		Technolog	KTVC EQUILEGE	
Institu	tion Organization Name:		TECHNICA	
Affilia Comp	tions; Ministry/Department/County/Parent any:	Ministry o	NAL COLLI f Education artment for Vo Training	
Econo	mic Sector Alignment:	Education		
	Alignment	None		
	nting Officer	MR. MOS	ES OBWASO	)
Period		2021/2022		
Proces	ss Documentation			
Servic	e Name:	Admission	Of Trainees	8
Brief 1	Description	Trainee ad	mission into t	the college
Docun	nent Purpose/Service			C
Docun	<b>Document Control</b> Version			
Chang	e Record/ Version			
Numb	er:			
Proces	ss Owner:	Mildred N	dieyira- Reg	jistrar
	And Position			
Proces	ss Writer(S): Name And Position	Joan NN	Masika Pc Coordinator	
	Steps/Flow/Action/Se	quence		
Step	Event/Activity/Action		Time/No. of Days	Actor
1	Upon advertisement of the courses on offer, pote trainees shall apply for the courses of their choice		N/A	Registrar
2	Upon application, the registry shall receive the ap and issue admission letters to the qualified trainer	pplications		Registrar
3	Upon issuance of admission letters, trainees shall 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 or rules to go through and sign	college	5 minutes	Registrar
7	Upon signing the college rules, the trainee file shopened where all the copies of their academic cer		3 minutes	Registrar

and other relevant documents shall be filed

procedure shall be deemed complete

8

Upon filing the trainee's documents, the trainee shall be

handed over to the H.O.D of the respective course and the

Registrar

5 minutes





	Technology For Economic Empowerment		
Institution Organization Name:	KIMININI TECHNICAL AND VOCATIONAL		
	COLLEGE		
Affiliations; Ministry/Department/County/Parent	Ministry of Education		
Company:	State Department for Vocational		
	Technical Training		
<b>Economic Sector Alignment:</b>	Education		
Big 4 Alignment	None		
Accounting Officer	MR. MOSES OBWASO		
Period: FY	2021/2022		
Process Documentation			
Service Name:	Issuance of college identity cards		
Brief Description	Issuance of college identity cards		
Document Purpose/Service			
Document Control	Version 1		
Change Record/ Version			
Number:			
Process Owner:	Dean of trainee, Stevicker Ogoti Bwari		
Name And Position			
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

	SAMBE SAMBLE		COLLEGE	TOWN THE OWNER OF THE OWNER	
Institu	ution Organization Name:	KIMIN	Technology For Economic E	ND VOCATIONAL	
IIISCIC	duon organization Name.	COLLE		ND VOCATIONAL	
Affilia	ations; Ministry/Department/County/Parent		try of Education		
Comp			Department for \	ocational/	
•	•		ical Training		
Econo	omic Sector Alignment:	Educa			
Big 4	Alignment	None			
Accou	inting Officer	MR. N	OSES OBWASO		
Perio	d: FY	2021/	2022		
Proce	ss Documentation				
Servio	ce Name:	Issuance of fees receipts		ots	
Brief	Description	This in	This involves issuing of fee receipts to		
	-		trainees.		
	ment Control ge Record/ Version per:	Versio	on 1		
Proce	ss Owner:	Finance officer: CPA Ezekiel Masai			
Name	And Position				
Proce	ss Writer(S): Name And Position	Joan N	Joan N.Masika Pc Coordinator		
	Steps/Flow/Action/S	equenc	ce		
Step	Event/Activity/Action		Time/No. of	Actor	
			Days	<u> </u>	
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 is with the fee receipt and the process shall be decomplete		1 minute	Finance officer	

