



**KENYA TECHNICAL TRAINERS COLLEGE
FINAL DRAFT ACADEMIC POLICY**



September 2021

FORWARD

The Kenya Technical Trainers College (KTTC) Academic Policy is designed to stipulate comprehensive and clear policies that foster a high standard of academic excellence. The policy is a guide for KTTC trainees, trainers and other stakeholders seeking information on academic matters and expected standards.

The regulations in this Policy apply to all KTTC trainees irrespective of the nature or duration of the course. The college shall make the policy available to trainers, trainees and any other interested party via the college website; www.kttc.ac.ke, e-Learning portal, student portal and the college library. It is the responsibility of KTTC trainees and trainer to study this policy and understand its content as ignorance of the regulations herein will not be considered an excuse for failure to observe it.

The information, regulations and policies outlined in this handbook are not exhaustive. KTTC reserves the right to review or invalidate any of the regulations and policies in this document without notice.

The KTTC Governing Council is committed to full implementation of this Academic Policy and expects total compliance from all concerned parties. My sincere appreciation are to all those who played a pivotal role in the review of this policy. I wish to especially thank the members of the KTTC Council, the KTTC Management and the Academic Policy Review committees for their contribution in the review of this policy. I specifically wish to appreciate the Principal for spearheading the Review process.



Mr. Gideon Murenga
Chairman, Education and Training Committee
Kenya Technical Trainers College
Nairobi, Kenya

PREFACE

The Kenya Technical Trainers College (KTTC) Academic Policy is a summary of all the academic processes and the regulations that govern them. It is a critical document instrumental in managing all academic matters as it stipulates the expected academic standards, policies and procedures which guide and measure performance.

This academic policy will guide trainers, students and any other stake holders to navigate their way through all academic matters in the college. It is therefore the responsibility of all KTTC trainers, trainees and other interested parties to read and understand the contents of this policy and abide by it.

KTTC reserves the right to amend any part of this policy as it deems necessary and appropriate.

I am indebted to the KTTC Council, the management and members of the Academic Policy Review Committee for their invaluable input in the review of this policy.



Dr. Edwin Tarno PhD.HSC.FEnv,

*Chief Principal. Kenya Technical Trainers College,
Nairobi, Kenya*

LEGAL AUTHORITY

The KTTC academic policy is anchored in the Kenyan law through the TVET Act of 2013, clause 29 (a):

29. The functions of the organs set out under section 28 (1) shall include — (a) overseeing the conduct of education and training in the institutions in accordance with the provisions of this Act and any other written law;

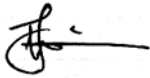
ACKNOWLEDGMENTS

This Academic policy has been developed through input from the academic policy review committee and other relevant stake holders. Special thanks are hereby extended to the following Committee members who worked diligently to see to it that this handbook is completed:

- 1 Dr Edwin Tarno, PhD, HSC - Chief Principal
- 2 Joyce N. Baraza - Deputy Principal (Academic Affairs)
- 3 Thomas Kitonyi - Deputy Principal (Planning, Administration and Finance)
- 4 Julia W.R. Muriithi - Registrar
- 5 Catherine Musuku - Dean of Students
- 6 Phyllis Mbwiria – HOD Assessments
- 7 Darwin Anyona – D/HOD Assessments
- 8 Francis Wambua - HOD Open Learning and External Linkages
- 9 David K. Kimani– HOD Mechanical
- 10 Nelson Mulla - Teaching Practice Coordinator
- 11 Samuel Ngigi – HOD Continuous Professional Development & Industrial Linkages
- 12 Joshua Ndungu – Performance Contracting and Management Representative
- 13 Lilian C. Soi – HOD Instructor Training

I acknowledge with deep appreciation the Chief Principal's patronage, inspiration, and timely guidance without which this policy review may not have been accomplished.

To all others who I may not have mentioned here but made a contribution, I pass my sincere appreciation.



Joyce N. Baraza (Mrs)

Deputy Principal (Academic Affairs)

TABLE OF CONTENTS

ACKNOWLEDGMENTS	5
LIST OF ACRONYMS & ABBREVIATIONS	10
CHAPTER ONE: INTRODUCTION	11
1.1 BACKGROUND INFORMATION	11
1.2 MANDATE.....	11
1.3 VISION	13
1.4 MISSION.....	13
1.5 CORE VALUES.....	13
1.6 KTTC DEPARTMENTS & CODES.....	13
1.7 DEFINITION OF KEY TERMS	16
1.8 CUSTODIAN OF ACADEMIC POLICY AND CONTACT PERSON	17
1.9 ACADEMIC BOARD.....	17
1.9.1 DUTIES OF THE ACADEMIC BOARD.....	18
1.10 ACADEMIC COMMITTEE	ERROR! BOOKMARK NOT DEFINED.
CHAPTER TWO: ADMISSION AND REGISTRATION POLICIES.....	20
2.1. COURSE APPROVAL.....	20
2.2. COURSE CODES	20
2.3. ADMISSION REQUIREMENTS.....	20
2.4. COURSE APPLICATION	20
2.5. REGISTRATION	20
2.6. VERIFICATION OF CPD SHORT COURSES.....	ERROR! BOOKMARK NOT DEFINED.
2.7. CHANGING OF A COURSE	21
2.8. DEFERMENT OF COURSE	21
2.9. FAILURE TO REPORT	21
2.10. WITHDRAWAL FROM THE COLLEGE.....	21
2.11. COURSE UNITS REGISTRATION.....	ERROR! BOOKMARK NOT DEFINED.
2.12. EXAMINATION CARDS.....	ERROR! BOOKMARK NOT DEFINED.
2.13. TRAINEE DISCIPLINE	21

