

STATE DEPARTMENT OF EARLY LEARNING AND BASIC EDUCATION



KAMWENJA TEACHERS TRAINING COLLEGE

P.O. BOX 152 -10100, NYERI

Tel: 0726238121 / 0731176054

Email: kamwenjacollege@gmail.com
kamwenjattc@yahoo.com



15th May 2025

REFERENCE CODE: A000865

TO: LAPAON JAMES SEKO

RE: OFFER OF ADMISSION TO DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE)

I am pleased to inform you that the Ministry of Education, State Department of Early Learning and Basic Education has offered you a chance in this College to pursue DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE). This will be a THREE Year course that will lead to the award of a diploma after satisfying all tuition, continuous assessment, practicum and final Assessment requirements.

Congratulations!

You are required to report to the college without fail on **15TH SEPTEMBER 2025** for registration between 8.00 am and 5.00 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 and 5). If any of them is missing contact the college through this no. 0726238121 / 0731176054.

GENERAL INFORMATION ABOUT THE COLLEGE

Kamwenja Teachers' College is situated 8kms Northwest of Nyeri Town off Nyeri- Ihururu road. The route is served by matatus that ply between Nyeri town and Kihuyo via Mathari Mission Hospital, Nyeri High School and Kamwenja Teachers' College. These matatus stop at the Nyahururu Stage in Nyeri Town. They ply the route between 7.00 a.m. and 5.00 p.m. and drop students right at the college gate. It is not advisable to arrive after 5.00 p.m. at the bus stage because of the risk of being stranded.

Alternatively, one can use the Mathari/Ihururu stage, alight at Nyeri High School Junction, then pick a bodaboda. The college is only 1.5 kilometres from the junction.

CORRESPONDENCE

Kamwenja Teachers' College.

P.O Box 152 - 10100

Nyeri

Email: kamwenjattc@yahoo.com, kamwenjacollege@gmail.com

Website: www.kamwenjattc.ca.ke

Phone: 0726 238 121 / 0731 176 054

3. COLLEGE RULES AND REGULATIONS

All students will be issued with a set of college rules and regulations on admission and each student will be expected to abide by all college rules and regulations throughout his/her study.

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. Students are encouraged to obtain Social Health Authority (SHA) cover.

5. STUDENTS' CONDUCT

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

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

You should seriously take note of all instructions and bring all the required items as per the attached list.

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 Kamwenja Teachers' College, Nyeri County. 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.

Thank you.



CHIEF PRINCIPAL
KAMWENJA TEACHERS' COLLEGE
P. O. Box 152 - 10100.
NYERI

CHIEF PRINCIPAL/SECRETARY B.O.M

MR. WYCLIFFE WAFULA

ANNEX 1: ADMISSION REQUIREMENTS

KAMWENJA TEACHERS' COLLEGE REGISTRATION DOCUMENTS

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

- i. Originals of the following documents for verification.
 - a. This admission letter duly completed.
 - b. National Identity Card
 - c. K.C.S.E Certificate
 - d. K.C.P.E Certificate
 - e. K.C.S.E School Leaving Certificate
 - f. Birth Certificate
- ii. One clear photocopy of:-
 - a. National Identity Card
 - b. K.C.S.E. Certificate
 - c. K.C.P.E. Certificate
 - d. K.C.S.E School Leaving Certificate
 - e. Birth Certificate
 - f. TWO certified colour passport size photographs taken within the last three months, certified and stamped by your chief or Assistant chief.
- iii. Other requirements
 - a. Duly filled Students Biodata 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 are returned to you after verification.

SUBSIDIES / FEES

You will be expected to pay college fees /subsidies 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 OR Buy a Bankers Cheque payable to **KAMWENJA TEACHERS COLLEGE**.

ACCOUNTS NAME	ACCOUNT NO	BANK	BRANCH
KAMWENJA TEACHERS' COLLEGE	055000046887	Family Bank	Nyeri

Fees once paid will not be refunded nor transferred after a student is registered.

