



MINISTRY OF EDUCATION  
State Department for Vocational & Technical Training  
SIALA TECHNICAL TRAINING INSTITUTE  
P. O. Box 164-40404, RONGO  
Mobile: +254 (0)706633334  
Email: [sialainstitute@gmail.com](mailto:sialainstitute@gmail.com)  
Website: [www.sialatech.ac.ke](http://www.sialatech.ac.ke)



## **NEW TRAINEE JOINING INSTRUCTIONS**

### **1. PERSONAL EFFECTS**

All students will be expected to carry with them their personal effects and to take good care of the same.

### **2. PAYMENT OF FEES**

Attached is the Institute's fee structure. All students are required to **PAY TERM'S FEES IN FULL** on admission.

The Institute **does not accept Personal cheques or cash payments.** All fees are paid to the bank:-

Account Name: **Siala Technical Training Institute Bank:**  
**KCB Bank**

Branch: **Rongo**

A/c No. **1198612371**

Deposits can be made at any branch country wide. **Original pay-in-slips** must be presented to the Institute Accounts Office immediately.

### **3. RULES AND REGULATIONS**

All students **must** observe Institute rules and regulations attached to the admission letter. Every student must sign a copy of the rules and regulations to indicate that he/she has read and understood them.

### **4. STATIONARY/ WRITING MATERIALS**

All stationery will be an individual student's personal responsibility. All students must also bring a scientific calculator. Students are encouraged to buy A4 exercise books for lesson notes, with enough pens. For other Course requirements, refer to form STTI/ADM/F003D

### **5. GAMES**

Every student is encouraged to participate in games, and each student should buy own good quality sports gear; shoes, a set of light blue track suit (trousers and tops) for practice.

## 6. STUDYING MODE

All courses are Full Time, however, evening and part time courses can be offered on prior arrangement with the Institute.

(i) Courses offered at the moment are at three levels:

Diploma (3 years)

Craft certificate (2 years)

Artisan certificate (1 year)

(ii) Diploma and Craft courses are Modular programmes. Diploma take 3 years (modules I, II & III).

(iii) Craft courses are also modular i.e. modules I & II (except Craft in Social Work & Community Development and Craft in General Agriculture which are 2 years running courses).

(iv) Each modules lasts 1 academic year (3 terms for the first year, and 2 terms for the second and third years.)

## 7. INDUSTRIAL ATTACHMENT

Every student is required to go on Industrial Attachment for three months (see fee structure for period of attachment). While Diploma students will go on Industrial Attachment twice during their training, Craft and Artisan trainees will go only once. An attachment fees of Ksh. 2,000. Is paid by all trainees proceeding for attachment.

## 8. EXTERNAL EXAMINATION REGISTRATION

Examining bodies are The Kenya National Examinations Council (KNEC) and The Kenya Accountants and Secretaries National Examination Board (KASNEB).

- KNEC Candidates: Registration for examination is done one term preceding the examination term. Registration is done at the Examination Office.
- KASNEB candidates: Registration is done by individual students but they can also register through the Examination Officer's office.

**Registration is done after clearing Institute tuition fees.**

## 9. YOUR HEALTH

**i. Medical Examination**

Upon receiving this letter of offer, you are required to visit a Government Doctor or a Registered Medical Practitioner who will examine you and complete, sign and stamp the attached MEDICAL EXAMINATION FORM. Bring the form, duly filled by the Doctor / Medical Practitioner, to the Institute on the reporting day.

**ii. Medical Treatment**

The medical fee charged by the Institute is used to run a small Dispensary which attends to **MINOR AILMENTS ONLY**. Trainees requiring treatment/medical laboratory examination outside the institute shall meet their own cost(s).

**10. HELB LOANS/BURSARIES**

All students will be required to apply for HELB loan on admission to the Institute. The students will then be required to have the down-loaded HELB application duly signed by designated signatories and have the form returned to the Registry office for onward transmission to HELB office.

**11. NATIONAL GOVERNMENT CDF/WARD BURSARIES**

All students are encouraged to apply for bursaries in their respective CDF/Ward offices

**12. HOW TO REACH SIALA TECHNICAL TRAINING INSTITUTE**

The Institute can be accessed from Migori, Kisii and Homa-Bay towns. A light at Rongo town; It is about 2km from Rongo town, branch off at Nyarach Secondary School junction.

We look forward to receiving you at SIALA T. T. I. for a rewarding wholesome training experience.

