



GODOMA TECHNICAL TRAINING INSTITUTE

P. O. Box 1808 – 80108, KILIFI, Tel.0768 801481 / 0743 661423

Email: godomatti.gtti@gmail.com/info@godomatti.ac.ke

Website: www.godomatti.ac.ke



JOINING INSTRUCTIONS

Name:

Course:

Duration:

Reporting Date: **5th September, 2023**

Phone:

Email:

Class Type: **Full Time**

ADMISSION

We are pleased to inform you that you have been admitted to join Godoma Technical Training Institute.

The Institute is government sponsored under the Ministry of Education, State Department of Vacation and Technical Training.

LOCATION

The Institute is located 30kilometers from Kilifi town along the Vitengeni road. It is adjacent to Arabuko Sokoke Forest and Vitengeni Baptist Secondary School in Ganze Sub-county Matanomane market.

COMPULSORY ITEMS

On admission day you **MUST** submit the following items:-

- GTTI/ADM/RO/F001 - Dully filled application form
- GTTI/ADM/RO/F002 - Admission Letter
- GTTI/ADM/RO/F003 - Joining Instruction
- GTTI/ADM/RO/F004 - Student's Declaration Form
- GTTI/ADM/RO/F005 - Medical form
- GTTI/ADM/RO/F006 - Student personal details
- KCPE and KCSE Result Slip/Certificate, Leaving Certificate & their copies
- 2 Recently taken passport size photographs
- Medical Form
- Fees

FEES

Fee is payable **in full** at the beginning of each term. All payments are made in Banker's Cheque addressed to: **Godoma Technical Training Institute.**

Fees can also be directly deposited into the Institute Account No. **1172676828**
Kenya Commercial Bank, Kilifi Branch or through M-pesa

- Paybill Number **522522** Acc No. **1172676828**
- Paybill Number **522123** Acc No. **62712KadmNo** or **62712Kstudentname**

NB: Cash payments will not be accepted.

TUITION FEES

Fee for each course is as per the attached fees structure.

ACCOMMODATION FEES

- These fees will be paid separately after a trainee clears **ALL** tuition fees and is allocated a room in the Institute subject to availability of space.
- Trainees are advised **NOT** to pay accommodation fees before they confirm availability of room.
- The charges are **Ksh.18,000** per term (*Inclusive of meals*) on a first come first served basis.

KNEC EXAMINATION FEES

It is the responsibility of each parent/guardian/sponsor/ to pay registration/examination fees for their trainees and it is therefore not included in the fees structure. Examination fees requirements will be given after verification of payment deadlines from the Kenya National Examination Councils (KNEC).

TEXTBOOKS

The Institute does not provide textbooks and stationery to trainees. Trainees should have enough foolscaps, exercise books, pens and pencils (2H/3H or 2B). A separate list of text books will be given.

Trainees will be required to have the following items:-

1. Engineering Course Requirements

a. Electrical & Electronics Engineering - (Diploma/Certificate/Artisan)

Personal Protective Equipment

- i. Overall/Dust Coat
- ii. Safety Boots/Closed leather Shoes

Workshop Tools

- i. Tape Measure

- ii. Spirit Level
- iii. Soldering Gun
- iv. Phase Testers
- v. Pliers
- vi. Multi-meter
- vii. Screw Drivers (Flat and Star)
- viii. Ball Pen Hammer
- ix. Insulation Tape
- x. Scientific calculator – Casio FX 82 MS
- xi. SMP Advanced four figure mathematics tables.

Technical Drawing

- i. Eraser (staedler)
- ii. Drawing Pencils (staedler) – HB and 2H
- iii. One roll of masking tape
- iv. Engineering set squares $45^{\circ} \times 45^{\circ}$ and $60^{\circ} \times 30^{\circ}$
- v. T square – 60CM
- vi. Engineering drawing set
- vii. One ream of drawing papers (A2) and one drawing book (A3 size)

Text Books for Electrical Engineering Students (Report with at least one)

- i. Electrical Technology by HUGHES
- ii. Electrical and Electronics by Bird
- iii. Electrical Installation by Trevor
- iv. Electrical Installation by Brian Scaddan
- v. Electrical Installation by Peter Robertson
- vi. Mathematics Engineering by Stroud
- vii. Motivate Series

b. Building and Civil Engineering Courses - (Diploma/Certificate/Artisan)

Personal Protective Equipment (For all Building Courses)

- i. Overall
- ii. Safety Boots
- iii. Goggles
- iv. Gloves
- v. Reflector Jacket
- vi. Dust Mask
- vii. Ear Muffles
- viii. Helmet

Workshop Tools (For Plumbing)

- i. Tape Measure
- ii. Square
- iii. Spirit Level
- iv. Pipe Wrench
- v. Cold Chisel
- vi. Mason Hammer
- vii. Hacksaw
- viii. Adjustable Spanner

Workshop Tools (For Carpentry)

- i. Tape Measure
- ii. Claw Hammer
- iii. Square
- iv. Chisel
- v. Cross Cut Saw

Technical Drawing (For all)

- i. T-Square (60cm)
- ii. Set Squares
- iii. Drawing Set
- iv. Scale Ruler
- v. Pencil (HB, H and 2H)
- vi. Erasers
- vii. Masking Tape
- viii. Drawing Book

Workshop Tools (For Masonry)

- i. Tape Measure
- ii. Trowel 8", 6" and 4"
- iii. Spirit Level
- iv. Manila String
- v. Mason Hammer
- vi. Cold Chisel
- vii. Hacksaw
- viii. Cross Cut Saw
- ix. Steel Float
- x. Wood Float

