









Institution Organization Name:		KIMININI TECHNICAL AND VOCATIONAL COLLEGE	
Affiliations; Ministry/Department/County/Parent Company:		Ministry of Education State Department for Vocational Technical Training	
Economic Sector Alignment:		Education	
Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Admission Of Trainees	
Brief Description Document Purpose/Service		Trainee admission into the college	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Mildred Ndieyira- Registrar	
Process Writer(S): Name And Position		Joan N. .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon advertisement of the courses on offer, potential trainees shall apply for the courses of their choice.	N/A	Registrar
2	Upon application, the registry shall receive the applications and issue admission letters to the qualified trainees.		Registrar
3	Upon issuance of admission letters, trainees shall report and hand in the required documents.	2 minute	Registrar
4	Upon the handing in the required documents, the documents shall be validated	4 minutes	Registrar
5	Upon validation, the trainee shall be admitted with a unique admission number.	5 minutes	Registrar
6	Upon admission, the trainee shall fill relevant forms according to the courses.	5 minutes	Registrar
6	upon filling the forms, the trainee shall be given college rules to go through and sign	5 minutes	Registrar
7	Upon signing the college rules, the trainee file shall be opened where all the copies of their academic certificates and other relevant documents shall be filed	3 minutes	Registrar
8	Upon filing the trainee's documents, the trainee shall be handed over to the H.O.D of the respective course and the procedure shall be deemed complete	5 minutes	Registrar





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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Issuance of college identity cards	
Brief Description Document Purpose/Service		Issuance of college identity cards	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Dean of trainee, Stevicker Ogoti Bwari	
Process Writer(S): Name And Position		Joan N. N .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon admission, the trainee shall be given forms to fill his/her details	5 minutes	Registrar
2	Upon filling the forms, the trainee shall pay KSh. 200 for processing the identity card.	1minute	Dean
3	Upon payment, the trainee shall take a passport size photo	5 minutes	Dean
4	Upon taking a passport size photo, the identification card shall be designed	10minutes	Dean
5	Upon designing the identification card, the trainee shall be asked to come and verify if the details are correct.	5 minutes	Dean
6	Upon verification, the trainee identity card shall be printed	5 minutes	Dean
7	Upon printing, the trainee shall be issued with the identity card	5 minutes	Dean
8	Upon issuing of the identity card, the trainee shall sign that he/she has received the identity card and the process shall be deemed complete	1 minute	Dean

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Issuance of fees receipts	
Brief Description Document Purpose/Service		This involves issuing of fee receipts to trainees.	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Finance officer: CPA Ezekiel Masai	
Process Writer(S): Name And Position		Joan N.Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon payment of fee to the college account, the trainee shall give the bank deposit slip to the finance officer	1minute	Trainee
2	Upon giving the bank deposit slip, the finance officer shall credit the trainee account.	2 minutes	Finance officer
3	Upon crediting the trainees account, the finance officer shall write receipt	1minute	Finance officer
4	Upon writing the receipt , the trainee shall be issued with the fee receipt and the process shall be deemed complete	1 minute	Finance officer

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Establish linkages and collaborations	
Brief Description Document Purpose/Service		This involves Establishing linkages and collaborations	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Principal: Moses Obwaso Wanamo	
Process Writer(S): Name And Position		Joan N .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon identifying organizations and areas of linkages and collaboration, the board shall discuss and endorse the identified organizations and areas of linkages and collaboration	1 Week	Board of governors
2	Upon endorsing, the principal shall write letters to the organizations requesting for linkages and collaborations	1 week	principal
3	Upon writing letters, the organization shall acknowledge the receipt of the request and accept it	1 Week	organization
4	Upon accepting, memorandum of understanding shall be drawn, discussed and endorsed by the board of governors and the process shall be deemed complete.	1 Week	Board of governors