## TRAINEES REQUIREMENTS

Trainees taking engineering courses (e.g Mechanical Engineering, Automotive Engineering, Electrical/Electronic Engineering and Building/Civil Engineering) are required to come with the following items on admission: -

### ENGINEERING DEPARTMENTS

<b>Mechanical /Automotive Engineering</b>	<b>Electrical/Electronic Engineering</b>	<b>Building /Civil Engineering</b>
• Navy blue colour overall/overcoat	• Safety boots	• Navy blue colour overall/overcoat
• Safety boots	• Helmet	• Safety/industrial boots & helmet
• T-square (1 meter long)	• Dark blue overall/white overcoat	• Engineering Drawing set
• Engineering Drawing set	• Phase tester	• T-square (1m long)
• Large Set squares (45 <sup>0</sup> /45 <sup>0</sup> & 30 <sup>0</sup> /60 <sup>0</sup> )	• Pliers	•
• Scientific calculator (preferably fx 82)	• Engineering Drawing Pencils, HB, H & 2H	• Drawing scale
•	• T-square (1m long)	• Electronic calculator
• Engineering Drawing Pencils, HB, H&2H	• Large set squares (45 <sup>0</sup> /45 <sup>0</sup> & 30 <sup>0</sup> /60 <sup>0</sup> )	• 2 large Set squares (30 <sup>0</sup> & 60 <sup>0</sup> / 45 <sup>0</sup> & 45 <sup>0</sup> )
• Relevant Engineering text books.	• A text book of electronics, Principles of Electrical Engineering etc	• Engineering Drawing Pencils, HB, H & 2H

**N/B: All trainees in technical courses to report with portable Drawing Board and A3 Drawing book.**

## **FOOD AND BEVERAGE SECTION**

For all levels (Artisan, Craft & Diploma).

- Checked black & white trouser or skirt.
- Doubled breast chef's jacket.
- White apron.
- White chef's hat & red scarf.

These can be availed at the Institute for uniformity with prior arrangement.

### **Additional requirements**

2 kitchen cloths, black closed leather shoes, kitchen knives, water bucket, oven gloves

### **Service Requirements for Diploma & Artisan**

1. Black skirt/trouser.
2. White shirt /blouse with collar.
3. Black half coat.
4. Black bow tie.
5. 2 waiters' cloth.

These can be availed with prior arrangements.

## **FASHION DESIGN SECTION**

### **Books**

1. Metric pattern cutting ladies wear by Winfred Aldrich
2. Metric pattern cutting gents wear by Winfred Aldrich
3. Metric pattern cutting Children wear by Winfred Aldrich
4. Basic needlework book

### **Tools**

1. Fabric cutting scissors 7" length
2. Paper cutting scissors
3. Tape measures
4. Seam rippers
5. Thimbles
6. Hand sewing needles (Assorted)
7. Machine needles size 14 & 16(a packet each)
8. Dress makers pins
9. French curves set
10. 1/4 (quarter) scale rulers
11. T-square (1m long) (artisan trainees)
12. Large Set squares 45° x 45° and 30° x 60°
13. HB pencils and 2H pencil
14. Drawing books A3 (1)
15. Duplicating papers 1 ream
16. A3 exercise books (8)

### **PROTECTIVE CLOTHING**

1. Industrial gloves
2. Nose masks
3. Dust coats (white or light blue)

## HAIR DRESSING AND BEAUTY THERAPY SECTION

Makeup kit	Foot scrapper	Eye liners
Nail cutter	Cuticle cutter	Shower cap
Nipper	Eyebrow brush	Styling pins
Lip balm	Eyebrow scissors	Styling comb
Eye pencils	Tweezer and thread	Apron
Concealer	Make up brush	3 medium towels (white)
OPI nail file	3 makeup sponge	1 large towels
2 manicure brush	2 coloured towels	1 pair of sheets (white)
Workbook	Mixing bowl	Lip colour
Scrub	Dettol	Moisturizer
Toner	Lip gloss	Waxing stripes
Nail polish	Cleanser	Long weave (3pcs)
Polish remover	Surgical spirit	Short weave (3pcs)
Massage oil	Buffer or side colour	Weaving thread
Cuticle gel	Nail art (assorted)	Weaving needles (2pcs)
Cotton wool	Pumice stone	Droplines braids (5pcs)
3 masks and facial scrub	Tail comb	Abuja braids
Gloves	Tint brush	Pink lotion
Draper	Setting pins	neutralizer
Miadi relaxer	Dark and lovely kit	Hair food
Sheen spray	Ear pads	Treatment
Afro comb	Rollers (4 pkts medium)	2 T-shirts (Cyan Blue)



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## **INSTITUTE RULES AND REGULATIONS**

In order for the trainees to obtain quality training and to benefit from the academic objectives, it is necessary to have rules and regulations in place that guide the conduct and behavior of the trainees.

The following rules and regulations are, therefore, constituted for the safety of all in the institute.