BOARDING EQUIPMENT AND PERSONAL EFFECTS

a) The college will offer you a bed ONLY. You will be required to bring:

- i. At least THREE BLANKETS. Kamwenja can be very cold at times.
- ii. Bed cover and two bed sheets
- iii. One pillow and 2 pillow cases
- iv. Bathing towel

b) Personal clothes for daily use, heavy wear during cold weather: **NOTE** that you will be required to be in decent wear at all times.

- c) A plastic basin or bucket which is useful for washing.
- d) Enough bathing soap, slippers, toothpaste and other personal effects.
- e) A pair of gumboots.
- f) 2 Padlocks.
- g) Cutlery Ksh.400 issued in college (include in the fees)

TUITION EQUIPMENT AND MATERIALS (COMPULSORY)

a) Assessment and classroom assignments

- i. Pay Ksh. 2,000 (include in the fees) for photocopy papers
- ii. Enough writing materials (Ruled and squared exercise books), 48 pages Music Manuscript exercise book, 48 pages graph book and 2 drawing books). These will not be provided and you will need to buy more during the course as need arises. (Notes will be expected to be done on the laptop)

b) Physical health education

- i. A pair of sports shoes
- ii. A pair of socks knee high (both men and women)
- iii. A pair of blue shorts and a blue t-shirt.
- iv. Hockey Stick (Strictly Maharadja or pay (include in the fees) Kshs. 3,000.00 to the college)
- v. Track suit (pay Ksh. 2,500 include in the fees)

c) Art and Craft

- i. Set of water paints (eagle brand in tubes)
- ii. A large palette for mixing paints
- iii. Art paint brushes at least 3 different sizes
- iv. Pencils - HB, 2B and 4B
- v. Two drawing books (size A4 and A3)
- vi. Straw board

d) Mathematics

- i. Mathematics Oxford Geometrical set
- ii. 30 cm ruler

e) A laptop with the following specifications (as per the KNEC requirements):

- i. Licensed Windows 10 version 22H2 and above
- ii. 14-inch screen (minimum resolution 1920 x 1080)
- iii. Integrated Webcam
- iv. HDD 256gb SSD
- v. Memory 8gb
- vi. Core 13 gen 6 above
- vii. Internal Battery that can last for more than 3hrs
- viii. IEEE 802.11 Wireless capacity (ac, g or n)

f) Mifi (for personal use in case of internet failure).

g) Smart Phone.

h) Music – Soprano Descant Recorder (Baroque).

ANNEX 2

STUDENTS BIO - DATA

KAMWENJA TEACHERS' COLLEGE – NYERI

1. Name in full (as it appears in the KCSE certificate)
College admission number:
National Id Number:
Date of Birth:
Phone Number:
2. County Sub County
3. Marital Status Number of Children
4. Number of siblings (brothers/sisters)
5. Religion Denomination
6. a) Name of father
ID Number Telephone number
Occupation
- b) Name of mother
ID Number Telephone number
Occupation
7. 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):
Relationship
ID Number Telephone number
Occupation
8. Indicate who will be paying your college fees
Occupation
Relationship
9. a) Secondary schools attended:
School Dates
School Dates
- b) Results at KCSE (Show subjects and grade) Index number
1. 5.
2. 6.
3. 7.
4. 8.
Mean Grade:

ANNEX 2 (CONTINUED)

STUDENTS BIO - DATA

10. High school clubs and societies joined:
.....
11. 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:
.....
12. 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: Form to Duration
13. In which co-curricular activities did you participate?
.....
14. State any activities you participated in within your community since you left school:
.....
15. Were you employed before joining college? Yes/No.
.....
16. If yes, state the type of employment e.g. UT (untrained teacher), office work.
Give details:
.....
17. Name of public primary school nearest to your home:
.....
18. Permanent address Tel no.
Name of your location
Email address
19. Name of the Chief
Telephone No.
Signature
Official Stamp
20. Signature of Student Date
Signature of Parent/Guardian Date

ANNEX 3

STUDENT'S MEDICAL CERTIFICATE

KAMWENJA TEACHERS' COLLEGE

SECTION A - To be completed by the applicant

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

SECTION 'A': STUDENT'S 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
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

DOCTOR'S ASSESSMENT

I hereby certify that I have this day examined:

Name:

Student's signature:

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

Any General Observations:

.....