CHAPTER THREE: TRAINING PRACTICE (TP) POLICIES	23
3.1 TRAINING PRACTICE	23
3.2 TRAINING PRACTICE REQUIREMENTS	23
3.3 TRAINING PRACTICE EXTERNAL ASSESSMENT.....	23
3.4 TRAINING PRACTICE GRADING.....	23
3.5 REFERRAL ON TEACHING PRACTICE	24
3.6 FAIL IN TEACHING PRACTICE	24
3.7 CAUSES OF REFERRAL/FAILURE IN TRAINING PRACTICE.....	25
CHAPTER FOUR: ASSESSMENT POLICIES.....	26
4.1 INTERNAL ASSESSMENT.....	26
4.2 EXTERNAL ASSESSMENT	26
4.3 ELIGIBILITY FOR ASSESSMENT	26
4.4 FORMATIVE ASSESSMENT	27
4.5 END OF MODULE ASSESSMENT	27
4.6 SETTING AND MODERATION OF ASSESSMENT.....	28
4.6.1 SETTING.....	28
4.7 MODERATING OF ASSESSMENTS	28
4.8 PROCESSING OF ASSESSMENTS.....	28
4.9 ASSESSMENT SCHEDULE	28
4.10 ASSESSMENT ADMINISTRATION/ INVIGILATION	29
4.11 INTERNAL ASSESSORS AND VERIFIERS.....	29
4.11.1 INTERNAL ASSESSOR	29
4.11.2 THE INTERNAL VERIFIER.....	29
4.12 THE CANDIDATE	30
4.13 REPEAT ASSESSMENT	30
4.14 SPECIAL ASSESSMENT.....	31
4.15 APPEAL FOR RE-ASSESSMENT AND RE-MARKING.....	31
4.16 COURSE ASSESSMENT RESULTS AND CERTIFICATION.....	32
4.16.1 GRADING SYSTEM	32
4.16.2 GPA COMPUTATION.....	33

4.16.3 CERTIFICATE CATEGORIES	34
4.16.4 END OF MODULE RESULTS & ACADEMIC TRANSCRIPTS.....	34
4.17 ACADEMIC DISHONESTY	35
4.18 TRAINEE RESPONSIBILITY ON ASSESSMENT INTEGRITY.....	37
4.19 COLLEGE RESPONSIBILITY ON ASSESSMENT INTEGRITY	37
4.20 MISSING MARKS	38
CHAPTER FIVE: PROFESSIONAL DEVELOPMENT AND INDUSTRIAL LINKAGES	39
5.1 CPD ACTIVITIES.....	39
5.2 COMPLIANCE WITH CPD REQUIREMENT.....	39
5.3 AWARDING STRUCTURED CPD POINTS	39
5.4 AWARDING UNSTRUCTURED CPD.....	ERROR! BOOKMARK NOT DEFINED.
CHAPTER SIX: REMOTE ASSESSMENT REGULATIONS AND GUIDELINES	42
6.1 ONLINE ASSESSMENT RULES	42
6.2 CONDUCTING ONLINE ASSESSMENT.....	42
II. SIGN INTO THE KTTC LMS WITH THE ASSIGNED USER SIGN IN CREDENTIALS.....	42
CHAPTER SEVEN: RECOGNITION OF PRIOR LEARNING (RPL)	44
7.1 TRAINING RPL ASSESSORS AND VERIFIERS.....	44
7.2 RPL SUPPORT MECHANISMS	44
CHAPTER EIGHT: QUALITY ASSURANCE	45
8.1 SAFEGUARDING OF ACADEMIC STANDARDS	45
I. AT AN APPROPRIATE LEVEL FOR THE QUALIFICATION TO BE AWARDED;	45
II. RELEVANT TO INDUSTRY EMPLOYMENT STANDARDS AND BEST PRACTICES;	45
III. MONITORED AND REVIEWED ON A REGULAR BASIS TO ENSURE SUITABILITY, SUSTAINABILITY AND CONSISTENCE.....	45

8.2 INTERNAL QUALITY ASSURANCE.....	45
I. AS PER THE COLLEGE QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL AUDIT SCHEDULES AND STATUTORY AND REGULATORY REQUIREMENTS.....	45
II. THROUGH.....	45
8.3 EXTERNAL QUALITY ASSURANCE.....	45
CHAPTER NINE: KTTC ACADEMIC SCHOLARSHIP AWARD	46
APPENDICES	ERROR! BOOKMARK NOT DEFINED.
APPENDIX 1: ASSESSMENT IRREGULARITY FORM KTTC/XO/AIF/01	47
APPENDIX 2:	48
MISSING MARKS FORM	48

LIST OF ACRONYMS & ABBREVIATIONS

C. A.T - Continuous Assessment Test

CTTE- Certificate in Technical Trainer Education
CPD- Continuous Professional Development
CPD & IL - Continuous Professional Development
D/H.O. D - Deputy Head of Department
DTTE -Diploma in Technical Trainer Education
GPA - Grade Point Aggregate
H.O.D-Head of Department
KTTC -Kenya Technical Trainers College
ODeL -Open Distance and e-Learning
RPL - Recognition of Prior Learning
SUP - Supplementary
TPC - Training Practice Coordinator

CHAPTER ONE: INTRODUCTION

1.1 BACKGROUND INFORMATION

The Kenya Technical Teachers College (KTTC) was established in 1978 through the Legal Notice No. 242 of 1978, which mandated it to train teachers for technical institutions and skilled technical personnel to work in various sectors of the economy. The institution was as Kenya Technical Trainers college, through legal notice No. 115 of 2014, with the mandate of offering training in technical trainer education.

The institution is located in Gigiri area, along the United Nations Avenue, off Limuru road in Nairobi. Since establishment, the college has continued to develop, in terms of courses offered and student enrollment. The college boasts of modern training equipment and infrastructure. The college has trained so far over 20,000 instructors, teachers, trainers and technologists since its inception. It is one of the leading colleges for technical trainers in Eastern and Central Africa.

The role that KTTC plays in the Vision 2030 cannot be overemphasized. Over 80% of trainers in National polytechnics, Institute of Science & Technology, Technical Training Institutes, Technical and Vocational Colleges (Formerly technical Institutes, Institutes of Technology & Vocational Centers (Formerly Youth polytechnics) reveals that they are from KTTC graduates.

1.2 MANDATE

As per the TVET Act 2013 and the legal order No 115 of 2014, KTTC is mandated to:

1. Participate in technological innovation as well as in the discovery, transmission, and enhancement of knowledge and to stimulate the intellectual life in the economic, social cultural, scientific, and technological development.
2. Contribute to industrial and technological development of Kenya in collaboration with industry and other organizations through transfer of technology.
3. Examine and make proposals for new diploma courses and subjects of study, institutes, departments, resource and research and innovation.

