



COUNTY GOVERNMENT OF KIAMBU
EDUCATION, ICT, CULTURE & SOCIAL SERVICES
NYAGA VOCATIONAL TRAINING CENTRE



P.o Box 25-00901
NGEWA

Mobile no: 0720101576
Email: nyagayouthpoly@gmail.com

RUIRU-GITHUNGURI ROAD

DAY AND FULL BOARDING FOR BOTH BOYS AND GIRLS.

MISSION: To provide adequate supply of qualified manpower to the world of work and industry by instilling the youth with knowledge, skills and altitude that prepare them to contribute positively towards national development.

VISION: To offer quality technical training that is market oriented to the youth for self-reliance and job creation.

RE: ADMISSION FORM 2020.

Trainee's Name: -----Former school:-----

KCPE Marks:-----KCSE Grade:-----Address:-----Phone No:-----

County:-----Sub-County:----- Ward:-----

Dear Trainee:

I am pleased to inform you that you have been offered a place in -----Boarder/ Day-scholar in Nyaga Vocational Training Centre. It is situated near Kwamaiko town between Ruiru and Githunguri road.

You are required to report on -----at 9.00Am.

1. REQUIREMENTS (These will be checked on reporting day)

1. 2 Certified passport size photographs.
2. Photocopy of Birth certificate
3. Photocopy of KCPE or KCSE Certificate/ Result slip
4. A copy of Medical certificate from Government hospital
(If special food/attention is to be given).
5. Two pairs of black shoes, Grey socks for boys and white socks for girls.
6. One pair of sport shoes (black or white) for games.
7. Playing kit (Boys **Yellow T- shirt & Navy Blue short**)
(Girls **red T-shirts, Navy Blue Lapper.**)
8. Hymn book (Golden Bells) and Bible
9. Two novels- either English or Kiswahili.
(Do not write names as this will left in the school to boost our Library).
10. Two spring files
11. Engineering drawing set, set squares of 45° and 60°, Tee- square, drawing pencils HB&2H.
(These requirements does not apply to **HD&BBT, FD&GMT, ICT, FPT departments.**)

2. UNIFORM

- a) School uniform is a must to all students
- b) Each student should have two pairs of uniform

Quantity	Item Specification	Kshs.
2 Pairs	Trousers/Skirts	1,500
2	Blouses/Shirts	800
1	Sweater	800
1	Bedcover	600
1	Overall for Mpt, Bct, Mvt trainees	900
Total		4,600

Quantity	Item Specification	Kshs.
2 Pairs	Trousers/Skirts	1,500
2	Blouses/Shirts	800
1	Sweater	800
1	Bedcover	600
1	Dustcoat for the Electrical trainees	700
Total		4,400

FOOD & BEVERAGE TECHNOLOGY DEPARTMENT PRACTICAL UNIFORM

Quantity	Item Specification	Kshs.
1	White Cap	150
1	White Apron	300
1	Black Bow tie	150
1	Red Scarf	150
1	White Long Sleeved Shirt/Blouse	500
1	Black sleeveless Sweater	600
1	Black Skirt/Trouser	750
Total		2,600

3. BOARDING

- a) A plate, a cup and a spoon
- b) 2 bed sheets (boys Light blue colour and girls Pink colour)
- c) 2 blankets
- d) Mattress 3 inch x 2¹/₂ ft. (High density)
- e) A basin or bucket for washing
- f) Personal belongings – Washing soaps, Bathing soaps, Tooth paste, Tooth brush, Toilet papers, bathroom sandals, a comb, towel and enough under garments.
- g) Lockable box for your belongings.

NB//: Please note that all your items must be clearly marked to avoid mix –up.

4. FEES

All fees payments or any other money should be paid through our school Bank A/c

❖ Family Bank A/c No. **002000009651**

❖ Kenya Commercial Bank A/c no.**1113969083**

ACCOUNT NAME: NYAGA YOUTH POLYTECHNIC

Items	Borders				Day-scholars			
	1 st Term	2 nd Term	3 rd Term	Total	1 st Term	2 nd Term	3 rd Term	Total
Boarding/lunch/Tea	9,000	9,000	9,000	27,000	3,700	3,700	3,700	11,100
Emolument	4,200	3,700	3,200	11,100	3,700	3,400	2,700	9,800
Development/Modernization	1,000	1,000	500	2,500	1,000	1,000	500	2,500
Medical fee	600	0	0	600	600	0	0	600
School identity card (ID)	200	0	0	200	200	0	0	200
Administration cost	100	100	100	300	100	100	100	300
Local official travel & transport	200	200	200	600	200	200	200	600
Contingencies	200	200	200	600	200	200	200	600
School truck	200	200	200	600	200	200	200	600
Total	15,700	14,400	13,400	43,500	9,900	8,800	7,600	26,300
Fees per yearly for Borders=43,500/=								
Day-scholars=20,800								

5. RULES AND REGULATIONS

Please note that school rules and regulations are set for the students, not as a means of oppression but to ease their study and scholarly work at school. The wish of your parents and teachers is to assist you to grow into a mature, responsible and self-reliance adult.

Please study each of the school rules and regulations carefully and then sign at the bottom.