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Internal examinations	
Brief Description Document Purpose/Service		This involves preparing and writing of internal exams	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Dennis Okumu	
Process Writer(S): Name And Position		Joan N. Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Five weeks to closing, The H.O.Ds shall issue a memo to trainers to set and submit typed end of term exams	1 day	HODs
2	Upon submission, The H.O. Ds shall constitute a panel to moderate the exams and submit the moderated exams to the exams officer for printing and photocopying together with alist of bona fide candidates	1 week	HOD SUBJECT TRAINERS
3	Upon submitting, the exams officer shall prepare a timetable and communicate it to the trainees and trainers one week to the start of exams, indicating the time, venue and invigilators for the exam.	2 days	EXAM OFFICER
4	The invigilators shall collect exams and a list of bona fide candidates from the exams office, supervise exams as timetabled and return the scripts with exam attendance lists to the exams office.	2 weeks	INVIGILATOR, TRAINER
5	Upon returning the scripts to the exams office, respective trainers shall pick them for marking.	Immediately	Trainer
6	Upon marking, the trainers shall record marks in the mark sheets.	1 week	HOD EXAM OFFICER D. PRINCIPAL

7	Upon recording marks in the mark sheets, H.O.Ds shall verify and convene a departmental award meeting to discuss, analyze and forward to the DP for signing, and later hand them over to the exams officer.	2 days	TRAINERS, H.O.Ds
8	Upon signing of the mark sheets by the DP, the mark sheets shall be submitted to exams office by the H.O.Ds	1 DAY	DP,H.O.Ds
9	Upon receiving the mark sheets, the exams officer shall prepare progressive reports which shall be signed by the HODs, and the academic DP	1 WEEK	EXAM OFFICER
10	Upon signing, the report forms shall be issued to the trainee and the process is deemed complete	5 MINUTES	H.O.DS

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		External examination	
Brief Description Document Purpose/Service		This involves External examination	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Examination Officer: Dennis Okumu	
Process Writer(S): Name And Position		Joan N. N .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon communication by the KNEC to register candidates, The exam officer shall prepare a memo to trainees indicating the period and requirements of registration as communicated by the KNEC circular	3 weeks to start of registration	Exam officer
2	Upon preparation of memo to trainees, The exam officer shall communicate to HOD's to prepare a list of potential candidates who have met the coursework requirements	2 weeks to start of registration	Exam officer H.O.D
3	Upon preparation of a list of potential candidates, the H.O.D shall submit it to the exams office.	immediately	H.O.D
4	Upon submission to the exams office, the exams officer shall submit the list to the finance office to verify if the candidate has cleared fee and paid the required examination fee.	immediately	Exams officer
5	Upon verifying that the candidate has cleared fee and paid the required examination fee, the finance officer shall clear and notify the exam officer to register the candidate	immediately	Finance Officer
6	Upon receiving notification from the finance officer that that the trainee is cleared, the exam officer shall collect the required documents from the trainee and later upload them to the KNEC system and the process is deemed complete.	Immediately	Exam officer





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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		issuance of academic certificates	
Brief Description Document Purpose/Service		this involves issuance of academic certificates	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		PRINCIPAL: MOSES OBWASO	
Process Writer(S): Name And Position		Joan N. N .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
ISSUANCE OF ACADEMIC CERTIFICATES			
1	Upon requesting to be issued with academic certificate, the trainee is asked to present a dully filled clearance form, college ID and a national ID	immediately	trainee
2	Upon presenting, the trainee shall sign against his/ her name that she/he has received the academic certificate and the process is deemed complete	1 day	trainee





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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Counseling service per session	
Brief Description Document Purpose/Service		This involves Counseling service per session	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		Judy Munyoki	
Process Writer(S): Name And Position		Joan N. N .Masika, Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon attending a counseling session, the counselor shall listen to the client with an aim of building a relationship and rapport	Immediately	Counseling dpt
2	Upon listening, counselor shall explore the client through discussions and probing to understand the issue at hand	20 minutes	Counseling dpt
3	Upon exploring and understanding, The counselor shall help the client to identify and set personal goals to solve the matter	40 minutes	Counseling dpt
4	Upon identifying personal goals, goals shall be set and Intervention is made	10minutes	Counseling dpt
5	Upon making interventions and in cases where the counselor needs outside intervention, a referral is made	Immediately	Counseling dpt
6	Upon achieving the set goals satisfactorily finalization is made and if the set goals are not achieved then a nother is initialized and the process is deemed complete.	Immediately	Counseling dpt