4. Promote and establish a culture of innovation in engineering and technology, and technology transfer among staff and students.
5. Develop an institution with excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products, with emphasis on technology and its development, impact, and application within and outside Kenya.
6. Provide a multi-level system of post- secondary school education and training programmes relevant to the needs of the community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between programmes.
7. Provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities.
8. Advance knowledge and its practical application by research and other means, the dissemination of outcomes of research by various means, and the commercial exploitation of search results.
8. Provide opportunities for development and further training for staff of the Kenya Technical Trainers College,
9. Provide programmes, products and services in ways that reflect the principles of equity and social justice.
10. Facilitate student mobility between different programmes at different technical training institutions, and other National Polytechnics.
11. Conduct assessments for and grant such academic awards as provided under this Order.
12. Collaborate with recognized universities for the conduct and award of degree programmes in technology.

It is envisaged that KTTC will soon transit to the Kenya School of TVET. The implication of this is that the college will continue to offer technical trainer as well as Continuous Professional Development (CPD) Programmes for TVET staff.

1.3 VISION

A world class first-class Institution in Technical Trainer Education and Technology.

1.4 MISSION

To provide quality training in technical teacher education and technology by offering relevant programmes.

1.5 CORE VALUES:

- Professionalism
- Innovation
- Integrity
- Inclusivity
- Accountability

1.6 KTTC Departments & CODES

The following are the KTTC admitting departments, their codes and areas of specialization.

S/NO.	Department Name	Codes	Area(s) of Specialization
1.	Mechanical Engineering Department	ME	<ul style="list-style-type: none"> ○ Mechanical Engineering ○ Automotive Engineering ○ Welding and Fabrication ○ Plant Engineering ○ Agricultural Engineering ○ Marine Engineering ○ Refrigeration and Air Conditioning ○ Medical Engineering

S/NO.	Department Name	Codes	Area(s) of Specialization
2.	Electrical and Electronics Engineering Department	EE	<ul style="list-style-type: none"> ○ Electrical Engineering ○ Telecommunication Engineering ○ Mechatronics ○ Electrical Installation
3.	Building and Civil Engineering Department	BCE	<ul style="list-style-type: none"> ○ Architecture ○ Building Technology ○ Civil Engineering ○ Land Survey ○ Quantity Survey ○ Plumbing ○ Carpentry and Joinery ○ Masonry
4.	Applied and Health Sciences Department	HA	<ul style="list-style-type: none"> ○ Pharmaceutical ○ Health Records ○ Medical Laboratory ○ Nutrition & Dietetics
5.	Agriculture and Environmental Studies Department	AE	<ul style="list-style-type: none"> ○ Water Technology ○ General Agriculture ○ Agriculture Value Addition ○ Horticulture ○ Environmental Sciences
6.	Hospitality and Institutional Management Department	HM	<ul style="list-style-type: none"> ○ Hospitality ○ Tourism Management ○ Good and Beverage ○ Baking Technology ○ Clothing and Textile ○ Fashion and Design ○ Hair Dressing and Therapy

S/NO.	Department Name	Codes	Area(s) of Specialization
7.	Information and Communication Technology Department	ICT	<ul style="list-style-type: none"> ○ Computer Studies ○ ICT ○ ICT Integration
8.	Business studies department	BS	<ul style="list-style-type: none"> ○ Finance ○ Accounting ○ Banking ○ Economics ○ Supply Chain Management ○ Secretarial ○ Human Resource Management ○ Business Administration ○ Marketing ○ Cooperative Management ○ Project Management
9.	Liberal studies department	LS	<ul style="list-style-type: none"> ○ Communication ○ English ○ Kiswahili ○ Counseling and Life Skills ○ Social Work and Community Development ○ Library Science
10	Instructors Training Department	ITD	<ul style="list-style-type: none"> ○ Any relevant course

Service Departments

1.	Continuous Professional Development and Industrial linkages department	CPD
2.	Sports and recreation department	SR
3.	Guidance and counseling department	G&C
4.	Education and Training department	ET
5.	Training Practice Department	TP
6.	Open Learning & External Linkages	ODeL
7.	Assessments	XO

1.7 DEFINITION OF KEY TERMS

Warning: A written notice to a trainee for violation of specified KTTC policies.

Censure: Written/verbal reprimand to a trainee for violation of specified KTTC policies.

Suspension: Termination of a student from attending school for a specified period of time.

Dismissal: Termination of trainee status or learning process at KTTC.

Common units: units that must be done by all trainees undertaking a given course of study.

Core units: units in the area/subject of specialization.

Basic units: foundational units.

Teaching subjects: are the major subjects a trainee is to teach after completing a course.

Trainee: a person who has enrolled for training at KTTC.

Trainer: a person who facilitates training at KTTC.

Recognition of Prior Learning (RPL): is a process of identifying, assessing and certifying a candidate's knowledge, skills and competencies acquired through non formal and/or informal learning setting such as work or life experiences.

Academic Malpractices: This is a compounded term describing various dishonest behaviors such as:

- a) **Plagiarism:** copying the words or ideas of another and stating them as one's own. Plagiarism is an academic crime unless the student explicitly indicates through footnotes, attribution in the text, and/or appropriate quotation marks, end-notes and bibliography.
- b) **Intention to cheat:** being in possession of exam related materials or anything that can induce cheating in the examination.
- c) **Cheating:** using or attempting to use unauthorized materials, information, or study aid to receive academic credit.
- d) **Impersonation:** sitting for assessments on behalf of another person. This is a criminal offence punishable by Law.

1.8 CUSTODIAN OF ACADEMIC POLICY AND CONTACT PERSON

The Deputy Principal (Academic Affairs) is the custodian of the academic policy, in whose absence the Head of Department Assessments (HOD) Assessments will be the contact person.

1.9 ACADEMIC BOARD

There shall be an Academic Board of the Kenya Technical Trainers College. The Academic Board is charged with the responsibility of making recommendations to the administration on all Academic matters. In addition, the board is responsible for implementing the Academic policy, approving new courses, maintaining standards and integrity, coordinating admissions, training, assessments and approving final graduation list.

The board will comprise of:

- 1) Deputy Principal (Academic Affairs) (DPAA) who will chair the meetings on behalf of the Principal.
- 2) Registrar
- 3) Deputy registrar
- 4) Dean of students
- 5) Deputy Dean of Students
- 6) Heads of Academic Departments
- 7) Deputy Heads of Academic Departments.

