



**THE COUNTY GOVERNMENT OF KILIFI
DEPARTMENT OF EDUCATION AND ICT
DIRECTORATE OF VOCATIONAL TRAINING
MUYEYE VOCATIONAL TRAINING CENTRE**



**2022 - 2023 CRAFT CERTIFICATE BUSINESS COURSES
APPLICATION FORM**

PART A: TO BE FILLED BY THE TRAINEE

Trainees Name.....Admission No.....
Date of Birth:Age..... ID NO.....
Home Address..... Religion.....
Primary School attended.....
Secondary School attended.....

ADMISSION REQUIREMENTS

COURSES CURRENTLY ON OFFER (Please tick in the box the course)

- Information Communication Technology
 • A pass in KSCE with a mean grade of D+(plus)
- Business Management.
 • A pass in KSCE with a mean grade of D (plain) and a D (plain) in English and Mathematics.
- Secretarial studies
 • A pass in KCSE with a mean grade of D (plain) and a D+ (plus) in English.
- Supply Chain Management
 • A pass in KSCE with a mean grade of D (plain) and a D (plain) in English and Mathematics.

Trainee's signature..... *Date*.....

PART B: TO BE COMPLETED BY THE PARENT / GUARDIAN

Parent /Guardian's Name.....
ID NO.....TEL.....
Residential Area.....Occupation.....
Address.....Town.....
SignatureDate.....

PART C: FEES STRUCTURE FOR MODULE I (YEAR 1)

S/NO.	DESCRIPTION	TERM 1	TERM 2	TERM 3	TOTAL
1	Tuition	6,500.00	6,400.00	4,400.00	17,300.00
2	Admission, T shirt & trainees I.D	1,250.00	-	-	1,250.00
3	Caution money	200.00	-	-	200.00
4	Water /electricity	1,000.00	1,000.00	-	2,000.00
5	Medical	500.00	200.00	100.00	800.00
6	Staff Remunerations	2,000.00	2,000.00	2,000.00	6,000.00
7	PIA	300.00	300.00	300.00	900.00
8	Attachment fees	1,000.00	1,000.00	1,000.00	3,000.00
9	R M I	1,000.00	1,000.00	1,000.00	3,000.00
10	Local travel & Transport	500.00	500.00	500.00	1500.00
	TOTAL	13,250.00	12,400.00	10,300.00	35,950.00

STATIONERY

S/NO.	PARTICULARS	UNIT	QUANTITY REQUIRED
1.	EXERCISE BOOKS (SINGLE RULED A4 200PAGES)	PC	8
2.	PENS(BLUE & RED)	PC	1
3.	HARD COVER BOOK (1QUIRE)	PC	1

OTHER REQUIREMENTS

S/NO.	PARTICULARS	UNIT	QUANTITY REQUIRED
1.	PRINTING PAPERS	REAMS	2
2.	PLASTIC CHAIR (JUNGLE GREEN)	PC	1

- ❖ Information Communication Technology Students are required to bring a 1GB flash disk and a pack of compact disk.

PART E: FOR OFFICIAL USE ONLY

MANAGER

SIGNATURE

DATE

[Please complete the form and attach copies of parents/guardians I.D card, applicant's academic, I.D card, birth certificates, school leaving certificates 2 passport size coloured and other testimonials]

Thank you for joining Muyeye vocational training Centre for Technical skills development and empowerment.

NOTE: Fees can be deposited in the school account at co-operative bank Malindi Branch.
A/C No: 01100260922302