	RAMBE		KTVC COLLEGE	ent
Institu	Institution Organization Name: KIMININI TECHNICAL AND VOCATION			VOCATIONAL
Affilia Comp	tions; Ministry/Department/County/Parent any:	_	of Education artment for Voca Training	ational
Econo	mic Sector Alignment:	Education		
	Alignment	None		
	inting Officer	MR. MOS	ES OBWASO	
Perio		2021/202	2	
Proce	ss Documentation			
Servic	e Name:	Establish	linkages and col	laborations
	<b>Description</b> ment Purpose/Service	This involves Establishing linkages and collaborations		
Docui	ment Control	Version 1	L	
Chang Numb	ge Record/ Version			
	ss Owner:	Principal	Principal: Moses Obwaso Wanamo	
	And Position	Principal.	Fillicipal. Woses Obwaso Wallallio	
	ss Writer(S): Name And Position	Joan N. M	oan N .Masika Pc Coordinator	
11000	Steps/Flow/Action/		iasika i e coordiii	atoi
	*	4 40.100	T	
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 understandin drawn, discussed and endorsed by the board of and the process shall be deemed complete.	_	1 Week	Board of governors

			KTV COLLEGE	GE Empowement	
Instit	ution Organization Name:	KIMIN		AND VOCATIONAL	
Minis	ations; try/Department/County/Parent	State	•	Vocational Technical	
Comp	-	Traini			
	omic Sector Alignment:	Educa	ition		
	Alignment	None			
	unting Officer		MOSES OBWASO		
Perio	****	2021/	2022		
	ess Documentation				
Service Name:			Internal examinations		
Brief Description			This involves preparing and writing of		
Docui	ment Purpose/Service	intei	internal exams		
Docui	ment Control	Vers	Version 1		
Chang	ge Record/ Version				
Numb	per:				
Proce	ess Owner:	Deni	Dennis Okumu		
Name	e And Position				
Proce	ess Writer(S): Name And Position	Joan	Joan N. Masika Pc Coordinator		
	Steps/Flow/A	ction/Seq	uence		
Step	Event/Activity/Action		Time/No. of Days	Actor	
1	Five weeks to closing, The H.O.Ds shall issue memo to trainers to set and submit typed eterm 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 printi and photocopying together with alist of bona fid candidates		1 week	HOD SUBJECT TRAINERS	
Upon submitting, the exams officer shall prepare 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.		es and licating	2 days	EXAM OFFICER	

**Immediately** 

1 week

Trainer

HOD

EXAM OFFICER D. PRINCIPAL

fide candidates from the exams office, supervise exams as timetabled and return the scripts with exam attendance lists to the exams office.

Upon returning the scripts to the exams office,

respective trainers shall pick them for marking.

Upon marking, the trainers shall record marks in the

5

6

mark sheets.

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

			COLLEGE Technology For Economic Empowerment	
Instit	ution Organization Name:		II TECHNICAL AND \	/OCATIONAL
Affilia Comp	ations; Ministry/Department/County/Parent pany:	State De	t of Education epartment for Voca al Training	tional
Econo	omic Sector Alignment:	Education	on	
Big 4	Alignment	None		
Accou	unting Officer	MR. MC	SES OBWASO	
Perio	d: FY	2021/20	)22	
Proce	ess Documentation			
Servi	ce Name:	Externa	al examination	
	<b>Description</b> ment Purpose/Service	This inv	olves External exar	nination
	ment Control ge Record/ Version	Version 1		
Numb	per:			
	ess Owner:	Examina	ation Officer: Denni	s Okumu
	e And Position			
Proce	ess Writer(S): Name And Position Steps/Flow/Action/S		N .Masika Pc Coord	inator
	Steps/Flow/Action/3	equence	<del>,</del>	<del>,</del>
Step	Event/Activity/Action		Time/No. of Days	Actor
1	Upon communication by the KNEC to register candic The exam officer shall prepare a memo to trainees in 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 of shall communicate to HOD's to prepare a list of pote	ential	2 weeks to start of registration	Exam officer H.O.D
3	Upon preparation of a list of potential candidates, the 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 the trainee is cleared, the exam officer shall collect t required documents from the trainee and later uplo to the KNEC system and the process is deemed com	the ad them	Immediately	Exam officer