1.9.1 DUTIES OF THE ACADEMIC BOARD

The deliberations of the Academic Board shall be reported to the KTTC Council. The following are the responsibilities of the Academic Board:

- a) to propose regulations for consideration by the Council regarding the eligibility of persons for admission to a course of study;
- b) to propose regulations for consideration by the Council regarding the standard of proficiency to be gained in each examination for a diploma, certificate or other award of the Kenya Technical Trainers College;
- c) to decide which persons have attained the prescribed standard of proficiency and are other-wise fit to be granted a diploma, certificate or other award of the Kenya Technical Trainers College and to report its decision thereon to the Council; and
- d) to make regulations governing such other matters as are within its powers in accordance with this Policy;
- e) to approve programmes of study, regulate admission of persons to the Kenya Technical Trainers College;
- f) to determine the continuance or discontinuation in such programmes
- g) To determine condition for qualifying for conferment of a diploma, certificate, award of various titles, distinction and other awards offered by the Kenya Technical Trainers College;

- h) to determine the academic policy of the Kenya Technical Trainers College and to advise the Council on the provision of facilities to implement the policy;
- i) to direct and regulate the training and assessment process at the Kenya Technical Trainers College, subject to the guidance of the Council;
- j) to recommend to Council for approval of diplomas and certificates to be conferred by the Kenya Technical Trainers College;
- k) to approve diplomas, certificates and other academic qualifications to be awarded by the Kenya Technical Trainers College; and
- l) to consider and approve appointment of internal and external examiners.

The Academic Board will meet to deliberate on academic matters including but not limited to awarding of marks, twice a term or as need arises.

The Heads of Admitting Departments will be required to hold departmental awards meetings and report the deliberations to the Final Academic Board Awards meeting.

After the Final Academic Board Awards meeting, each Admitting HOD will be required to confirm entry of marks in the system.

The Academic Board will not carry out final awards for an admitting department in a situation where the concerned department is not represented by either the Head of Department (HOD) or the Deputy Head of Department (D/HOD). The Deputy Head Of Department of the Admitting Department is in charge of all academic matters in the department but shall work under close supervision of the Head of Department.

CHAPTER TWO: ADMISSION AND REGISTRATION POLICIES

2.1. COURSE APPROVAL

Any new courses to be introduced in KTTC shall be approved by the Academic Board then recommended to the Council for approval before commencement.

Likewise, Continuous Professional Development (CPD) courses shall be verified and proved by the Academic Board and the then the Council before commencement.

2.2. COURSE CODES

All approved courses shall be coded appropriately

2.3. COURSE APPLICATION

A prospective trainee shall be required to apply for the courses advertised using the laid down procedure.

A Successful applicant shall be issued with an admission letter which will be downloaded from the KTTC student portal.

2.4. ADMISSION REQUIREMENTS

Admission to K.T.T.C is purely on merit and is open to all candidates with relevant qualifications. The minimum entry requirement for the Diploma in Technical Trainer Education (DTTE) course is, a diploma in a relevant skill area as recognized by Kenya National Qualifications Authority (KNQA).

The minimum entry requirement for Certificate in Technical Trainer Education (CTTE) course is, a Certificate in a relevant skill area as recognized by Kenya National Qualifications Authority (KNQA).

The minimum entry requirements for Continuous Professional Development (CPD) programmes shall be determined by the Academic Board and approved by the Council before commencement.

2.5. REGISTRATION

Upon admission, a trainee shall:

- i) Register for the term as well as the course units before commencement of the term.
- ii) Submit original certificates and other specified documents for verification.

- iii) Report within one week from the opening date.
- iv) be issued with a trainee identification card
- v) Have a personal file kept in the registry.
- vi) Undergo orientation on admission.
- vii) Not attend classes unless registered.

2.6. CHANGING OF A COURSE

A trainee who wishes to change a course may do so within one week of admission provided that they qualify for the preferred course. Such a trainee should apply for the change to the Registrar KTTC.

2.7. DEFERMENT OF COURSE

A trainee shall be allowed to defer a course for a maximum period of one year by applying to the registrar.

The deferred trainee shall be required to apply for re-admission to the registrar when due.

2.8. FAILURE TO REPORT

A trainee who fails to report within the time stipulated in the admission letter will forfeit the chance.

2.9. WITHDRAWAL FROM THE COLLEGE

A trainee who wishes to withdraw from the College shall:

- i. Fill a withdrawal application form.
- ii. Officially clear from the college.
- iii. Not be refunded paid fees.

2.10. TRAINEE DISCIPLINE

A trainee shall:

- i. Behave in a respectful manner.
- ii. Not participate directly or indirectly in any activity that could be construed as a violation of the rules and regulations guiding the conduct of trainees.
- iii. Be required to help care for the college equipment and facilities and set a high standard of moral behavior, cleanliness, diligence and orderliness.

- iv. Be sanctioned for violating college rules and regulations and/or being involved in any other misbehavior.
- v. Be handed over to the relevant authorities for committing a criminal offence .

CHAPTER THREE: TRAINING PRACTICE (TP) POLICIES

3.1 TRAINING PRACTICE

The Training Practice Department shall coordinate all training practice activities including but not limited to;

- 1) Placement of trainees to TP institution,
- 2) Coordinating internal TP assessment and;
- 3) Awarding of internal TP assessment marks
- 4) Disseminating Internal TP awards report to external examiners
- 5) Issuance of TP materials

3.2 TRAINING PRACTICE REQUIREMENTS

A TP bound trainee shall:

- i. Successfully complete the academic programme before proceeding for TP assessment.
- ii. Select a suitable TP institution.
- iii. Attend TP briefing before proceeding for Training Practice.
- iv. Undergo at least two assessments by internal assessors.
- v. defer TP assessment for a period of not more than one year
- vi. Be refreshed in Special Methods unit and bear related costs if he/she defers TP for more than one (1) year.

3.3 TRAINING PRACTICE EXTERNAL ASSESSMENT

External assessors shall assess a representative sample of all trainees on Training Practice.

3.4 TRAINING PRACTICE GRADING

Training Practice shall be assessed using the grading system as shown in Table 3 below:

Letter Grade	Percentage	Description
A	85 – 100	Excellent
A-	80 – 84	Excellent
B+	75 – 79	Very Good

B	70 – 74	Very Good
B-	65 – 69	Good
C+	60 – 64	Good
C	55 – 59	Average
C-	50 – 54	Average
D+	45 – 49	Referral
D	40 – 44	Referral
D-	30 – 39	Referral
E	0 – 29	Failure Grade

Table 3

3.5 TRAINING PRACTICE REFERRAL

A trainee who obtains a 'D-' (30-49) grade in Training Practice shall be referred.

