



**MINISTRY OF EDUCATION**  
 State Department of Vocational & Technical Training  
**DAVID MBITI WAMBULI TECHNICAL AND VOCATIONAL COLLEGE**  
**P.O Box 3308-90100 Machakos. Mobile: +254 743896827**  
**Email: [davidwambulitvc@gmail.com](mailto:davidwambulitvc@gmail.com)**  
**Website: [www.davidmbitiwttvc.ac.ke](http://www.davidmbitiwttvc.ac.ke)**



### OFFICE OF THE REGISTRAR

NAME: ..... DATE: ...12/08/2025.

Following your application, I wish to inform you that you have been admitted to David Mbiti Wambuli TVC to pursue a CBET course in .....  
 Level.....Reporting date will be on ...03/09/2025...Between 8.00 am to 5.00 pm. Your college admission number is.....

Guided by our Motto “Competence in skills” David Mbiti Wambuli TVC will endeavor to develop and equip you with required skills that will help you fulfill your life expectations.

To achieve this, we expect you to be self-disciplined, focused and committed with your formal and informal curriculum offered at this college in order to achieve excellent results. The college offers a variety of courses in academic departments (see the flier attached)

- ❖ Electrical and Electronics Engineering
- ❖ Building and civil engineering
- ❖ Computer and Informatics
- ❖ Hospitality and institutional management
- ❖ Mechanical and Automotive Engineering
- ❖ Fashion design and cosmetology
- ❖ Agriculture and environmental Studies
- ❖ Business and entrepreneurship
- ❖ Liberal studies

#### INDUSTRIAL TRAINING/MENTORSHIP


All level 6(Diploma), 5(Craft) and 4(Artisan) trainees will be required to proceed on attachment/Mentorship in the course of their study.

#### DIRECTION TO COLLEGE.

The College is a Government Institution under the Ministry of Education. It has a mixed day and boarding student population. David Mbiti Wambuli is located in Mbooni west Sub County, Makueni County. It is 15 kilometers from Machakos town along Machakos-Muvuti-Kikima route. Alight at Katunda market or Mulaani secondary school then turn 1.8 km to the college.

*Welcome to “David Mbiti Wambuli TVC”.*

Yours faithfully,

  
**REGISTRAR**  
 DAVID M. WAMBULI TVC  
 P. O. Box 3308 - 90100,  
 MACHAKOS

Registrar

David Mbiti Wambuli Technical and Vocational College  
 FOR: PRINCIPAL



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### GOVERNMENT FEES STRUCTURE FOR ALL COURSES

Following your placement in the institution, you are eligible for a government scholarship and HELB to assist you with your education expenses. In case the government scholarship, HELB and bursary do not cover the cost of your studies, the deficit will be paid by your parent/guardian. For student to benefit from government **scholarship** and HELB, they **MUST** make an application for consideration through the official website [www.hef.co.ke](http://www.hef.co.ke)

Trainee category	Total Annual Fees	% scholarship	Amount (Ksh.)	%HELB	Amount in (Ksh.)	% Household	Amount In (Ksh)	Upkeep In (Ksh)
<b>Band-1 (Vulnerable)</b>	67,189	70%	47,032.30	22.5%	15,117.53	7.5%	5,039.17	18,600
<b>Band-2 (Extremely Needy)</b>	67,189	60%	40,313.40	28%	18,812.92	12%	8,062.68	17,600
<b>Band-3 (Needy)</b>	67,189	50%	33,594.50	32%	21,500.48	18%	12,094.02	15,600
<b>Band-4 (Less Needy)</b>	67,189	40%	26,875.60	38%	25,531.82	22%	14,781.58	14,600
<b>Band-5 (able to pay)</b>	67,189	30%	20,156.70	43%	28,891.27	27%	18,141.03	13,600
<b>Privately Sponsored</b>	67,189	0	0	0	0	0	67,189	0

For admission to the college, trainees will be required to pay the following admission fee to the college account below:

- Trainee College ID **Ksh. 500**
- KUCCPS Placement **Ksh. 1,500**
- TVET Quality Assurance **Ksh. 500**
- Registration **Ksh. 500**
- Practical fee **Ksh. 2000** per term

**TOTAL – 5,000**

**N/B:** Minimum fees of Ksh.5,000 will be paid as we await direction on government funding. This paid amount will be transferred to assessment fees once government funds are disbursed.

