



MINISTRY OF EDUCATION
STATE DEPARTMENT OF EARLY LEARNING AND BASIC
EDUCATION
THOGOTO TEACHERS' TRAINING COLLEGE
PRIVATE BAG - KIKUYU
E-mail: thogototeacherscollege@yahoo.com
TEL: 0716113560



VISION: A leading institution in training quality teachers ready to serve the society with dignity devotion and integrity

28th August, 2023

Serial No. [TTTC/DPTE/2023/](#)

Name

Address.....

.....

ADMISSION FOR DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE) – 2023

I am pleased to inform you that the Ministry of Education, Basic Education has offered you a chance in this College to pursue a Diploma in Primary Teacher Education (DPTE). This will be a three year course that will lead to the award of a Diploma upon satisfying all assessment requirements (Course Work, Summative Assessment and Practicum.)

Congratulations!

You are required to report to the college without fail on **11th September 2023** for registration between **8.00 am** and **3.00 pm**.

Read the Joining Instructions carefully and act accordingly to avoid inconveniences when you report. Ascertain that you have all the Joining Instructions Annexes. (**Annex 1, 2, 3, 4 &5**). If any of them is missing contact the college through this number- **0716113560**.

GENERAL INFORMATION ABOUT THE COLLEGE

1. Location of the college

Thogoto Teachers' Training College is located in Kikuyu Sub-County in Kiambu County next to Thogoto shopping centre on Gikambura road about 5km from Kikuyu Town. It neighbours Alliance Girls, Alliance High School, Presbyterian University of Eastern Africa and University of Nairobi Kikuyu Campus.

- i. Public transport from Nairobi CBD- Board Matatu No. 105 behind Archives/Standard Chartered Bank on Tom Mboya Street to Kikuyu Town. Then Board Matatu No. 112 at Kikuyu Stage to Thogoto TTC.
- ii. Public transport from Nakuru to Nairobi - alight at Gitaru stage. Board a matatu to Kikuyu town then board matatu no. 112 to Thogoto Teachers College.
- iii. The college can also be accessed via Southern By-pass from Mombasa Road and from Gitaru.

2. Correspondence:

The college address is:

Thogoto Teachers College

Private Bag,

Kikuyu.

The official Telephone Number is: +254716113560.

E-mail: thogototeacherscollege@yahoo.com

3. College rules and regulations

A copy of the college rules and regulations will be issued to all students during registration and signed as a trainee's commitment of compliance.

4. College diet and medical care

- a) The college provides a balanced diet. **No special diet is provided.**
- b) The college sick-bay (dispensary) has qualified staff that caters for minor ailments only. Serious cases are referred to nearby hospitals and the student's parents/ guardians meet the cost.

NB. Teacher trainees are encouraged to obtain National Hospital Insurance Fund (NHIF) cover.

5. Students' conduct

Students are expected to display a sense of maturity, self-discipline, integrity, balance and vigour in all activities undertaken in the interest of the college and the nation.

NB: Parents/Guardians and Teacher trainees are advised to read the whole document for the purpose of understanding college expectations.

The teacher trainees should seriously take note of all instructions and bring all required items as per the attached annexures.

For and on behalf of the College Board of Management, members of the top management and staff, I wish to take this opportunity to welcome you to Thogoto Teachers College. The college will expect hard work from you and other positive contributions for your own good, the good of the college and the country at large.

Welcome.