Such a trainee shall:

- i. Be allowed to retake TP in the successive training practice term, but not later than one (1) year from the time of the referred assessment.
- ii. Be required to enroll afresh for the course at own cost if he or she fails to undertake TP re-assessment within one year from the time of the referred assessment.
- iii. Apply in writing to the TPC for reassessment.
- iv. Be assessed by both internal and external assessors
- v. Be awarded a supplementary grade of 40% after passing TP reassessment
- vi. meet the cost of TP re-assessment

3.6 FAIL IN TRAINING PRACTICE

A trainee who:

- i. Scores 0-29% in TP assessment shall score a failure grade.
- ii. Scores a failure grade in TP shall be discussed in the Academic Board and an appropriate decision reached.

3.7 COMMON CAUSES OF REFERRAL/FAILURE IN TRAINING PRACTICE

Failure/referral in training practice may be caused by but not limited to the following:

- i. Failure to adhere to the code of regulations for Trainers as stipulated in the Teachers Service Commission (TSC)/ Public Service Commission (PSC) Code of Regulations
- ii. Failure to plan for training (teaching without training and/or session plans).
- iii. Absence from duty without official permission.
- iv. Disrespect to authority.
- v. Desertion of TP institution before end of the TP exercise.
- vi. Failure to present self for assessment.
- vii. Unbecoming/unethical behavior such as drunkenness, drug abuse, rudeness and attempt to bribe their way.
- viii. Chronic lateness and absenteeism.

CHAPTER FOUR: ASSESSMENT POLICY

ASSESSMENTS' DEPARTMENT SHALL COORDINATE ALL ASSESSMENT PROCESSES SUCH AS BUT NOT LIMITED TO:

- i. Providing assessment schedules
- ii. Coordinating assessment invigilation
- iii. Awarding of marks
- iv. Maintaining integrity of assessment.

4.1 INTERNAL ASSESSMENT

A trainee shall be required to undertake at least two formative assessments and an end of module assessment.

4.2 EXTERNAL ASSESSMENT

KTTC shall present/register candidates:

- i. Who have successfully completed the required competencies for the courses to be examined externally
- ii. Who have met all the internal requirements for the courses to be examined

4.3 ELIGIBILITY FOR ASSESSMENT

A trainee:

- i. Shall be required to have attended at least 75% of the scheduled sessions in a given unit to be assessed. A Trainee who does not meet this requirement will not be allowed to undertake assessment; instead he/she will be required to repeat the unit when it is next on offer at their own cost.
- ii. Expected to undertake external assessment must meet the stated prerequisites for the course/modules, and must satisfy the 75% minimum requirement on attendance for course work marks (if any) to be submitted to external examining bodies. Students who fail to meet this requirement shall be indicated as AB (ABSENT).

4.4 FORMATIVE ASSESSMENT

- i. Formative assessment shall be coordinated by respective HODs
- ii. Each trainee shall be expected to undertake at least 2 formative assessments.
- iii. The marks of the two formative assessments shall total 100% (30 and 70).
- iv. There shall also be an end of module assessment whose marks shall total 100%.
- v. The final mark to be scored by a trainee will be the average of the two formative assessments and that of the end of module assessment.

4.5. SUBMISSION OF FORMATIVE ASSESSMENTS/ PROJECTS

- i. A trainee shall adhere to set deadlines for the submission of formative assessments.
- ii. A trainee who does not submit an assignment/ Project for marking at the required time shall be awarded a zero mark.
- iii. Such a trainee shall not be graded until all the assessments/projects are submitted and marked.
- iv. The zero mark will be cleared as a supplementary on submission of the project or assignment.

4.6 END OF MODULE ASSESSMENT

Eligibility for end of module assessment

A candidate must:

- i. Be a registered KTTC trainee
- ii. Have attended at least 75% of the scheduled hours in each unit
- iii. Have cleared outstanding fees.

A trainee, who misses end of module assessment in one or more units due to non-payment of fees or any other valid reason, shall:

- i. Undertake the assessment when next on offer.

- ii. Be required to apply for the assessment through the HOD concerned.

4.7 SETTING AND MODERATION OF ASSESSMENT

4.6.1 SETTING

- i. Heads of respective departments shall be responsible for setting of assessment papers.
- ii. Two (2) assessment papers shall be set for each examinable unit and respective marking schemes prepared.
- iii. Trainees enrolled in a common unit shall sit for **ONE** common paper.

4.8 MODERATION OF ASSESSMENTS

- i. Heads of respective departments shall be responsible for moderation of assessment papers.
- ii. Moderation of assessment papers shall be coordinated by the Assessment Department as per the moderation schedule released by the Assessment Department.
- iii. The set papers shall be moderated by internal and/or external moderators, before they are processed.

4.9 PROCESSING OF ASSESSMENTS

Moderated papers shall be processed, packaged and stored at a central place.

4.10 ASSESSMENT SCHEDULE

- i. Admitting HODs shall provide a list of classes and units set to be assessed, to the HOD Assessments within two weeks after commencement of a module.
- ii. HOD Assessments shall release an Assessment schedule to all stakeholders.
- iii. Trainees sitting for external assessments shall receive the assessments schedules from the relevant assessment bodies.

4.11 ASSESSMENT ADMINISTRATION

Administration of assessment shall be done as per KTTC assessment procedure.

- i. A trainee shall produce an assessment card and College ID at the entry of assessment room.
- ii. The HOD Assessment shall be responsible for internal and external assessment.
- iii. Respective HODs shall supervise assessment administration as scheduled by the HOD Assessments.
- iv. Invigilation shall be carried out by scheduled trainers and technicians as per the procedure.
- v. Appropriate sanctions shall be instituted on trainers and technicians who fail to honor allocated invigilation duties.
- vi. The Invigilator shall ensure that all candidates sign an assessment attendance list which the invigilator shall endorse.
- vii. The signed assessment list shall be handed over to the assessment script room together with the scripts
- viii. The HOD in charge of an assessment session shall submit a report to the HOD Assessments on how the assessment was conducted.
- ix. Any form of academic dishonesty shall be reported using the Assessment Irregularity form.

