 must be paid on time
- â¢ Maintain minimum 80% attendance to retain scholarship
- â¢ Achieve satisfactory academic progress
- â¢ Complete community service hours as required

STUDENT SUPPORT SERVICES

Academic Support:

- â¢ Individual tutoring available upon request
- â¢ Study groups organized for challenging subjects
- â¢ Career counseling and job placement assistance
- â¢ Entrepreneurship guidance and business planning support

Personal Support:

- â¢ Flexible scheduling accommodations when possible
- â¢ Referrals to community resources for various needs
- â¢ Conflict resolution assistance
- â¢ Financial counseling and payment plan options

GRIEVANCE PROCEDURES

We are committed to addressing student concerns promptly and fairly.

Step 1: Direct Communication

Speak directly with the instructor or staff member involved

Step 2: Formal Complaint

Submit written complaint to the Program Coordinator

Step 3: Administrative Review

Appeal to the College Director if unsatisfied with initial response

CONTACT INFORMATION

Main Office: 0705 252 790

Address: Rubis Petrol Station, Gikambura Kikuyu, 2nd Floor