Mrs. Margaret W.C. Khainga

CHIEF PRINCIPAL/SECRETARY B.O.M

ANNEX 1: ADMISSION REQUIREMENTS

1. REGISTRATION DOCUMENTS

On admission day, you will be required to bring:-

- i. Original copies of the following documents for verification.
 - (a) This admission letter duly completed.
 - (b) National Identity Card
 - (c) K. C. S. E. Certificate with a Mean Grade of “C”.
 - (d) School Leaving Certificate from your K.C.S.E School.
 - (e) Birth Certificate.
- ii. Three clear photocopies of:-
 - (a) K.C.S.E Certificate.
 - (b) K.C.S.E School Leaving Certificate.
 - (c) National Identification Card.
 - (d) Birth certificate
 - (e) **TWO** certified colour passport size photographs taken within the last three months, certified and stamped by the Chief or the Assistant Chief.
- iii. Other requirements:
 - (a) Duly filled Students Bio data form (ANNEX 2).
 - (b) Duly filled Medical Certificate (ANNEX 3).
 - (c) Duly signed Students’ Declaration form (ANNEX 4).

NB

Ensure that all your original certificates have been returned to you after verification. Keep your original KCSE certificate with you and when KNEC requires it for verification it must be availed.

2. FEES

Teacher trainees will be expected to pay college fees for **TERM ONE** plus all other charges indicated in the fees structure (ANNEX 5) attached to these joining instructions before registration. All fees **MUST** be deposited in the college bank account indicated below.

ACCOUNT NAME	ACCOUNT NO	BANK	BRANCH
THOGOTO TEACHERS COLLEGE	1107134617	KENYA COMERCIAL BANK	MOI AVENUE

- Fees may also be paid through Bankers Cheque payable to **Thogoto Teachers College**.
- Cash payment or personal cheques are **not acceptable**.
- Pocket money and fare to and from home is the responsibility of the student.
- **Fees once paid will not be refunded nor transferred after a teacher trainee is registered.**
- **Those who did not apply through KUCCPS will pay Ksh. 1,500.00 on admission.**

3. BOARDING REQUIREMENTS

- a) One **high density blue covered** mattress, 2½ ft. wide by 4-inch thickness, a pair of bed sheets (pink for ladies and blue for men) Maasai print bedcover – (blue for ladies and red for the men)
- b) A pillow and 2 pillow cases
- c) A pair of black shoes (low heels)
- d) Bath towel
- e) A melamine plate, a standard mug and a spoon
- f) A night dress / pajamas
- g) Bucket/basin.
- h) 2 padlocks
- i) A pair of bathroom slippers
- j) A dozen of pegs and 6 hangers
- k) Enough bathing and laundry soap, toothpaste and tooth brush, shoe brush and shoe polish
- l) Personal effects to last a term.
- m) You will need as many decent and acceptable personal clothes and shoes, noting that this is a Teacher Training College where you must dress officially and decently at all times. (**Jeans trousers/jeans skirts are not allowed in the tuition area**).
- n) A warm fleece jacket for use when it is cold.
- o) Two warm blankets.

NB: Personalize all your items by marking your name clearly.

4. GENERAL TUITION MATERIALS (COMPULSORY)

a) Examinations and classroom assignment

- i. 2 reams of Size A4 photo coping paper (**preferably JK Copier type.**)
- ii. 1 ream foolscaps.
- iii. 2 colours of white board pens and ink.
- iv. Exercise Books:
 - 200 pages (24 in number -22 ruled and 2 squared)
 - 120 pages (11 in number)
 - 48 ages (music manuscript exercise book)
 - 48 Pages graph book
 - 2 Drawing books - size A4

b) Practicum

- i. Four felt pens - Red, Blue, Black and Green + ink
- ii. Three (3) A4 size 200 page books
- iii. Chalk board ruler.
- iv. Twenty (20) manila sheets.
- v. Three A4 size 64 page squared books.
- vi. Stencil ruler.
- vii. 4 packets of dustless chalk i.e. 3 white and one coloured.