4.12 INTERNAL ASSESSORS AND VERIFIERS

4.12.1 INTERNAL ASSESSOR

The internal assessor shall be responsible for carrying out a scheduled assessment in the area of specialization as per procedure.

4.12.2 THE INTERNAL VERIFIER

The internal verifier shall be responsible for authenticating internal assessment in the area of specialization as per procedure.

An Internal assessor or verifier shall be at least one grade above the level of the course being assessed.

4.13 THE CANDIDATE

- i. A Candidate shall be in the assessment room at least fifteen (15) minutes before the scheduled time.
- ii. No candidate shall be allowed into the assessment room thirty (30) minutes after the start of the assessment.
- iii. A candidate who for any reason must leave the assessment room/area before time must submit their scripts/finalized products/tasks.
- iv. Such a candidate shall not be allowed back into the assessment room.
- v. A candidate who is unable to undertake a scheduled assessment due to sudden sickness, an accident and any other valid circumstance, just before or during the assessment shall be required to undertake a special assessment when on offer or as determined by the academic committee.

4.14 REPEAT ASSESSMENT

This assessment shall be referred to as supplementary assessment.

- i. A trainee who obtains an assessment result of “Not yet competent” in an assessment shall be allowed to repeat the assessment when the unit of competence is next on offer, or as determined by the Academic committee. However, the trainee will meet the cost of reassessment.
- ii. Such a trainee shall be required to apply for supplementary assessment through their HOD at least a week to the next assessment.
- iii. All supplementary assessments must be cleared within one year.
- iv. A trainee who does not clear their supplementary grades within the stipulated time (one year) shall register for the units afresh when they are next on offer at their own cost.
- v. HOD Assessments shall include supplementary assessments in the end of module assessment schedule, when the units are on offer.
- vi. Supplementary assessments for all the units in session shall be coordinated by Assessments department.

- vii. Respective HODs shall provide a list of trainees who have applied for the repeat assessments.
- viii. Marking of the repeat assessments shall be coordinated by HODs of the respective departments
- ix. Supplementary assessment results and the marked scripts shall be submitted to the HOD Assessments as per the evaluation procedure.
- x. A trainee who undertakes supplementary assessment shall be awarded a score of 40% and a D* grade or a result of “competent” when they meet the criteria for assessment.
- xi. No trainee shall be allowed to graduate with an un-cleared supplementary in any course unit.
- xii. A trainee undertaking reassessment **shall be charged a fee of Ksh. 500.00 per paper.** However, repeated CBET assessment shall be charged as per the stipulated re assessment fee, which is subject to change.

4.15 SPECIAL ASSESSMENT

- i. Special assessment shall be offered to a trainee who misses an assessment due to unavoidable circumstances.
- ii. Such a trainee shall be required to request for permission to miss the scheduled assessment in which case he/she must submit valid evidence to support the reasons for missing the assessment.
- iii. Application to miss scheduled assessment shall be done to the DPAA through the head of the respective department.
- iv. Special assessment shall be done when the units missed are on offer or as determined by the Academic Committee.
- v. A trainee who fails in special assessment shall undertake a repeat assessment when the unit is on offer.

4.16 APPEAL FOR RE-ASSESSMENT AND RE-MARKING

- i. A candidate who is not satisfied with the marks and/or grade they have been awarded in a written assessment may appeal for remarking in writing to the DPAA
- ii. DPAA shall instruct the department concerned to appoint a different examiner to remark the paper.

- iii. The mark and the grade recommended by the examiner after re-marking shall be final.
- iv. The remarking shall attract a fee of **Ksh. 1,000 per paper.**
- v. Applications for re-marking of any unit shall be received within 30 days (inclusive of Saturday and Sunday) after the release of students’ academic reports
- vi. A candidate who is not satisfied with being awarded a result of “Not yet competent” in a competency assessment shall be allowed to appeal in writing to the DPAA citing reasons why they are dissatisfied.
- vii. A different assessor shall be appointed to determine if the reasons given are valid, and give a report.
- viii. If the reasons for dissatisfaction are found to be valid, the student will be allowed to undertake another CBET assessment without having to wait for the next scheduled assessment. However, the Academic committee may determine how soon the assessment will take place. The trainee to meet the cost of reassessment.

4.17 COURSE ASSESSMENT RESULTS AND CERTIFICATION

4.17.1 GRADING SYSTEM

All KTTC candidates shall be subjected to the following grading system on a modular basis as shown in table 1 below. This grading system shall apply to both formative and summative assessments. The cluster of marks in table 1 will be used to determine the grade awarded in a given unit.

Table 4.2: Grading System

Raw Scores	Letter Grade	QUALITY POINTS
80 – 100	A	12
76 – 79	A-	11
72 – 75	B+	10
68 – 71	B	09
64 – 67	B-	08
60 – 63	C+	07
56 – 59	C	06
52 – 55	C-	05
48 – 51	D+	04

40 – 47	D	03
30 - 39 Supplementary Grade	D-	02
0 - 29 Failure Grade	E	0

4.18 GPA COMPUTATION

Table 4.3: An illustration of how GPA is computed

UNIT	GRAD E	QUALITY POINTS	MULTIPLY BY	HOURS PER WEEK	EQUA LS	TOTALQUALITY POINTS
Business English	B-	8	*	3	=	24.0
Fin. Accountin g	B-	8	*	4	=	32.0
Business Finance	C+	6	*	2	=	12.0
Economics	C+	7	*	3	=	21.0
ICT	C	6	*	3	=	18.0
History of Education	D	3	*	2	=	6.0
TOTALS				17 hrs.		104 quality points

The GPA is computed by dividing total quality points by the number of module hours per week. In this module, the trainee’s module G.P.A is 6.12 (104 quality point/17 hrs).

Trainee’s Cumulative G.P.A for the module will be the same as module G.P.A during the first module.

In the second module Cumulative G.P.A will increase/decrease depending on the number of quality points earned in module 1 and module 2 divided by total hours in module one and module two.

4.19 CERTIFICATE CATEGORIES

CATEGORY OF CERTIFICATE	STANDARDIZED SCORE G.P.A.	RAW SCORE G.P.A.	TRAINING PRACTICE
1st Class	8.4 – 12	10.20 - 12.00	B and above
2nd Class	7.2 - 8.3	8.00 - 10.19	C+ and above
3rd Class	4.0 - 7.1	4.00 - 7.99	D and above
Referral	Below - 4.0	Below - 4.0	Below D-

A trainee repeating training practice shall be awarded grade “D” and a Third-Class.