**Examination fees varies with course**

**Mode of fees payment:** Deposit the money in the fees collection Bank Account and obtain a bank deposit slip or use a banker's cheque or any KCB Agent.

**ACCOUNT NAME: DAVID MBITI WAMBULI TECHNICAL AND VOCATIONAL COLLEGE**  
**ACCOUNT NO: 1253017115      BRANCH: MACHAKOS**

**NB: PERSONAL CHEQUES AND CASH ARE NOT ACCEPTABLE FEES ONCE PAID IS NOT REFUNDABLE**

**NB.** 1. The fees do not include boarding fee and Examination fee.

2. Hostels are available at ksh **6, 000** per Term.

### **LIPA KARO NA MPESA**

- 1) Go to MPESA menu and select “pay bill option”
- 2) Select enter business number as 522123 then enter
- 3) Enter Account number
  - Enter school code i.e. 32482K
  - Put a space and enter your admission number e.g. 036 or your class e.g. DEP2001
  - Insert your name beginning with the surname and an initial
  - E.g. if your name is Daniel Moi, your admission is 036 in the DEP2001 class and the school code is 32482K the pay your school fees using lipa karo in the following format = “**32482K adm 036 Moi D**” or “**32482K DEP2001 Moi D**” then enter to prompt you to enter the next option. Kindly note this space is limited to a minimum of 16 characters only.
- 4) Enter the amount e.g. 20,000 then OK
- 5) Enter the PIN then OK to complete your transaction.
- 6) You will get a message confirming the above.

NOTE: After paying make sure you bring the MPESA message for recording in the college accounts office.

### **ADMISSION REQUIREMENTS**

On the admission day you must bring with you the following: -

- Admission letter (duly filled)
- All your original academic certificates and their copies(KCPE, KCSE, any other)
- I/D card/birth certificate and their copies
- 1 recently taken passport size photographs
- Medical Certificate (*attached*)

Trainees will be required to have the following materials as per the course enrolled.

#### **(a) Engineering students:**

1. Engineering set square 45 x 45 and 60° x 30° and protractor (transparent).
2. T square – 100CM
3. Engineering drawing set
4. Scientific calculator – Casio FX 82 MS
5. Eraser (Staedtler)
6. Drawing Pencils (Staedtler) – HB, 2H and 3H
7. SMP Advanced Mathematical tables.
8. A pair of safety boots
9. Grey dust coat

**b) Hospitality and institutional management:**

1. 1 White Chefs Jacket
2. 1 red Necker chef
3. 1 Chef Hat
4. 1 White Apron
5. Black Trousers for men
6. Black Skirt/Trousers for ladies
7. Low-Heel Shoes (Leather)
8. 2 Kitchen Towels
9. 1 Cleaning Cloth
10. 1 Pair of Oven Gloves
11. Chef Knives
12. Recipe Cards
13. 3 spring files
14. Recipe files
15. Practical cookery textbook (14<sup>th</sup> edition)

**c) Hair dressing/beauty therapy**

1. 1 Apron
2. 1 Professional Cutting Scissor
3. 6 Towels
4. 2 Weaving Needles
5. 6 Sectioning Clips
6. 1 Styling Pin
7. 1 Afro Comb
8. 1 Matador Comb
9. 1 Styling Comb
10. 1 Visible Name Tag

**d) Agriculture department**

1. 1 Pair of Gumboots
2. 1 Grey dust coat
3. 1 Pair of Leather gloves

**RULES AND REGULATIONS**

The mission of this college is to train and nurture skills to trainees for self-reliance which plays a useful role in the society contributing to National development.