NB. Other Practicum materials required will be communicated as need arises.

c) Physical Health Education

- i. A pair of sports shoes
- ii. Red and white stripped stockings knee high for football (both men and women)
- iii. Track suit – Ksh.2300 pay to the college account.
- iv. Hockey stick (Dita Carbo Tec C75 L – Bow 36.5"/37.5"L Orange or Black colour) – **STRICTLY ORIGINAL** or pay Ksh.3000 to the College account.

d) Art and Craft

- i. Set of water colour paints (eagle brand in tubes)
- ii. A large palette for mixing paint
- iii. Art paint brushes – at least 3 different sizes
- iv. Pencils - HB, 2B and 2H
- v. Two drawing books - size A4
- vi. 1 litre office glue.

e) Religious Education

Good News Bible for CRE or Quran for IRE

f) English

- i. English Dictionary (by Longhorn / Oxford University Press)
- ii. Spider's Web by Samuel Wachira.

g) Kiswahili

- i. Kamusi Kuu ya Kiswahili by (Longhorn/ Oxford University Press)
- ii. Riwaya;
KIFUNGANJIA na Daniel Okello Storymoja Publishers

h) Mathematics

- i. Mathematical Oxford Geometrical set
- ii. Scientific calculator
- iii. 30 cm ruler

i) Social studies

- i. Longhorn-Comprehensive primary school Atlas,3rd edition)
- ii. Map Reading by MC Master

j) Music

Soprano Descant recorder (Baroque)

k) ICT

- i. A Smart phone
- ii. Lap top (HP corei3 and above)

l) INDIGENOUS LANGUAGES

A story book written in an Indigenous language.

NB.

Details of other course books required will be provided at the end of Term One. **All** students will be required to purchase relevant text books in all learning areas at the beginning of term Two.

ANNEX 2 – TEACHER TRAINEE’S

1. Name in full (as it appears in the KCSE certificate)
College Admission No.....
2. National ID Number Date of Birth
3. County Sub-County
4. Marital Status Number of Children
5. Number of siblings (brothers/ sisters)
6. Religion Denomination
7.
 - a) Name of FatherAddress.....
Telephone Number..... Occupation.....
 - b) Name of Mother.....Address
 - Telephone Number.....
Occupation
 - c) Name of Guardian (if (a) and (b) are not applicable).....
Address Telephone Number
 - Occupation
8. Name of your Next of Kin (Close Relative) to be contacted in case of emergency other than the Parent/Guardian indicated in 6 above. (Should be older than you).....
Your relationship with the Next of Kin
Address Telephone number.....
9.
 - a) Indicate who will be paying your college fees.....
 - b) What is his/her occupation? What is your Relationship.....
10. a) Secondary schools attended
School: Dates:
..... Dates.....
b) Results at KCSE (show subjects and grade) Index number
 1. 5.
 2. 6.
 3. 7.
 4. 8.

Mean Grade

11. High Schools clubs and societies joined and position held
.....
12. Did you hold any office in any of the clubs/societies named above? Yes/No. If “yes” state the office(s), clubs and societies e.g. Chairperson debating club.
.....
13. Were you ever elected/appointed a leader? **Yes/No.** If ‘yes’ for how long were you a leader?
Primary School: Class to Duration
Secondary School: From To Duration
14. In which co-curricular activities did you participate?
.....
15. State any activities you participated in within your community since you left school.
.....
16. Were you employed before joining college, Yes/No.?
17. If yes state the type of employment e.g. UT (Untrained Teacher), Office work. Give details.....
18. Name of Public Primary School nearest to your home.....
19. Permanent Address Tel. No.
Name of your location email address
20. Name of Assistant Chief /Chief..... Telephone No.
Signature Official Stamp
21. Signature of Teacher Trainee..... Date
Signature of Parent/Guardian Date

ANNEX 3- TEACHER TRAINEE’S MEDICAL CERTIFICATE

SECTION A - To be completed by the applicant

SECTION B - To be completed by a **Government Medical Officer of Health**

SECTION ‘A’: TEACHER TRAINEES MEDICAL HISTORY

1. Name of applicant:
2. Make a brief statement about any sickness and/or disability that you have suffered from in the past two years
 - a) Nature of sickness and/or disability
 - b) Were you hospitalized? YES/NO. If yes, state where and for how long
 - c) Any special recommendation made by the doctor who treated you
 - d) Any observation you would like to make about your health
3. Bring medical documents of regular treatment with you (**if any**). They will be treated with confidentiality.