4.20 END OF MODULE RESULTS & ACADEMIC TRANSCRIPTS

- i. Trainees undertaking internal assessment shall be issued with an Academic report by their respective Heads of Department, for every end of module assessment.
- ii. The Academic report shall indicate the average score in percentage (%) in each subject, number of hours per week per unit, letter grade, unit lecturer, module and G.P.A. The report shall indicate whether the candidate is competent or not yet competent.
- iii. Trainees undertaking external assessment will be issued with a result slip from the examining body.
- iv. A trainee shall be issued with a final Academic transcript by head of Assessments department after graduation.

4.21 ACADEMIC DISHONESTY

Trainees involved in any form of academic dishonesty shall be discussed during the final Academic committee awards meeting and a recommendation made on action to be taken.

Common assessment malpractices include but are not limited to the following:

	MALPRACTICE	PENALTY
1.	Possession of unauthorized material in the assessment room.	<ul style="list-style-type: none"> • The assessment to be nullified • Be awarded Y grade. • Be issued a written warning letter • be suspended for one academic year and join the class below • be allowed to sit the examination when it is next on offer after one academic year.
2.	Copying from unauthorized material carried into the assessment room.	
3.	Circulating unauthorized written material to other candidates during an assessment.	
4.	Communicating orally with other candidates during the assessment	
5.	Copying from other candidates' examination work in the assessment	
6.	Possessions of used assessment answer book(s) in the assessment venue during assessment other than the material issued by the invigilator.	
7	Willful disruption of college assessments	<ul style="list-style-type: none"> • The assessment to be nullified • Those involved to be expelled. • The culprits to be handed over to the police for further investigations and action
8	Impersonation	<ul style="list-style-type: none"> • The student shall be awarded a zero grade and expelled from the College. • The culprits to be handed over to the police for further investigations and action. • Candidate to be suspended for one academic year • Candidate be allowed to sit the examination when it is next on offer after one academic year.

9.	Presenting oneself for an assessment in a unit he/she has not duly registered	<ul style="list-style-type: none"> • The assessment to be nullified • The student(s) shall receive a written warning. • The student be required to be reassessed when the course is next on offer and meet the costs.
11.	Repeated commission of assessment offenses	<ul style="list-style-type: none"> • The assessment to be nullified • Expulsion from the College
12	Failure to submit the assessment material or booklet	<ul style="list-style-type: none"> • The trainee should be awarded a zero in the unit.
13	Tampering with evidence for alleged malpractice	<ul style="list-style-type: none"> • The assessment to be nullified • Issue written warning • Award a zero in the unit.
14	Using programmable calculators when not required	
15	submitting the same paper for credit to more than one class/lecturer	
16	Having a mobile phone in the examination room.	
17	Plagiarism	

4.22 TRAINEE RESPONSIBILITY ON ASSESSMENT INTEGRITY

Trainees ensure assessment integrity by:

- i. Not participating, directly or indirectly, in any assessment malpractice practice
- ii. Discouraging academic dishonesty among fellow trainees.
- iii. Reporting academic dishonesty practices witnessed to their Trainers or Head of department.

4.23 COLLEGE RESPONSIBILITY ON ASSESSMENT INTEGRITY

The college shall ensure assessment integrity by:

- i. Creating an environment of high academic integrity by adhering to regulations of this academic policy.

- ii.Sensitize trainees on the need to observe academic integrity
- iii.Discouraging acts of academic dishonesty
- iv.Implementing the recommended procedures for dealing with academic dishonesty

4.20 MISSING MARKS

It is the responsibility of the HOD to ensure that that all trainees receive marks for all assessments undertaken. If by any chance a trainee has a missing mark, the HOD shall ensure the marks are captured using the KTTC missing mark form.

CHAPTER FIVE: PROFESSIONAL DEVELOPMENT AND INDUSTRIAL LINKAGES

KTTC shall be a Centre of excellence for capacity building of TVET staff through short Professional Development courses and Industrial Linkages (CPD &IL).

5.1. CPD &ILO COMMITTEE

There shall be CPD &IL committee comprising representatives from all admitting departments.

5.2 CPD COURSES

CPD courses shall be determined on demand basis

5.3. COMPLIANCE WITH CPD REQUIREMENT

Each TVET staff shall be awarded CPD points per programme/activity as shall be determined by the Academic Board in line with CPD guidelines.

5.4. AWARDING CPD POINTS

Appropriate CPD points shall be determined as per nature of course and duration as follows.

##	EVENT	DURATION	CPD points
1	Capacity Building Courses	5 days	30
		4 Days	24
		3 Days	18
		2 Days	12
		1 Day	6
2	National/ Regional/ International conferences	5 days	30
		4 Days	24
		3 Days	18
		2 Days	12
		1 Day	6
3	In-house trainings	5 days	30
		4 Days	24

		3 Days	18
		2 Days	12
		1 Day	6
4	Short membership courses/programs/forums	2 days	12
		1 day	6
		Half a day (2 sessions of two hour each	4
		2-hour evening forum	2
5	Professional presentations on invitation at conference, workshop or seminar.		2 per session
6	Mentorship programs		2
7	Workshop Facilitation		Up-to the points for workshop
8	Relevant study programs	PHD	5
		Masters	4
		Bachelors	3
		Diploma	2
		Certificate	1
		Professional certification	3
9	Publication of articles, research or case studies in Professional journal or magazine		Max 6
10	Position papers/ legislative and policy analyses		3
11	Peer reviews of manuscripts, research		2

proposals, syllabi and book reviews	
-------------------------------------	--

5.5. ATTACHMENT OF TRAINERS

KTTC trainers shall undergo industrial attachment in their skill areas once every 3 years as prescribed by TVETA or as per other professional regulatory bodies.

CHAPTER SIX: REMOTE ASSESSMENT REGULATIONS AND GUIDELINES

The following guidelines and regulations shall govern remote assessment for trainees at KTTC

6.1 ONLINE ASSESSMENT RULES

The trainee should ensure that the test environment meets the following requirements:

- i. Free from noise/interruptions.
- ii. Enough power supply /backup.
- iii. Stable internet connectivity.

All other college regulations remain in force, including 75% minimum attendance requirement, punctuality, decent language and respectable dress code.