### **A. GENERAL**

1. All Trainees shall respect all teaching and non-teaching staff as well as their fellow Trainees.
2. Any Trainee (s) who wishes to convene any assembly or meeting shall be required to obtain a written approval from the **DEAN OF TRAINEES'** prior to holding such an assembly or meeting.
3. Environment
  - Keep Siala Technical Training Institute (STTI) clean and tidy at all times.
  - Dispose off all waste in the appropriate places.
  - No smoking in the institute
  - All Trainees should strive to keep Siala Technical Training Institute green.
  - Silence must be observed at all times within the Institute.
4. Dressing code
  - All Trainees shall be decently dressed to reflect the status of the institution.  
**(My dress my choice does not apply in the institute)**
  - Observe professional dressing code.
  - Floaters and slippers not allowed in the institute.
  - All Trainees shall be well groomed i.e., Hair neatly kept.
  - Caps, godfather hats, cowboy hats, mavines are not allowed in the institute.
  - Male students are not allowed to put on earrings and studs on one or both ears and on any other part of the body.



5. All Trainees are encouraged to participate in various games and sports activities during games time. Institute rules and regulations are to be observed when teams go out to represent the institute.
6. The Trainees' Council representatives and the Trainer on duty shall be responsible for the maintenance of order and discipline during the week.
7. No Trainee is allowed to misuse/abuse the Institute's property/facility e.g.
  - No tapping of electricity from any unauthorized points
  - No vandalism of any nature on the Institute's property shall be allowed.
  - No leaving of chairs in the open for rain/sun to damage.
8. Female students who become pregnant will be advised to defer their studies if their health conditions do not allow continuity with studies, they may write a deferment letter and resume studies when it is appropriate to do so.
9. Abortion is a criminal offence punishable by law and therefore any female trainee should not procure or attempt to procure an abortion at the institute.
10. Institute's rules and regulations at all times apply to all trainees on attachment and during all educational tours.
11. Drunkard Trainees shall not be allowed to step in the institute.
12. Handling and/or partaking of all illicit drugs is highly prohibited in the institute.
13. Fighting, use of abusive/unethical language, possession of dangerous weapons, handling of stolen property and stealing is prohibited in the institute.
14. Self-sponsored Trainees (i.e. a Trainee who pays own fees) should register in the registry office and shall state their fees payment mode.
15. All trainees undertaking practical lessons must maintain cleanliness by cleaning their workstations soon after such practical lessons with the help/guidance of the technician.
16. Absenteeism
  - Class attendance is compulsory for all Trainees.
  - Any student who does not attend lessons at least 75% will not be registered for National Examinations.
  - Any student who intends to be absent must get permission from his or her Head of Department.
17. Trainees shall be required to keep their phones in silent mode or switched off during lessons.

## 18. Examinations

- Every student should carry a duly filled and authentic Institute Examination Card and valid institute student ID during all examinations.
- Such examination card must be duly signed by the invigilator at the end of each examination.
- Academic policy must be adhered to.
- Cheating in examinations is not allowed.

## 19. The following Covid-19 Health Protocols must be adhered to;

- Proper washing of hands regularly by the gate and at designated hand washing points in the institute.
- Temperature screening by the gate.
- Wearing of masks appropriately.
- Observing social distancing in classes.
- A Trainee showing Covid-19 symptoms (coughing, high fever, sneezing, headache, flu etc.) are advised to seek medical attention.

## 20. All trainees must adhere to the duration of study of their respective courses i.e. Artisan 1 year, Craft 2 years and Diploma 3 years. Any trainee who wishes to go beyond the specified period must get written permission from the academic committee with the advice from the principal.

## 21. Time management

- Punctuality must be observed in all institutes' functions e.g., Lesson attendance, examinations attendance, assemblies, games and sports etc.

## 22. Trainees are encouraged to stay harmoniously in the neighborhoods of their residence and seek audience/dialogue with the landlord in case of any grievance to promote good neighborliness and cohesion.

## 23. Suspension

- Gross violation of the institute rules and regulations, policies, laws and constitution shall lead to suspension.
- Any trainee so suspended is expected to leave the Institute compound immediately and keep off the Institute until s/he is officially recalled.
- Upon expiry of the suspension period, the suspended student is to

- Report back with an officially registered Parent/Guardian.
- Such Parent/Guardian shall carry his/her National Identity card.

## **PENALTIES**

Infringements of any of the rules and regulations may be met by the following penalties;

1. Suspension
2. In case of criminal offences (see rule 9, 11, 12, 13, 18, 22) the offenders will be subjected to disciplinary procedures and Guidance and Counseling
3. All disciplinary cases related to academics shall be subjected to academic policy.
4. A total of six weeks absenteeism will lead to automatic referral. Similarly, loss of 75% class attendance in any subject will lead to automatic referral irrespective of being absent with permission.
5. Lost and damaged property will be replaced by the offender, before he/she resumes classes.
6. Unlawful unrest, demonstration and damage of institute property shall be liable for prosecution.