1. Many are the unwritten rules but the first and foremost is to use your own common sense in all situations.
2. Apply diligence in all your scholarly endeavors to ensure success after studies.
3. All students must be neat and in complete uniform when they are in school. Any other clothes brought into school will be confiscated. **NB/ a new student will only be allowed to use the uniform of her previous school until her new uniform is ready.**
4. All students must obey the teachers. Any student who will not do so will have committed a very Serious offence and this may lead to punishment/suspension/expulsion.
5. Smoking, drinking or abusing of any other drug is serious offence. Students should not smoke, drink or abuse any drug either in school or outside the school.
6. Punctuality to school programmers must be observed by all the students.
7. Avoid any activities that will lead to punishment and disruption of your studies.
8. No student should remain away from school/class without official permission.
9. Damaging of any school property (i.e. chairs, desks, window panes etc.) is a serious offense. Should this happen the concerned students must either meet the cost of the repair or buy a new item.
10. No student is allowed to bully others e.g. by punishing or asking for gifts from them either because they are small or are new in the school etc.
11. Telling lies is a serious offence and carries a maximum punishment.
12. Using abusive language is a serious offence either in the school compound or outside
13. All students must attend to cleaning duties assigned in the school.
14. Fights among students carry suspension punishment that may lead to expulsion after the board deliberates on the issue and advises the ministry of Education accordingly.
15. Any bad reports made on the students by the members of the public will be treated very seriously.
16. Students are not allowed to leave the school compound without permission (Any student found out of the school compound without official permission will be required to buy a roll of barbed wired in addition to normal punishment.

17. The hostel cannot afford special diet for individual students: Otherwise all the students are expected to eat what is served
18. There will be no visiting day, students will go home during half-term break.
19. Students are not allowed to go home unless the parent makes arrangement with the principal personally, or in writing. This also applies for hospital appointments, funerals and weddings.
20. When returning to school after the holidays/midterm etc, all students are expected to report to the matron by 4.00pm. Any student reporting later must be accompanied by the parent / guardian.
21. The official languages in the school compound for all the students shall be English and Kiswahili.
22. Participants in games and other extra curricular activities are mandatory for all students unless other wise advised on medical ground.
23. All cases of illness should be reported to the matron. Prescriptions medicine should be given to the matron for safekeeping. Students with medical conditions that need regular attention should notify the school on admission and present their medical card to the school
24. No student is allowed to keep a mobile phone in school.
25. Any student who is given SCHOOL FEES in whatever form and retains it in his/her possession after the fees payment deadline will be severally punished.
26. No foods of any kind including juices, sweets, cooked food, fruits, biscuits, will be brought in school. Any student who has gone home will not bring any food either. Any student found sneaking in with food will be severely punished or suspended.
27. The female trainees should have a pregnancy test regularly and if found pregnant the concerned trainee will be allowed to continue with her studies until the last stages of the pregnancy. If the victim is a border, she will be required to be a day scholar.

The school management reserves the right to use its discretion in determining students offensive behaviors whether a rule has been set for the said behavior or not.

STUDENTS DECLARATION

I have read and understood the above rules. I promise to abide by them and above all to pursue my studies diligently respecting my teachers and my fellow students.

Name of the trainee:.....Adm.NO:.....

Signed:.....Date:.....Dept:.....

Witnessed by : Name of the Parent/ Guardian:.....

(Signature).....Relationship.....ID.NO:.....

Principal's Name:..... Sign:.....Date:.....

COURSES OFFERED

NAVCET COURSES

CODE	COURSE	ACADEMIC QUALIFICATION	DURATION	EXAMINATION BODY
0513	MOTOR VEHICLE TECHNOLOGY	KCPE CERTIFICATE AND ABOVE	2 YEARS	K.N.E.C
0521	ELECTRICAL & ELECTRONICS TECHNOLOGY			
0516	METAL PROCESSING TECHNOLOGY			
0534	BUILDING CONSTRUCTION TECHNOLOGY			
0542	HAIRDRESSING AND BEAUTY THERAPY			
0920	INFORMATION COMMUNICATION TECHNOLOGY			
0541	FASHION DESIGN & GARMENT MAKING			
0531	APPROPRIATE CARPENTRY AND JOINERY			
	FOOD & BEVERAGE TECHNOLOGY			
0532	AIR CONDITIONING & REFRIGIRATION			

PARALLEL COURSES

GRADE TEST III & II

CODE	COURSE	ACADEMIC QUALIFICATION	DURATION		EXAMINATION BODY
			GD III	II	
GTT 01	MOTOR VEHICLE MECHANIC	PRIMARY EDUCATION & ABOVE	1 YEAR	1 YEAR & HALF	D.I.T (N.I.T.A)
GTT 02	MOTOR VEHICLE ELECTRICAL				
GTT 03	ELECTRICAL WIREMAN				
GTT 04	ELECTRICAL FITTER				
GTT 05	MASONRY				
GTT 06	CARPENTRY & JOINERY				
GTT 07	PAINTING & SIGN WRITING				
GTT 08	DRESSMAKING				

GTT 09	TAILORING			
GTT 10	GAS WELDING			
GTT 11	ARC WELDING			
GTT 12	GENERAL FITTING			
GTT 13	PANEL BEATING & SPRAY PAINTING			
GTT14	HAIRDRESSING			
GTT15	BEAUTY THERAPY			
NVTC 04	COMPUTER APPLICATION	KCPE CERTIFICATE & ABOVE	3 MONTHS	NVTC EXAM
NVTC 03	DRIVING <ul style="list-style-type: none"> ➤ A Category ➤ B1 Category ➤ C Category 	22 YEARS & ABOVE	2 MONTHS	NTSA

NYAGA VOCATIONAL TRAINING CENTRE IS SITUATED ALONG RUIRU GITHUNGURI ROAD NEAR KWAMAIIKO TOWN

Welcome and I wish you a happy and successful time in Nyaga vocational training Centre.

J.N. GAKUA

PRINCIPAL.