



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL VOCATIONAL EDUCATION
AND TRAINING
CARDINAL MAURICE OTUNGA
TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 2047– 50200 BUNGOMA TEL: 0720867398



Email: cardinalmauriceotungatvc@gmail.com / info@cardinalmauriceotungatvc.ac.ke
 Tulumba, Off Mateka

APPLICATION/OFFER OF ADMISSION

(This offer will be confirmed upon verification of academic documents for minimum qualification)

Ref: ADM/JANUARY/MAY/SEPTEMBER

Course Selected:Level.....

Registration is Ongoing

Course applied for:Level.....

See the attached list of courses on offer in specific intake (**Appendix I**)

Registration requirements:

- Copy of KCPE Results/Slip Certificate
- Copy of KCSE result/ Slip Certificate
- Two Colored Passport-Size Photographs
- Copy of Birth Certificate
- Copy of National ID
- School Leaving Certificate
- Filled Medical Form (**Appendix II**)
- Ream of Printing Papers - **JK COPIER -A3** (Mechanical and Building Departments Only)
- Ream of Printing Papers -**JK Copier-A4** (Other Departments)
- Spring File



A. PERSONALDETAILS

FULL NAME (As per KCPE/KCSE Certificate)

NATIONALID/PASSPORT

DATE OFBIRTH (dd/mm/yyyy)

MARITALSTATUS

POSTALADDRESS

POSTAL CODE

TOWN

COUNTY

GENDER (tick one)

Male ☐ Female ☐

MOBILENUMBER

EMAILADDRESS

CITIZENSHIP

B. ACADEMIC QUALIFICATIONS

LEVEL	SCHOOL CODE + INDEX e.g 28522523/001	YEAR OF EXAM	SCORE/MEAN GRADE e.g.400 Marks/D+(PLUS)
KCPE			
KCSE			
TECH/BTEP			

C. SPONSOR/GUARDIAN DETAILS

FULL NAME

POSTAL ADDRESS

POSTAL CODE

TOWN

RELATIONSHIP

EMAIL ADDRESS

MOBILE NUMBER

OCCUPATION

D. NEXT OF KIN DETAILS

FULL NAME

POSTAL ADDRESS

POSTAL CODE

TOWN

RELATIONSHIP

EMAIL ADDRESS

MOBILE NUMBER

OCCUPATION




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**E. Course requirements for Technical (Engineering/ Artisan in General Agriculture and Business
(Secretarial) Courses**

ENGINEERING STUDENTS/ ARTISAN GENERAL AGRICULTURE STUDENTS	SECRETARIAL STUDENTS	HAIRDRESSING STUDENTS	FOOD AND BEVERAGE
i) set square (clear-plastic) 60 ⁰ * 30 ⁰ -250mm ii) Set square (clear-plastic)45 ⁰ *- 200mm iii) Protractor(clear-plastic)360 ⁰ - 150mm iv) T-square (clear plastic) and Drawing Board v) Oxford Mathematical Set vi) Drawing Pencils and Erasers vii) Safety Boots viii) Scientific Calculators/ SMP Mathematical Tables ix) Blue Overall – Short Sleeved x) 5M tape measure (for Artisan and craft building courses only).	i) Anniversary edition by Pittman shorthand textbook ii) Shorthand dictionary iii) Five shorthand notepads iv) HB pencils v) Ruler	i) Shampoo 1 ltr ii) Conditioner 1/2ltr iii) Hair Food 100gms iv) Plucking Threads v) Needles 2pcs vi) Scissor 1pc vii) Lift up/Afro comb 1 pc viii) Abuja (any color) 6 pcs ix) White T-shirt 1pc x) White/Purple apron 1 pc xi) White Towels 2pcs xii) Dummy Head/Dolly 1pc	<u>Production</u> i) White apron with black strip on pockets ii) White chef jacket (black collar, cuffs and black strips on pockets iii) Checked(small)black white trousers (Men), checked (Small)black and white skirt(ladies) iv) Chef’s scarf(black) <u>Service</u> i) Black trousers (men) black skirt (ladies) ii) White Long-sleeved shirt/blouse. iii) Waist coat(black) iv) Bow tie(black) <u>Table linen</u> i) 2 table cloths (1 $\frac{1}{2}$ M by 1 $\frac{1}{2}$ M) White. ii) 2 slip cloth (1M by 1M) red iii) 10 table napkins (45cm by 15cm) finished white. NB MATERIALS BE DAMASK OR EQUVALENT TO FOR THE ABOVE

Approved




F. TERMLY FEES SCHEDULE FOR REGULAR COURSES**GOVERNMENT SPONSORED**

VOTE HEAD	TERM I	TERM II	TOTAL
Tuition	12,578	12,577	25,155
Personal emoluments	6,440	6,439	12,879
Local Transport and Transport	1,975	1,974	3,949
Repair, Maintenance and Improvement	1,629	1,628	3,257
Attachment and Linkages	2,986	0	2,986
Electricity, Water & Conservancy	1,975	1,974	3,949
Internet & Computer	750	750	1,500
Activity	2,257	2,257	4,514
Development	3,000	0	3,000
Administrative	2,000	2,000	4,000
Medical & Insurance	2,000	0	2,000
Examination	As Per Exam Body		
Total	37,590	29,599	67,189

