



TVET REG NO: TVETA/PUBLIC/VTC/099/2016/A1

DATE:.....

LETTER OF ADMISSION

NAME: DEPARTMENT:

The polytechnic is a public institution registered under TECHNICAL INDUSTRIAL VOCATIONAL ENTERPRENUERSHIP AND TRAINING AUTHORITY (TIVETA) Examination by Kenya National Examination Council (K.N.E.C) and National Industrial Training Authority (N.I.T. A). The Institution regards parents', student, staff and the management as partners with special roles and responsibilities in promotion of learning. We are committed to working closely with our trainees to ensure that they are able to succeed in meeting the challenges of excellent, innovative, post primary and secondary training hence prepare them for the world of work. You will therefore be joining a vibrant institution that strongly values discipline and puts good conduct and the character as its prerequisite to admission. Kamirithu Polytechnic has been upgraded by the Kenyan government to offer Artisan training curriculum to be examined by Kenya National Examination Council (KNEC) in preparation for Craft, Diploma, and Degree programs, we also prepare our students for the Government Trade Test, Grade 3, 2 and 1, by National Industrial Training Authority (NITA).

Courses Offered:

Course Name	Entry Requirement	Duration/Exam	Examination Body
→Electrical Technology • Electrical installation • Solar installation • CCTV installation • Motors	KCSE or KCPE	Grade 3→5 terms Artisan 5terms	NITA – Grade III KNEC – Artisan Certificate E
→Plumbing Technology →Motor Vehicle Mechanic →Motor Vehicle Electronics →Building Technology →Fashion & Design →Carpentry and Joinery →Arc Welding	KCSE or KCPE KCSE or KCPE KCSE or KCPE KCSE or KCPE KCSE or KCPE KCSE or KCPE KCSE or KCPE	Grade 3→5 terms Artisan → 5terms	
→Food and beverage (catering)	KCSE or KCPE	Artisan -5terms	KNEC
→Hair & Beauty Therapy	KCSE or KCPE	Grade 3 → 3 terms Grade 2 → 5 terms NAVCET – 5terms	KNEC/NITA
→Information Communications Technology	KCSE or KCPE	NAVCET – 5terms	KNEC

2025/2026 FEES STRUCTURE FOR DAY SCHOLARS

Description	Term One	Term Two	Term Three
Emolument	4500	4500	4500
Meals	3200	3200	3200
Admin cost	650	650	650
medical	30	300	300
Student ID	500	-	-
Tuition	1000	1000	1000
Repair	350	350	350
Insurance	350	350	300
E.W.C	300	300	300
I.M.S	400		
Total	11,550	10,650	10,600

2025/2026 FEES STRUCTURE FOR BOARDERS

Description	Term One	Term Two	Term Three
Emolument	4500	4500	4500
Meals	9500	9500	9500
Admin cost	650	650	650
Medical	400	400	400
Repair	350	350	350
Tuition	1000	1000	1000
Student ID	500	-	-
Insurance	350	350	300
E.W.C	300	300	300
I.M.S	400		
Total	17,950	17,050	17,000

NB: FEES PAYABLE AT:

BANK NAME: FAMILY BANK

ACCOUNT NAME: KAMIRITHU YOUTH POLYTECHNIC

ACCOUNT NO: 047000011893.

BRANCH: LIMURU

LIPA NA M-PESA

PAYBILL,

BUSINESS NO.222111

ACCOUNT NO. 047000011893

AMOUNT: XXXXXX

PIN: XXXX

BASIC REQUIREMENTS

All our Trainees MUST bring the following:-

➤ 4 passport size photograph.	➤ A holy bible & Golden bells.
➤ A copy of birth-certificate.	➤ Plate, spoon.
➤ A copy of previous school results.	➤ 5 PCS Exercise books size A4, ball pen.
➤ Copy of ID card	➤ Plastic Mop Bucket, Mop & Broom
➤ A medical report from a government hospital.	➤ Copy of Parents ID card.

Technical Drawing/Applied Geometry (Electrical, Arc Welding, Motor vehicle, Fashion &Design, Building, Plumbing and Carpentry)

The following instruments are required for applied geometry; Drawing Set, Set-Squares (45 X 45 & 60 X 30), pencils (HB and 2H), T-Square, Erasers and Drawing Board. (*Drawing board= payable at school Ksh1000 only*)

Electrical Installation

Student will require a Tester, Cutting Pliers, set of Screwdrivers, Tack Nail Hammer (magnetic), 1ft Spirit Level, Steel Tape Measure, helmet (yellow), Multi-meter, Dust Coat navy blue (dust coat payable at school 1000)