**1. DISCIPLINE.**

- a. Adherence to timetable and attendance to lectures is compulsory to students at all times.
- b. Students are expected to be self-disciplined at all times.
- c. Students MUST always respect all staff in the college
- d. For absence from college students MUST obtain permission from respective Head of Department

**2. ACADEMIC RULES****a. Competency Based Education and Training (CBET) programmes**

- i. Formative assessments (i.e continuous, random and end of term) will account for 60% of the overall weighted unit score.
- ii. Summative assessments will account for 40% of the weighted unit's final score.
- iii. Students will be expected to come with the required materials for the course.
- iv. All assessments contribute to the overall score to determine whether a candidate is competent or not yet.
- v. Final summative assessment shall only be done when a candidate has paid for it.

### 3. CLEANLINESS AND APPEARANCE

- a. Body cleanliness is vital. Hair should be kept neat and beards shaved. Students are expected to dress decently while in and out of the college.
- b. Students boarders are required to clean their cubicles.

### 4. GAMES AND SOCIETIES

- a. Students should take part in games, sports, clubs and societies and any co-curricular activities introduced in the college.
- b. Students must behave well while performing these activities.
- c. Students are expected to belong to at least one of the clubs and society.

### 5. COMPLAINTS AND OPINIONS

In case of any complains students are expected to use the following procedures: ass problems or opinions should be forwarded by the class representative to the class trainer who in-turn shall forward the matter to the head of department.

- i) In case of an academic issue, the matter should be discussed with the subject trainer and where solution is not found, the class representative should forward the matter to the HOD for advice.
- ii) Games problems or opinions should be reported to the games master.
- iii) Social problems or opinions should be reported to the dean of students or guidance and counselling trainer.

### 6. UNHEALTHY HABITS

There are habits which cannot promote and form human development stated at the beginning. The habits listed below are not allowed in this college.

- a. Consumption of drugs and alcohol is prohibited in the college.
- b. Possession of weapons or illegal drugs while in the college compound. Checking of these items will be done any time without notice.

### 7. COLLEGE PROPERTY

- a) Students will be expected to respect college property and keep it in good condition at all times.
- b) All breakages and losses will be replaced individually or collectively.
- c) Students who will be found with college property illegally will face disciplinary.

### 8. VISITORS

Visitors will not be allowed in laboratories, classrooms or workshops without official permission.

## **9. WORKSHOP/LABORATORY/LIBRARY**

There will be rules and regulations laid down by the departmental management and students are required to observe them.

## **10. LANGUAGE**

Students must use official language for all official transactions in the college.

## **11. SECURITY IN THE COLLEGE**

- a) All security issues must be reported to the guard on duty.
- b) Any students found drunk or behaving in a manner likely to cause a breach of peace will be confined and suspended from college.

## **13. GENERAL CONDUCT**

- a) Self-discipline is the key to better life unlike the forced discipline. Students are expected to exercise self-discipline towards development.
- b) Honest / integrity are important attributes towards development.
- c) Students are expected to live harmoniously with each other. Fighting and violent behavior, use of abusive language and stealing will not be tolerated.
- d) David M Wambuli TVC is a drug free zone. Students are expected not to use alcohol, bhang, miraa and tobacco. Students caught drunk will automatically be made day scholars.
- e) No use of mobile phones in class.
- f) The college has the power to revise all the above rules and regulation without prior notice to the students.



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### **STUDENT'S DECLARATION FORM**

I .....ADM NO.....

Course .....have read and understood the joining instructions of the College with my ..... (state the relationship). I promise in his or her presence, that during the period that I will stay in this College as a student, I shall at all times work hard in my studies, participate fully in all the activities, abide with the rules and regulations and obey those in authority.

I will at all times respect the College's property and that of other people.

Signature .....

Id/passport/birth cert no .....

Date.....

