

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:

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

ACADEMIC CALENDAR 2025-26

TERM	DATES	KEY EVENTS
Term 1	Jan 13 - Apr 4	Orientation: Jan 13-17
	2025	Mid-term: Feb 17-21
		Break: Apr 7-11
Term 2	Apr 14 - Jul 4	Skills Test: May 19-23
	2025	Break: Jul 7-18
Term 3	Jul 21 - Oct 10	Final Projects: Sep 14-18
	2025	Graduation: Oct 13

CLASS SCHEDULES

SHIFT	TIME	IDEAL FOR
Morning	8:00 AM - 12:00 PM	Early risers with afternoon commitments
Afternoon	1:00 PM - 5:00 PM	Students who prefer midday learning
Evening	6:00 PM - 10:00 PM	Working professionals with daytime jobs

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 TABLE

REQUIREMENT	STANDARD	DETAILS
Minimum Attendance	80% of classes	Required for completion
Weekly Attendance	4 out of 5 classes	Mandatory requirement
Practical Sessions	Mandatory	Cannot be made up easily
Late Arrivals	15+ minutes	Counts as 0.5 absence

EXCUSED ABSENCES

TYPE	DOCUMENTATION	ADVANCE NOTICE
Medical Emergency	Doctor's note	Not required
Family Emergency	May be requested	When possible
Religious Observ.	None required	Required
Court Appearance	Legal documents	Required

REPORTING PROCEDURES

How to report absences:

1. Contact college at 0705 252 790 before 9:00 AM
2. Provide reason for absence and expected return date
3. Submit supporting documentation within 3 days of return

STUDENT CONDUCT EXPECTATIONS

Creating a respectful learning environment

PROFESSIONAL BEHAVIOR STANDARDS

AREA	EXPECTATION	EXAMPLES
Respect	All interactions	Students, staff, visitors
Language	Appropriate use	No offensive language
Dress Code	Field appropriate	Clean, professional
Personal Hygiene	Maintained	Daily grooming
Punctuality	All commitments	Classes, appointments

TECHNOLOGY & EQUIPMENT POLICIES

Responsible use of college resources

EQUIPMENT USAGE GUIDELINES

RULE	REQUIREMENT	CONSEQUENCE
Supervision	Instructor present	Equipment restricted
Damage Reporting	Immediate	Repair charges apply
Responsibility	During use period	Student liable
Return Policy	Designated areas	End of each session
Safety Equipment	When required	Mandatory usage

DIGITAL LITERACY GUIDELINES

USAGE TYPE	PURPOSE	RESTRICTIONS
Computer Access	Educational only	No personal use
Internet Usage	Learning resources	Appropriate content
Online Behavior	Professional	Respectful communication
Login Security	Protected	No sharing passwords
Technical Issues	Report promptly	To instructors

AI AND TECHNOLOGY INTEGRATION

Learning objectives for modern technology:

- + Learn ethical and effective use of AI tools
- + Understand limitations and capabilities of AI applications
- + Apply technology solutions to enhance your chosen trade
- + Stay updated with industry-relevant technological advances

SAFETY & HEALTH POLICIES

Ensuring a safe learning environment

GENERAL SAFETY REQUIREMENTS

SAFETY ITEM	REQUIREMENT	LOCATION
Safety Procedures	Follow all	Posted in each room
Protective Gear	Wear when required	Available at stations
Accident Reporting	Immediate	To instructor/office
Emergency Exits	Keep clear	Marked throughout
Safety Equipment	Know locations	Fire, first aid kits

HEALTH REQUIREMENTS

Student health responsibilities:

- + Do not attend classes when experiencing contagious illness
- + Inform instructors of medical conditions affecting learning
- + Keep emergency contact information updated

FINANCIAL POLICIES & ASSESSMENT

Clear and fair financial arrangements

PAYMENT SCHEDULE TABLE

PAYMENT TYPE	DUE DATE	LATE FEE
Registration Fee	At enrollment	Non-refundable
Monthly Payment	5th of each month	Ksh. 500 after 10 days
Final Payment	Before graduation	No late fees
Scholarship Fee	Monthly: Ksh 2999	Must maintain 80% attendance

REFUND POLICY TABLE

WITHDRAWAL TIME	REFUND PERCENT	CONDITIONS
Registration	0%	Non-refundable
Within 1 week	90%	Of tuition only
Within 1 month	70%	Of tuition only
After 1 month	0%	No refunds
Medical withdrawal	Case by case	Documentation required

ASSESSMENT & CERTIFICATION

EVALUATION METHOD	WEIGHT	REQUIREMENT
Practical Demos	40%	Hands-on skills
Written Exams	30%	Theory knowledge
Final Project	20%	Portfolio/presentation
Peer/Self Assess	10%	Collaboration skills

CERTIFICATION REQUIREMENTS

To receive your professional certification:

- + Minimum 80% attendance throughout the program
- + Passing grade of 70% or higher on all assessments
- + Completion of all required practical hours
- + Settlement of all financial obligations

STUDENT SUPPORT SERVICES

SERVICE TYPE	AVAILABILITY	CONTACT METHOD
Academic Tutoring	Upon request	Speak to instructor
Study Groups	Organized	Check notice board
Career Counseling	Weekly sessions	Book appointment
Business Guidance	Available	Schedule meeting

CONTACT INFORMATION