.....

Medical Officer of Health

Name:

Designation:

Hospital:

Signature: Date: Stamp:

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

ANNEX 4: STUDENT'S DECLARATION FORM

KAMWENJA TEACHERS' COLLEGE

STUDENT'S COMMITMENTS

I accept the offer given to me to train at Kamwenja Diploma 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, assignments, assessments 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. Uphold the college core values – *excellence, professionalism, integrity, teamwork, self-reliance, creativity, innovation, relevance, respect, love and unity* as a motivation to excel professionally as a teacher.
4. Not to engage in the following acts:
 - i. Violence e.g. fighting
 - ii. Immoral practices including indecent dressing
 - iii. Use of vulgar/obscene/offensive language
 - iv. Theft
 - v. Use of falsified documents/forgery
 - vi. Fraud/other forms of dishonesty
 - vii. Drunkenness or taking any drugs including smoking
 - viii. Lateness when reporting to college
 - ix. Failing to obey or show respect to those in authority
 - x. Accommodating non-students in the hostels
 - xi. Accommodating a student of the opposite sex in the hostels
 - xii. Failure to attend assemblies and any other college programmes
13. Convening or participating in any unauthorized and unlawful assembly and meetings.
14. Sleeping outside the college without official permission.
15. Going out of college without official permission.

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 STUDENT

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

Name of Student: Class Admission No.....

Identity Card Number: Signature: Date:

Home Address:

WITNESS

Name of Parent/Guardian: ID No: Signature:

Date: Telephone:

**ANNEX 5: FEES STRUCTURE FOR 1ST YEAR PUBLIC PRIMARY TEACHER TRAINING COLLEGES
(2025/2026)**

S.NO	VOTEHEAD	TERM 1 (KSH)	TERM 2 (KSH)	TOTAL (KSH)
1	B.E.S	20,000.00	10,000.00	30,000.00
2	Tuition	1,000.00	1,000.00	2,000.00
3	Local Transport & Travelling	2,000.00	2,000.00	4,000.00
4	Medical	1,000.00	-	1,000.00
5	Activity	1,000.00	1,000.00	2,000.00
6	RMI	2,000.00	1,000.00	3,000.00
7	VRM/Replacement	4,000.00	2,000.00	6,000.00
8	Administrative Cost	1,500.00	1,000.00	2,500.00
9	EWC	2,000.00	1,956.00	3,956.00
10	P.E Subsidy & Gratuity	3,000.00	5,620.00	8,620.00
11	ICT Equipment & Accessories	2,000.00	2,000.00	4,000.00
12	Practicum	1,500.00	1,000.00	2,500.00
13	Student Council	600.00	-	600.00
14	Student ID	300.00	-	300.00
15	Clubs, Societies and Community Service Learning	600.00	600.00	1,200.00
TOTAL		42,500.00	28,576.00	71,076.00

OTHER CHARGES

Assessment Fees	10,000.00	5,700.00	15,700.00
KUCCPS Placement Fee	1,500.00	-	1,500.00
GRAND TOTAL	54,000.00	34,276.00	88,276.00

Total payment for first term: Kshs. 54,000.00

Second Term Fees: Kshs. 34,276.00

Total Annual Fees: Kshs. 88,276.00

Wycliffe Wafula

CHIEF PRINCIPAL


CHIEF PRINCIPAL
KAMPENGA TEACHERS' COLLEGE
P. O. BOX 180-10180
NYERI