Parents /guardians / sponsor commitments.

I (name)..... (state the relationship)  
.....of the above-named student, have read and understood the joining instructions.

Signature: .....

Tel /Cell. No: .....

Date: .....



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### STUDENT'S REGISTRATION FORM

Name .....ADM NO .....

Phone No: .....Date of birth ..... Age .....

KCSE index no:.....KCSE Year:.....KCPE index no:.....

ID/passport/birth cert no:..... Home County .....

Sub County ..... Sub-Location.....

Course admitted ..... Level.....

Marital status (Tick appropriately) Married ☐ Single ☐ Divorced ☐

Parent/Guardian/Next of Kin (1)..... Relationship .....

Mobile phone: .....

Parent/Guardian/Next of Kin (2)..... Relationship .....

Mobile phone: .....

How did you know about the College a) Radio ☐ b) Outreach ☐ c) Friends? ☐  
 d) KUCCPS ☐ e) Newspaper ☐ f) Internet ☐

Who pays your school fees (name).....Relationship .....

Mobile no .....

Last school attended .....Award (academic).....

Do you have health problems yes/no?

If yes specify .....

Name of your Chief/Asst. chief:.....Phone number:.....

I ..... ID No .....

Do confirm that the information given here is accurate and true to the best of my knowledge and belief.

Student's signature .....

### FOR OFFICIAL USE ONLY

Registrar's signature .....

Official stamp.....Date .....

**All Correspondence to the Principal**





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### CONSENT FOR USE OF IMAGES FORM

David Mbiti Wambuli TVC (“**the institution**”, “**DMWTVC**” or “**We**”) utilizes a wide range of information and materials to enlighten people about the training services we offer. Among such materials is the use of images (still or moving) of people utilizing our services, and or taking part in activities that are associated with the institution. This may include printed and electronic publications, video, audio, adverts, photo galleries, social media, and any other media we might use to promote the institution in the future.

We make use of these images for the purpose of promoting and marketing training services and facilities within the institution.

Please note that on signing this form you are agreeing to the following terms and conditions:

- That without expectation of compensation or any other remuneration, now or in the future. I give my consent to DMWTVC to use my image as described above. The information provided in this form will also be used to show the institution is compliant with the Data Protection Act, 2019. We will not pass the details recorded on this form on to any other organization, unless legally obligated, without your explicit consent for.
- I note that this may include use in print and electronic media, including the website and official social media platforms, and therefore accessible to recipients not within the locality of the institution. I therefore consent to the collection, use and disclosure of my image, including disclosure to overseas recipients, as outlined. We will take all reasonable measures to prevent unauthorized access. In case of a data breach or unauthorized access, we will promptly notify you and take appropriate steps to remedy the situation.
- I waive any right to approve the finished product (s) or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied. I also waive any right to any compensation in connection with the use of the image.
- I agree to indemnify DMWTVC against all claims. Damages and expenses including reasonable advocates fees, arising out of the use of the image, including but not limited to claims for invasion of privacy, defamation, and copyright infringement.
- I have read and understood this form, and consent to the collection, use and disclosure of my image under the above conditions.

**NB: Kindly note that embarrassing or distressing images, or inappropriate content, will not be used.**

Name:.....

ID/Passport No:..... Phone Number:.....

Signature:..... Date:.....



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Dear Sir/Madam

**RE: MEDICAL FORM**

This form must be completed by a registered doctor after examining the applicant.

S/NO	EXAMINATION	FINDINGS
1.	Chest X ray	
2.	Urine	
3.	Stool	
4.	Eye and vision	
5.	Ears	
6.	Mouth and teeth	
7.	Spleen and liver	
8.	Gland in the neck	
9.	Any other	

I hereby certify that on this day -----/20-----

I have examined (name) \_\_\_\_\_ and that in my  
opinion he/she is physically fit/unfit for admission in your college as a student.

Name: ..... Signature: ..... Designation: ...

Stamp: .....