Workshop Tools (For Welding)

- i. Tape Measure

- ii. Hacksaw
- iii. Hammer
- iv. Square
- v. Cold Chisel
- vi. Spirit Level

2. Hospitality Course Requirements

a. Food & Beverage/ Catering & Accommodation Course Requirements

CRAFT CERTIFICATE LEVEL

Production Uniform

- i. Checked Skirt/Trouser 1
- ii. Chef's Jacket 1
- iii. Chef's hat 1
- iv. Chef's apron 1
- v. Low heeled black leather shoes (closed)
- vi. Dish cloth (kitchen towel) 2
- vii. Necker's chef (Red) 1
- viii. A set of knives
- ix. Cleaning cloth 2
- x. Oven gloves Pair
- xi. Food handlers certificate

Service Uniform

- i. Black skirt/trouser - 1
- ii. Black bow tie - 1
- iii. Black half coat - 1
- iv. Glass cloth - 2
- v. Waiters cloth - 2
- vi. Yellow duster - 1
- vii. Opener - 1
- viii. Name tag holder - 1
- ix. Long sleeved white shirt/blouse -1

Linen:-

- i. 2 table cloth white 1½m x 1½m (Damask material)
- ii. 2 slip cloth – Navy Blue 1m x 1m (Damask material)
- iii. 8 Napkins white 19inch x 19inch (Damask material)
- iv. 1 sideboard liner(Navy Blue) - 1m x 17inch (Damask material)

- v. Tray cloth (Navy Blue) :-
 - 1 round diameter 11inch with white lace (Damask material)
 - 1 rectangle 12inch x 16inch with white lace (Damask material)

BOOKS

- i. Practical cookery by Victor
- ii. Theory of catering by Victor
- iii. Food and beverage service by Denis Lillicrap
- iv. Recipe cards
- v. Recipe file (A5 box file)

ARTISAN CERTIFICATE LEVEL

Production Uniform

- i. Checked skirt/trouser 1
- ii. Chef's jacket 1
- iii. Chef's hat 1
- iv. Chef's apron 1
- v. Low heeled black leather shoes (closed)
- vi. Dish cloth (kitchen towel)
- vii. Necker's chef (Red) 1
- viii. A set of knives
- ix. Cleaning cloth 2
- x. Oven gloves Pair
- xi. Food handlers certificate

Service Uniform

- i. Black skirt/trouser 1
- ii. Black bow tie 1
- iii. Black half coat 1
- iv. Glass cloth 2
- v. Waiters' cloth 2
- vi. Yellow duster 1
- vii. Opener 1
- viii. Name tag holder 1
- ix. Long sleeved white shirt/blouse -1

Linen

- i. 2 table cloth white & Red - 1½m x 1½m (Damask material)
- ii. 2 slip cloth - (Blue & Red) - 1m x 1m (Damask material)

- iii. 8 Napkins white - 19inch x 19inch (Damask material)
- iv. 1 sideboard liner (Red) - 1 M x 17 inch (Damask material)
- v. Tray cloth (Red) :-
 - 1 round diameter 11 inch with white lace (Damask material)
 - 1 rectangle 12 inch x 16 inch with white lace (Damask material)

Books

- i. Practical cookery by Victor
- ii. Food and beverage service by Denis Lillicrap
- iii. Recipe cards
- iv. Recipe file (A5 box file)

NOTE: Colour of linen will change from intake to intake & from level to level.

PERSONAL EFFECTS

Two bed sheets, two blankets, 1 Buckets, mosquito net, 1 plate; 1 towel, 1 cup, 1 spoon and other personal effects.

RULES AND REGULATIONS

Godoma Technical is TVET Institute which has rules and regulations governing it. A copy of the same will be given to you and your parent/guardian /sponsor on the date of admission. After reading and understanding the rules and regulations, parent/guardian/sponsors will sign the declaration form.

Registrar

Fee Structure for Technical and Business Course

	Description	Term 1 (Kshs)	Term 2 (Kshs)	Term 3 (Kshs)	Total
1	Tuition Fees	20,600.00	19,119.00		39,719.00
2	Personal Emolument	5,250.00	5,250.00		10,500.00
3	Electricity, water & conservancy	1,870.00	2,100.00		3,970.00
4	Activity fees	2,400.00	2,400.00		4,800.00
5	Local Transport and Travel	2,100.00	2,100.00		4,200.00
6	Repair, Maintenance & Improvement	2,000.00	2,000.00		4,000.00
	Sub Total	34,220.00	32,969.00		67,189.00
	Grand Total				Ksh. 67,189.00
	Other Charges	Term 1 (Kshs)	Term 2 (Kshs)	Term 3 (Kshs)	Total
1	Registration Fees	2,000.00			
2	Caution Money	1,000.00			
3	Student ID	500.00			
4	Student Welfare	900.00			
5	TVETA Fees	500.00			
	Material fees	Technical courses	5,000.00	5,000.00	
		Business courses	3,000.00	3,000.00	
*exclusive of examination (Examination fees will charged as per as per examining body)					

The above fee structure does not include the following vote heads hence the student is required to pay:

- a) Kenya National Examination Council Exam fees.
- b) Boarding fees **Ksh. 18,000** per term.
- c) Kenya Universities and Colleges Central Placement Service **Ksh 1,500** for trainees not placed by **KUCCPS**

Pay to :

Account name: Godoma Technical Training Institute

Account number: 1172676828

Bank name: KCB Kilifi Branch

Swift Code: 01174

NB: Cash Payments Will Not Be Accepted.