6.2 CONDUCTING ONLINE ASSESSMENT

Trainer and trainee shall:

- i. Select a conducive learning environment.
- ii. Sign into the KTTC LMS with the assigned user sign in credentials.
- iii. Have own face as avatar.
- iv. Be physically available on the scheduled date and time for remote assessment.
- v. Be present throughout the session.
- vi. avoid any other activities during the session
- vii. Adhere to the College Examination Rules & Regulations and Remote Assessment guidelines provided during online assessment.
- viii. Comply with all instructions issued before, during execution and submission of assessment.
- ix. Be allowed to seek support from the helpdesk where necessary.
- x. Not leave the room after starting assessment until submission of the assessment.
- xi. Face the computer screen/smartphone/tablet during assessment.
- xii. Not take screenshots during assessment.
- xiii. Conduct assessment through KTTC LMS.
- xiv. Conduct assessment within the stipulated date and time.
- xv. Put on Camera throughout the assessment.

- xvi. Open the recommended browser for use throughout the assessment.
- xvii. Not use any other equipment during the assessment.
- xviii. Ensure the physical location for assessment is well lit and ventilated.

CHAPTER SEVEN: RECOGNITION OF PRIOR LEARNING (RPL)

KTTC shall be a Centre of excellence for training of RPL assessors and verifiers for TVET institutions.

7.1 TRAINING RPL ASSESSORS AND VERIFIERS

Recognition of prior learning shall be managed by the Department of Instructor training. This will be done through:

- i. Development of KSTVET RPL policy
- ii. Development of RPL modules for assessors and verifiers
- iii. Determining entry requirements for different categories of trainees
- iv. Costing different RPL modules
- v. Determine training resources for RPL training
- vi. Training RPL assessors and verifiers
- vii. Developing Internal Quality Assurance mechanisms for RPL training and assessment.
- viii. Conducting RPL assessment and verification
- ix. Offering RPL Certification

7.2 RPL SUPPORT MECHANISMS

For effective RPL training of assessors and verifiers, the college shall require Support mechanisms to include but not limited to:

- i. RPL support structure;
- ii. Carry out trainee selection and admission;
- iii. Provide mentoring support;
- iv. Provide support during assessment
- v. Provide Post RPL assessment support

CHAPTER EIGHT: QUALITY ASSURANCE

Quality Assurance shall be managed by the Department of Performance contracting and Quality assurance.

Conducting quality assurance shall ensure continuous improvement of all academic processes within the college

8.1 SAFEGUARDING OF ACADEMIC STANDARDS

All academic programs shall be:

- i. At an appropriate level for the qualification to be awarded;
- ii. Relevant to industry employment standards and best practices;
- iii. Monitored and reviewed on a regular basis to ensure suitability, sustainability and consistence.

8.2 INTERNAL QUALITY ASSURANCE

This shall be undertaken:

- i. As per the College Quality Management system (QMS) and internal audit schedules and statutory and regulatory requirements.
- ii. Through evaluation of learning processes.
- iii. Results of the internal Quality audits shall be used for continual improvement of college academic processes.

8.3 EXTERNAL QUALITY ASSURANCE

This shall be undertaken by relevant accreditation bodies.

Results of the external Quality audits shall be used for continual improvement of college academic processes.

CHAPTER NINE: KTTC ACADEMIC SCHOLARSHIP AWARD

9.1. THE KTTC SCHOLARSHIP AWARD

KTTC shall provide scholarship award to exemplary performers in Diploma and Degree Programmes. To initiate the programme, the college will award the best six trainees from TVET institutions; however, trainees may be awarded when funds are available. This is aimed at attracting the best performers to the teaching profession.

9.2. BENEFICIARIES

The beneficiaries shall receive full tuition sponsorship from the college to pursue Diploma in Technical Trainer Education. The initial group will be sponsored in the year 2022.

9.3. SUPPORTING PARTNERS

The college shall collaborate with willing partners in order to enhance the award and expand it to include more beneficiaries such as the marginalized (women in technology) and the universities.



APPENDIX 1: ASSESSMENT IRREGULARITY FORM KTTC/XO/AIF/01

ASSESSMENT IRREGULARITY FORM KTTC/XO/AIF/01

SUBJECT: _____ **DATE:** _____ **TIME** _____

STUDENT NAME: _____

ADM.NO.: _____ **CLASS** _____

STATEMENT:

The student named above was caught

DESCRIPTION OF EVIDENCE:

Signature of Invigilator: _____

Signature of student: _____

Signature of witness (if any): _____

APPENDIX 2:

MISSING MARKS FORM



KENYA TECHNICAL TRAINERS COLLEGE
ISO 9001:2015 CERTIFIED
P. O Box 44600-00100, Phone: 0707444222/0786444600, Nairobi, Kenya
E-Mail: info@kttc.ac.ke

KTTC/XO/MMF/01

DATE _____

TO HEAD OF DEPARTMENT:

[ABS] [BCE] [BS] [CS] [ED] [EE] [HAS] [HM] [LS] [ME] [IT] [PE] [ODEI]

TICK AS APPROPRIATE.

RE: MISSING MARKS

ADM. NO: _____ NAME: _____

MODE OF STUDY: (ONLINE, REGULAR, SCHOOL BASED/MIXEDMODE)

TICK AS APPROPRIATE.

Telephone: _____ Email: _____

MODULE: _____ Year of study: _____ CLASS _____

COURSE CODE: _____ COURSE TITLE: _____

INDICATE WHETHER: FIRST ATTEMPT, RE-ASSESSMENT OR RETAKE

TICK AS APPROPRIATE.

Initial Investigation by Admitting department:

Course Work not in the MIS

Exam marks not in the MIS

HOD/D/HOD

SIGNATURE

Course Code.

EXAM RESULTS:

COURSE WORK:

FINAL EXAM:

TOTAL:

Departmental Level Investigation Required

Investigation Report by Trainer

Re- assessment

No Evidence of Examination Participation.

CW & F.A Done in Different modules

No Admission Number on the Script.

Others: (Specify).....

Approved by HOD/D/HOD: _____SIGN_____DATE: _____

Approved by HOD _____SIGN_____DATE _____

Updated in the MIS by: _____SIGN: _____DATE: _____

Inquiries or complaints should be directed to:

The Principal

Kenya Technical Trainers College

Po box 44600-00100, Nairobi

Tel. +254786444600, +254707444222

Email; info@kttc.ac.ke