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Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Payment of suppliers	
Brief Description Document Purpose/Service		This involves Payment of suppliers	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		PROCUREMENT OFFICER: ISAAC WANYONYI	
Process Writer(S): Name And Position		Joan N. N .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon delivery of items/woks/services, the inspection committee shall inspect the item/woks/services	1 day	Procurement officer
2	Upon inspection of items/works/services and ensured that are in good condition, inspection report shall be prepared	1 day	Procurement officer
3	Upon preparation of inspection report the supplier shall invoice for payment	3 days	supplier
4	Upon invoicing, the supplier shall be paid in line with the invoice and the process shall be deemed complete	2 days	Finance officer

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Correspondence	
Brief Description Document Purpose/Service		This involves the incoming calls	
Document Control Change Record/ Version Number:			
Process Owner: Name And Position		Secretary: Miriam Nelima	
Process Writer(S): Name And Position		Joan N. Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon three rings or ten seconds time, the secretary shall answer phone call with appropriate greeting	Immediately	Secretary
2	Upon greeting, the secretary shall state the name of college and respond to the call appropriately and the process shall be deemed complete	Immediately	Secretary

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		Correspondence: incoming letters	
Brief Description Document Purpose/Service		This involves the incoming calls	
Document Control Change Record/ Version Number:			
Process Owner: Name And Position		Miriam Nelima	
Process Writer(S): Name And Position		Joan N.Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon delivery of letters to the principal's office, the secretary shall sort the letters. The letters are opened and the content scrutinized	10 minutes	Secretary
2	Upon sorting, the letters shall be opened and the content scrutinized	immediately	Secretary
3	Upon opening and scrutinizing, the letters shall be stamped as received and recorded in the inward mail register	Immediately	Secretary
4	Upon stamping and recording, the letters are distributed. Follow up for action and the process is deemed complete	10 minutes	Secretary



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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		TRAINING	
Brief Description Document Purpose/Service		This involves training	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		HODs	
Process Writer(S): Name And Position		Joan N. N .Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Three weeks to closing, the H.O.Ds shall issue a memo to convene a meeting to do subject allocation for the next term	3 DAYS	H.O.Ds
2	Upon subject allocation, the H.O.Ds shall meet to brainstorm and prepare training timetable which shall be approved by the DP	THREE WEEKS TO OPENING	H.O.Ds
3	Upon preparation and approval of the time table, the H.O.D shall issue a memo to trainers asking them to prepare and submit training documents for approval by H.O.Ds and DP	TWO WEEKS TO OPENING	H.O.Ds & DP
4	Upon approval of training documents, trainers shall attend to classes as timetabled	10 weeks	TRAINERS
5	Upon training as timetabled , trainers shall update their training documents and training is deemed complete	10 weeks	trainers

			
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Big 4 Alignment		None	
Accounting Officer		MR. MOSES OBWASO	
Period: FY		2021/2022	
Process Documentation			
Service Name:		enquiries	
Brief Description Document Purpose/Service		This involves enquiries	
Document Control Change Record/ Version Number:		Version 1	
Process Owner: Name And Position		SECRETARY: MIRIAM NELIMA	
Process Writer(S): Name And Position		Joan N. Masika Pc Coordinator	
Steps/Flow/Action/Sequence			
Step	Event/Activity/Action	Time/No. of Days	Actor
1	Upon receiving a customer, the receptionist shall welcome her/him and ask if the customer needs assistance	immediately	Secretary
2	Upon asking, the customer shall say his/her enquiries and the receptionist shall register the enquiry information	immediately	Secretary
3	Upon registering, the receptionist shall assist or direct the customer where to be assisted and the process is deemed complete	immediately	Secretary