1. Payment to be made through direct deposit to A/C No. **0480282385965 EQUITY BANK, BUNGOMA BRANCH**, A/C Name: **Cardinal Maurice Otunga Technical and Vocational College**, OR through **Mpesa Paybill Business No. 247247** A/C No. **0480282385965**.
2. New students are expected to pay **Non-refundable** admission/registration fee of Kshs. **3,000.00**

	<u>Vote head</u>	<u>Amount</u>
I.	Registration	500
II.	KUCCPS	2000
III.	Student ID	300
IV.	Union	200
	TOTAL	<u>3,000</u>




POLYCAP NDETA (PhD)
PRINCIPAL/ SECRETARY BOG.

You shall be eligible for Government Scholarship, HELB Loan and Bursary which you **MUST** apply if you need support for your training expenses. Your application for consideration **MUST** be made through the official website www.hef.co.ke. Kindly note that in case the Government Scholarship, Loan and Bursary do not cover your entire program, the deficit shall be met by your parent/guardian.

The government shall evaluate your financial need and categorize you into one of the levels below:

S. NO.	TRAINEE'S LEVEL OF NEED	REVENUE STREAM & % ALLOCATION			TOTAL
		GOK GRANT AMOUNT	HELB LOAN AMOUNT	PARENT'S SHARE	
1	VULNERABLE	80% = 53,750	20% =13,438	-	67,189
2	VERY NEEDY	70% = 47,032	30% =20,156	-	67,189
3	NEEDY	50% = 33,595	30% =20,156	20% = 13,438	67,189
4	LESS NEEDY	32% = 21,500	48% =32,251	20% = 13,438	67,189

Yours Faithfully,




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AGRICULTURE AND ENVIRONMENTAL STUDIES

COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	INTAKE PERIOD	EXAM BODY
Agricultural extension	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Agricultural extension	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Sustainable agriculture for rural development	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC

BUILDING AND CIVIL ENGINEERING DEPARTMENT

Building Technician	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Building Technology	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Civil Engineering	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Masonry	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Plumbing	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Plumbing	4	6 Months	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Water Engineering Technology	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Land Surveying	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Land Surveying	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

Electrical Engineering (Power Option)	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Electrical Operator (Power Option)	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Electrical Installation	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Electronics	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Electronics	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Electronics	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC

MECHANICAL ENGINEERING DEPARTMENT

Automotive with Driving Skills	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Automotive Engineering with Driving Skills	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Automotive Engineering with Driving Skills	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Mechanical Production technology	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Mechanical Production technology	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Mechanical Production	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Welding and Fabrication	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Refrigeration and Air Conditioning	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Refrigeration and Air Conditioning	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Refrigeration and Air Conditioning	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Driving		One month	ID	EVERY MONTH	

COMPUTING AND INFORMATICS DEPARTMENT

ICT Technician	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
ICT Technician	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
ICT Technician	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Library and Information Science	6	3 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Library and Information Science	5	2 years	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC

HOSPITALITY AND INSTITUTIONAL MANAGEMENT DEPARTMENT

Food And Beverage Production (Culinary Art)	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Food And Beverage Sales and Service Management	5	1 Year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Food And Beverage Sales and Service Management	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Food Production and Beverage Production (Culinary Arts)	3	6 Months	KCPE AND ABOVE	JAN- MAY-SEP	CDACC
Catering and Accommodation	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Catering and Accommodation	5	1 Year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Catering and Accommodation	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Catering and Accommodation	3	6 Months	KCPE AND ABOVE	JAN- MAY-SEP	CDACC

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BUSINESS DEPARTMENT

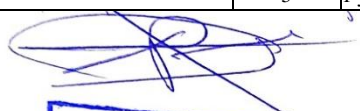
Accountancy	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Accountancy	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Road Transport Management	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Road Transport Management	5	1 years	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Cooperate management	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Cooperate management	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Banking and finance	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Banking and finance	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Marketing management	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Marketing management	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Supply chain management	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Supply chain management	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Human resource management	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Business management	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Business management	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Human resource management	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Store keeping management	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Office Administration	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Office Assistant	4	6 Months	KCSE D- AND BELOW	JAN- MAY-SEP	CDACC
Office Administrator	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC

FASHION DESIGN AND COSMETOLOGY

Hair Dressing and Beauty Therapy	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Hair Dressing and Beauty Therapy	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Hair Dressing and Beauty Therapy	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Fashion, Design and Garment Making	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Fashion, Design and Garment Making	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Fashion, Design and Garment Making	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC

LIBERAL STUDIES

Social Work and Community Development	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Social Work and Community Development	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Social Work and Community Development	4	6 Months	D- MINUS AND BELOW	JAN- MAY-SEP	CDACC
Counselling Psychology	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Counselling Psychology	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC
Child Protection	6	2 years	C- MINUS AND ABOVE	JAN- MAY-SEP	CDACC
Child Protection	5	1 year	D PLAIN AND ABOVE	JAN- MAY-SEP	CDACC



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