Motor Vehicle Mechanics

Trainees are expected to bring 4 spanners i.e. Open Ended-12, Ring -13, box -12 and combined-15, Overall (navy blue) (Dust coat navy blue in color payable at school 1000)

Motor Vehicle Electrician

Trainees are expected to bring Overall (navy blue) (dust coat payable at school 1000), wire stripper, set of screw driver, Multi-meter, combined pliers, insulating tape, spanners No. 10 &12

Fashion and design

Tape Measure, Seam Reaper, Pacing Wheel, Thimble Bobbin, Bobbin Case& Scissors

Hairdressing Department

Apron (red in color) Combs - (Tail comb, Afro-comb, Jolly comb, Multi-Comb (three-in-one), Wide Tooth Comb (two-in-one) and Wood Comb, Towels (1-medium, 1 large white Body Towels, 2 white Facial Towels, 2 medium size towels.

Beauty Department

Slippers, Manicure and Pedicure set, Earrings (caflon), Artificial Nails (1 pair each, -leg and hand), (T-shirt pair & barbering uniform payable at school **Ksh 2,000only**)

Food and beverage PRODUCTION &SERVICE)

Apron (White), Chef's Hat, Chef's Jacket, Chef Scarf, checked skirt, Half Coat, White Dust Coat, Bow Tie, Black Skirt.

kitchen towel 2pcs, oven gloves, Knives (2pcs), Corkscrew, glass cloth (2pcs), white blouse long sleeve, flat black leather shoes

Masonry

Plumb-Bob, Tape Measure, Dust coat -(brown) (dust coat payable at school 1000), cold chisel and mason hammer, helmet (yellow).

Welding and Fabrication

Trainee will require the following: Dustcoat-navy blue (dust coat payable at school 1000), hacksaw, tri-square, steel tape measure, chipping hammer, and protective goggles.

Carpentry and Joinery

Dust coat BROWN, cross cut saw, Tri-Square, claw hammer and steel tape measure, helmet (yellow), (dust coat payable at school 1000)

Plumbing

Dust coat -BROWN, pipe wrench, hack saw, steel tape measure, helmet (yellow), plumb bob, trowel (dust coat payable at school 1000)

ICT Department

White dust coat, data cable, storage device ie memory card, flash disk, A4ream printing paper (dust coat payable at school 1000)

Boarding Requirements. All boarders are supposed to bring the following: metallic box, mattress (2.5x6 ft., blankets, pair of bed Sheets, bed Cover, spoon, mug, plate, bucket, toilet paper, washing soap and other personal effects.

RULES AND REGULATIONS

In our concerned effort to accomplish the very worth noble aims and objectives, you are expected to read, affirm and adhere to polytechnic's rules and regulations.

Any disciplinary measure deemed fit by the management would be taken against any student who flouts the following rules: -

1. The polytechnic's daily routine starts at 6:00am for boarders and 7:30 am for day-scholars till 5:00 PM. Punctuality must be strictly observed.
2. Morning assembly is compulsory to all trainees at 8:00 am.
3. Polytechnic's proper uniforms, overalls, dust coats MUST always be worn during training sessions.
4. Hats, rings, necklaces and bangles are not allowed.
5. Everyone must respond to bells accordingly.
6. No one should sneak out of the polytechnic without permission. Anyone sneaking out of the polytechnic will be suspended and to be re-admitted one must bring iron sheet.
7. Absenteeism without permission or valid reason is prohibited. Absenteeism for consecutive school days without permission will lead to automatic expulsion.
8. All staff members and prefects must be treated with due respect. Insubordination is prohibited.
9. Polytechnic tools and other properties must be handled carefully. One will always pay for breakage, damage or loss of the same.
10. Workshops are out of bounds to all unauthorized visitors.
11. Workshop safety rules must be strictly adhered.
12. Cleaning of the workshop and the compound is a duty for every trainee.
13. Smoking, alcoholism, theft and fighting are prohibited. In case one is found, he/she will be suspended pending the decision of the disciplinary committee.
14. All antisocial behavior e.g. abusive language is strictly prohibited.
15. Kitchen is out of bound to all students except prefects on duty and kitchen prefects.
16. Every student must be responsible for the general cleanliness of the polytechnic.
17. Mobile phones should be in silent/vibration mode while in class and each person should take care of his/her phone. The institution will not responsible for any lost phone.

STUDENT NAME..... SIGNATURE..... DATE.....

PARENTS/GUARDIAN NAME..... SIGNATURE..... DATE.....

KAMIRITHU POLYTECHNIC

DATE:.....

P.O. BOX 153 - 00217, LIMURU

TEL: 0720 803 437

**P.K. MWANGI
PROJECT MANAGER
CONTACTS DETAILS
0720 803 437**