

KIPTARAGON TECHNICAL AND VOCATIONAL TRAINING COLLEGE

PO BOX 175 – 20152, OLENGURUONE | TEL 0790 568 732 || 0750 724 092

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Our Vision

To be center of excellence in Technical and Vocational Training Education

Our Mission

To Promote and enhance vocational and technical competencies and entrepreneurial skills for socio-economic self reliance



Core Values

- Integrity
- Teamwork
- Transparency & Accountability
- Innovation & Creativity
- Healthy & Safety
- Quality Service

SERVICE DELIVERY CHARTER

SERVICE	REQUIREMENT TO OBTAIN THE SERVICE	COST OF SERVICE	TIMELINE
GENERAL SERVICE			
All inquiries made by; - Person - Telephone - Post - Email - Fax	Initiate an Inquiry	Free Free Free Free Free	15 minutes Response on One week Two days Two days
Examination registration - Internal exam - External exam	Meet the registration requirement		10 working days
Issuance of External Certificates	Meet certificate Requirements	Free	1 day
Issuance of internal certificates	Meet certificate Requirements	Free	3 months
Replacement of Lost Academic transcript	Meet Requirements	KSH 300	1 day
Receiving of admission application	Meet Requirements	KSH. 500	As per advert
Admission Processing	Meet Requirements		30 Mins
SERVICE TO STUDENTS			
Registration of clubs & Societies	Meet Requirements	Free	3 days
Guidance & Counselling	Avail self	Free	
Attachment Placement	Meet Requirements	Free	1 month
Library Services	Meet Requirements	Free	Response on
PROFESSIONAL SERVICES			
IT consultancy	Initiate	Contract based	Contract based
Business Management			
Consultancy			
Outside Catering			
Artificial Insemination			
Repairs & Maintenance of Motor vehicles & Agricultural machines			
Research Services		Free	
Training	Avail self	Tuition Fee	
COMPLAINTS MANAGEMENT AND ACCESS TO INFORMATION			
Complaints lodged	Lodged complain	Free	
Review and appeal cases	Request for Appeal or review	Free	
Access to information	Apply	Free	
ACCOUNTING			
Remittance of statutory deductions	Meet Requirements	Free	
Provision of Training materials	Meet Requirements	Free	
Provision of non-training materials	Meet Requirements	Free	
Payment of production unit	Meet Requirements	Free	Termly

THE CONSTITUTION OF KENYA

.....(2) The national values and principles of governance include:-

- (a) Patriotism, National unity, Sharing and devolution of power, the rule of law, Democracy and participation of the people;
 (b) Human dignity, Equality, Social justice, inclusiveness, equality, Human rights, Non discrimination and protection of the marginalised;
 (c) Good governance, integrity, transparency, and accountability (d) Sustainable development

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"GOOD SERVICE IS NOT A PRIVILEGE, GOOD SERVICE IS YOUR RIGHT"