



KOSHIN TECHNICAL TRAINING INSTITUTE

P.O BOX 4040 – 30100 ELDORET

OUR MANDATE

To offer technical training
 To provide and promote lifelong learning.

OUR MISSION

To provide quality technical and entrepreneurship skills, research and innovation that meet the human resource needs in the public and private sector for industrial and societal sustainable development.

OUR VISION

To be a Global Centre of excellence in quality technical, entrepreneurship training, research and innovation.

SERVICE DELIVERY CHARTER

SERVICE	REQUIREMENT TO OBTAIN SERVICE	COST	TIMELINE
GENERAL ENQUIRIES			
Handling of enquiry made by; <ul style="list-style-type: none"> • Post • Email 	Initiate inquiry	Free Free	One week 2 days
REGISTRATION OF STUDENTS			
Registration of students	Provision of relevant documents i.e. <ul style="list-style-type: none"> • Application letter • Copies of academic certificates • National ID card • Birth certificate • Leaving certificate • 2 passport photos 	Free	2 weeks on inquiry
EXAMINATIONS			
Registration of external exams	<ul style="list-style-type: none"> • Payment of statutory fees • Original and 	Complete fee payment	As per exam schedule

	copies of relevant documents		
CERTIFICATION			
Issuance of end of term report form	<ul style="list-style-type: none"> Sat all end of term exams Complete fee payment 	Free	Within two week after opening date
ACCOUNTING			
Issuing of receipts	<ul style="list-style-type: none"> Proof of payment 	Free	2 days
Payment of suppliers	<ul style="list-style-type: none"> Invoice 	Free	1 week
Payment of part time lecturers	<ul style="list-style-type: none"> Provide claim form 	Free	3 days
PROCUREMENT			
Advertisement of tender	<ul style="list-style-type: none"> Duly filled tender document 	Ksh. 1000	14 days
Notification of successful/unsuccessful bidders of tenders	<ul style="list-style-type: none"> Client participation in tenders 	Free	14 days
Initiate payment processing for supply of goods, services and works	<ul style="list-style-type: none"> LPO/LSO Invoice 	Free	1week
INDUSTRIAL ATTACHMENT			
Industrial attachment	<ul style="list-style-type: none"> Full payment of fees Passed stage exams 	Free	As per attachment schedule
Assessment of students	<ul style="list-style-type: none"> Duly filled attachment form 	Free	As per attachment schedule
WE ARE COMMITTED TO COURTESY AND EXCELLENCE IN SERVICE DELIVERY			
Any services rendered that does not conform to the above standards or any officer who does not live up to commitment to courtesy and excellence in Service Delivery should be reported to:			
Principal, Koshin Technical Training Institute State Department of Technical and Vocational Training P.O. Box 4040 – 30100 ELDORET.			
Telephone: +254-95811170 Email: koshintti@gmail.com			



TAASISI YA MAFUNZO YA UFUNDI YA KOSHIN

S.L.P 4040-30100 ELDORET

AMRI YETU

Kutoa mafunzo ya kiufundi

Kutoa na kukuza mafunzo ya maisha yote.

DHAMIRA YETU

Kutoa ujuzi bora wa kiufundi na ujasiriamali, utafiti na uvumbuzi unaokidhi mahitaji ya rasilimali watu katika sekta ya umma na binafsi kwa maendeleo endelevu ya viwanda na jamii.

MAONO YETU

Kuwa Kituo cha Kimataifa cha ubora katika ubora wa mafunzo ya kiufundi, ujasiriamali, utafiti na uvumbuzi.

MKATABA WA UTOAJI WA HUDUMA

MAONO

Kuwa kituo cha kimataifa cha ubora katika mafunzo ya ubora wa kiufundi na ujasiriamali, utafiti na uvumbuzi.

UJUMBE

Kutoa ujuzi bora wa kiufundi na ujasiriamali, utafiti na uvumbuzi hukutana na mahitaji ya rasilimali za binadamu kwa maendeleo ya viwanda na kijamii endelevu

MAADILI YA MSINGI

Lengo la Wateja, kazi ya timu, uadilifu, ushindani na utofauti

HUDUMA	WAJIBU WA KUPATA HUDUMA	GHARAMA YA HUDUMA	MUDA
HUDUMA ZA KIJUMLA			
Maswala yote yakifanywa na; - Kutuma kupitia posta - Barue pepe	Kuanzisha kusajili	Hakuna malipo Hakuna malipo	Wiki 1 Siku 2

USAJILI WA WANAFUNZI			
Usajili wa wanafunzi	Utoaji wa nyaraka husika <ul style="list-style-type: none"> • Barua ya maombi • nakala za vyeti vya kitaaluma • Kadi ya Taifa ya Utambulisho • cheti cha kuzaliwa • kuacha cheti • Picha za pasipoti 2 	Hakuna malipo	Wiki mbili juu ya uchunguzi
TATHMINI			
Usajili wa mitihani	<ul style="list-style-type: none"> • Malipo kamili ya ada na ada za uchunguzi • Nyaraka za awali na nakala ya nyaraka husika 	Malipo kamili ya ada	Kama kwa ratiba ya uchunguzi
VYETI			
Utoaji wa fomu ya ripoti ya mwisho	<ul style="list-style-type: none"> • Ameketi na kupita mitihani yote 	Hakuna malipo	ndani ya wiki moja baada ya kufungua
UHASIBU			
Kutolewa kwa risiti	<ul style="list-style-type: none"> • Ushahidi wa malipo 	Hakuna malipo	Siku 2
Malipo ya wauzaji	<ul style="list-style-type: none"> • Ankara 	Hakuna malipo	Wiki 1
kulipa wahadhiri wa	<ul style="list-style-type: none"> • Kutoa aina ya madai 	Hakuna malipo	Siku 3
MANUNUZI			
Tangazo la zabuni	<ul style="list-style-type: none"> • Kujazwa kihalali kwa hati za zabuni 	Shilling 1000	Siku 14
Taarifa ya wazabuni mafanikio na aliyeshindwa ya zabuni	<ul style="list-style-type: none"> • Ushiriki mteja katika zabuni 	Hakuna malipo	Siku 14
Kuanzisha	<ul style="list-style-type: none"> • Ili mitaa 	Hakuna malipo	Siku 2

usindikaji malipo kwa ajili ya utoaji wa bidhaa, huduma na kazi	ununuzi/Ili huduma za ndani <ul style="list-style-type: none"> Ankara 		
KIAMBATISHO KWA VIWANDA			
Kiambatisho kwa viwanda	<ul style="list-style-type: none"> Malipo kamili ya ada Ameipita mtihani wa hatua 	Hakuna malipo	Kama ratiba ya kiambatisho
Tathmini ya wanafunzi	<ul style="list-style-type: none"> Fomu ya kiambatisho iliyojaa 	Hakuna malipo	Kama ratiba ya kiambatisho
TUMEJITOLEA KWA ADABU NA UBORA KATIKA UTOAJI HUDUMA Huduma zozote zinazotolewa ambazo haziambatani na viwango vilivyo hapo juu au afisa yeyote ambaye hafikii ahadi ya uungwana na ubora katika Utoaji Huduma anapaswa kuripotiwa kwa:			
Mkuu, Taasisi ya Mafunzo ya Ufundi ya Koshin Idara ya Jimbo la Mafunzo ya Ufundi na Ufundi P.O. Sanduku 4040 - 30100 ELDORET. Simu: +254-95811170 Barua pepe: koshintti@gmail.com			