**The declaration attached should be signed in the presence of a guardian/sponsor who should sign as a witness**

## **B. COMMON SENSE**

Where there is no explicit regulation, commonsense and rules of natural justice shall prevail and be observed.

## **C. REVIEW OF THE RULES AND REGULATIONS**

These rules and regulations shall be reviewed from time to time as circumstances shall dictate.

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FM-DOT-002

**STUDENT'S DECLARATION**

I,....., ID. No. ....,  
do hereby declare that I have read and understood the Institute Rules and Regulations and that I will obey them and uphold the good name of Siala Technical Training Institute at all time during my study at the Institute.

I undertake to promote peaceful co-existence with other students and will at all times respect the established Institute authority. I will pursue academic excellence and observe the requirements of the Institute's Academic Policy as well as comply with legitimately sanctioned Institute Programs. I will pay all Institute Fees and any other levies due to losses, damage(s) or expenses directly or indirectly caused or incurred by me.

I understand that any contravention of the Institute Rules and regulations or disobedience of the legitimately issued instructions will attract disciplinary action against me by the established Institute Disciplinary Machinery.

**Signed:** ..... (Student)

**Date:** .....

**Parent's/Guardian's**

**Name:**.....

**Sign:** .....

**Date:** .....

**ID. No.**  
.....



FM-DOT-001

**STUDENT’S MEDICAL EXAMINATION FORM**

*(On reporting, bring the original and a photocopy of this document)*

1. Student’s Name:.....Age: .....  
 County:..... Sub-County:.....
  
2. Any physical impairment.....Conditions of:
  - (a) Chest.....
  - (b) Abdomen:.....
  - (c) Eye/sight.....
  - (d) Ear/Hearing ability.....
  - (e) Pregnancy (for women).....
  - (f) Any allergy.....
  
3. Any other significant information.....I  
 certify that.....is/is not  
 fit to pursue his/her studies at the Institute.  
 Name:.....Signature.....  
 Designation:.....Official stamp:.....

**NB: Further information may be sent to:**  
 The Principal,  
 Siala Technical Training Institute  
 P.O Box 164-40404,  
**RONGO**  
 Email: [sialainstitute@gmail.com](mailto:sialainstitute@gmail.com)  
 Phone: 0706633334



FM-REG-008

**STUDENT'S BACKGROUND INFORMATION FORM**

1. Name:.....  
(Surname) (Other names)  
  
Date of Birth.....Previous examination.....  
  
Index No..... year.....  
  
Grade obtained .....National ID No:.....  
  
Name & Address of former School/College.....  
.....
2. Date admitted in Siala TTI:.....Course enrolled  
in:.....
3. Student's Mobile  
Number.....Email:.....
4. Name of Father/Guardian:.....
5. Father's/Guardian's Present.....  
Address.....  
Mobile number:.....
6. Are both parents alive?.....  
Give approximate ages of:  
(i) Father/Guardian: ..... Years.....  
(ii) Mother:..... Years.....  
(iii) Father's occupation.....  
(iv) Mother's occupation .....
7. Who looks after your family?.....
8. How many children are there in the family? .....
9. How many siblings are employed? .....
10. How many are in Secondary Schools or Colleges?.....

**SIBLING'S NAME SCHOOL/COLLEGE**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

11. Who pays your fees?.....  
(Give the following information if not father)

Name: ..... Telephone: .....

Address.....

Email address.....

Occupation:.....

Relationship to you:.....

12. Do you receive financial assistance from a Bursary Fund. Co-operative Society  
or any Charitable organization?.....  
(IF YES, name the source of such assistance):

Name:.....

Address:.....

Telephone:.....

13. Give details of ANY OTHER person who may be contacted should you have any  
problem in the Institute:

Name:..... Telephone:.....

Address:.....

**14. Your home details**

Division: ..... Name of Chief: .....

Location:..... Name of Ass.Chief: .....

Home address:.....

Version 1.0

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## REQUIREMENTS FOR APPLICATION FOR GOVERNMENT SCHOLARSHIP

1. A valid email address.
2. Valid telephone number (*must be registered in your name to apply for a loan*)
3. KCPE and KCSE index numbers and years of examination.
4. Passport size photo.
5. Copy of your National ID (*for loan application*)
6. College admission letter.
7. Your parents' registered telephone numbers
8. Your parents' National ID number.
9. Death certificate if any of your parent is deceased.
10. Your birth certificate.
11. Two guarantors (*can be your parents*) ID numbers and registered telephone numbers.
12. Copy of the sponsorship letter if you were sponsored in Secondary school.