SECTION ‘B’: MEDICAL OFFICER’S EXAMINATION REPORT

1. Blood group..... Anaemia
2. General health-Weight..... Height
Appearance
3. Eyes Unaided: Right..... Left
Aided: Right..... Left
4. Colour blind.....Visual fields.....
5. Ears: Sound perceptions; Right Left.....
6. Teeth
7. Chest
 - a) Heart
 - b) Lungs
 - c) Tuberculosis; special reference to tuberculosis–lesions
 - d) Chest X – ray report
8. Abdomen
 - a) Spleen
 - b) Liver.....
9. Spinal column
10. Other areas, defect or diseases
- a) Defect of speech/Visibility/Hearing.....
 - b) Epilepsy

- c) Urine
- d) Stool
- e) Venereal diseases
- f) Rheumatic diseases
- 11. Physical deformities/impairment
- 12. Female students only
 - a) Abdominal palpations
 - b) Pregnant/Not pregnant
 - c) Estimated period of pregnancy
 - d) Additional comment.....

MEDICAL OFFICER'S ASSESSMENT

I hereby certify that I have this day examined:

NAME (Teacher Trainee)

ID/NO: -.....

Teacher Trainee signature

And in my opinion, he/she is fit/unfit for admission into the college as a student.

Any General Observations

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.....

Medical Officer of Health

Name..... Designation.....

Hospital..... Signature.....

Stamp

Note: The College has the authority to re-examine or send the student to another medical officer for re-examination on arrival or at any other time.

ANNEX 4 – TEACHER TRAINEE’S DECLARATION FORM

TEACHER TRAINEE’S COMMITMENT

I accept the offer given to me to train at Thogoto Teachers College and make the following commitments.

1. I will take part in all training programmes by:
 - i. Attending all lessons without fail.
 - ii. Carrying out all my academic activities i.e. projects, assignment, examinations and practicum as required.
 - iii. Taking part in Games and Sports.
 - iv. Actively participating in at least one club and one society.
 - v. Participating in drama, Music and College Cultural Activities.
2. Being a good ambassador of the college by observing governing rules and regulations.
3. Upholding the college core values: accountability, professionalism, honesty, transparency, self-discipline, integrity and respect.
4. Adhering to all Ministry of Health Covid-19 containment protocols in the college.
5. **Not** to engage in the following acts.
 - (i) Violence e.g. fighting.
 - (ii) Immoral practices including indecent dressing and indecent language.
 - (iii) Theft.
 - (iv) Use of falsified documents/forgery.
 - (v) Fraud/other forms of dishonesty.
 - (vi) Drunkenness or taking any drugs including smoking.
 - (vii) Lateness when reporting to college.
 - (viii) Failing to obey or show respect to those in authority.
 - (ix) Accommodating non-students in the hostels.
 - (x) Failure to attend assemblies and any other college programmes.
 - (xi) Convening or participating in any unauthorized and unlawful assembly and meetings.
 - (xii) Sleeping outside the college without official permission.
 - (xiii) Going out of college without official permission.
6. I commit to participate in:
 - i. Cleaning the hostels and the surrounding environment.
 - ii. Adhering to proper etiquette in the Dining Hall and making it clean.
 - iii. Maintaining cleanliness in the tuition area.
 - iv. Observing personal hygiene and grooming at all times.

DECLARATION BY THE TEACHER TRAINEE

I declare that I shall abide to the above commitments, failure to which the college disciplinary policy shall apply.

Name of Teacher Trainee Class Admission No.....

Identity Card Number Signature Date

Home Address

WITNESS

Name of Guardian/Parent ID. No.....

Signature

Date Telephone