				COLLEGE Technology For Economic Em	and the second s
Instit	ution Organization Name:		KIMINI	NI TECHNICAL AN	ND VOCATIONAL
Affilia	ations; Ministry/Department/County	//Parent		ry of Education	
Comp		, , , , , , , , , , , , , , , , , , , ,	State D	Department for Vocal Training	ocational
Econo	omic Sector Alignment:		Educat	ion	
Big 4	Alignment		None		
Accou	unting Officer		MR. M	OSES OBWASO	
Perio			2021/2	2022	
Process Documentation					
Service Name: issuance of acad			f acader	mic certificates	
	<b>Description</b> ment Purpose/Service	this involve	es issua	nce of academic	certificates
	ment Control ge Record/ Version per:	Version 1			
Proce	ess Owner:	PRINCIPAL	: MOSES	OBWASO	
	ess Writer(S): Name And Position	Joan N. N.	Macika	Pc Coordinator	
11000		w/Action/S			
Step	Event/Activity/Action			Time/No. of Days	Actor
ISSU	ANCE OF ACADEMIC CERTIFIC	CATES	1	-	
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	<del>-</del>		is/ her	1 day	trainee

			KTVC COLLEGE	ot ot	
Instit	ution Organization Name:		IINI TECHNICAL AND	VOCATIONAL	
* CC:1:		COLLE			
Comp	ations; Ministry/Department/County/Parent		try of Education Department for Voca	tional	
Comp	Jany.		nical Training	tional	
Econo	omic Sector Alignment:	Educa			
	Alignment	None			
	unting Officer	MR. N	IOSES OBWASO		
Perio		2021/	2022		
Proce	ess Documentation				
Servi	ce Name:	Coun	seling service per ses	ssion	
	<b>Description</b> ment Purpose/Service	This involves Counseling service per session		ervice per	
Docu	ment Control	Versio	Version 1		
Chan	ge Record/ Version				
Numb	ber:				
Proce	ess Owner:	Judy N	Munyoki		
Name	e And Position				
Proce	ess Writer(S): Name And Position		N. N .Masika, Pc Coor	dinator	
	Steps/Flow/Action/S	Sequenc	ce		
Step	Event/Activity/Action		Time/No. of Days	Actor	
1	Upon attending a counseling session, the counseling session se		Immediately	Counseling dpt	
2	Upon listening, counselor shall explore the clie through discussions and probing to understand tissue 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 counselor needs outside intervention, a referral made		Immediately	Counseling dpt	
6	Upon achieving the set goals satisfactorily final is made and if the set goals are not achieved the nother is initialized and the process is deemed complete.		Immediately	Counseling dpt	

WAR AM BEE			COLLEGI Technology For Economic	Empowerment	
Institution Organization Name:				AND VOCATIONAL	
Affilia	ations; Ministry/Department/County/Parent	COLLE	try of Education		
Comp			Department for \	Vocational Technical	
Econo	omic Sector Alignment:	Educa	tion		
Big 4	Alignment	None			
Accou	unting Officer	MR. N	OSES OBWASO		
Perio	d: FY	2021/	2022		
Process Documentation					
Servi	ce Name:	Payment of suppliers			
	<b>Description</b> ment Purpose/Service	e/Service This involves Payment of suppliers			
	ment Control ge Record/ Version per:	Version 1			
	ss Owner: And Position	PROCUREMENT OFFICER: ISAAC WANYONYI			
Proce	ss Writer(S): Name And Position	Joan N	Joan N. N .Masika Pc Coordinator		
	Steps/Flow/Action	n/Sequ	ence		
Step	Event/Activity/Action		Time/No. of Days	Actor	
1	Upon delivery of items/woks/services, the 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 the invoice and the process shall be deemed complete	with	2 days	Finance officer	

HAMB			Tech	KTVC COLLEGE
Instit	ution Organization Name:		KIMININI TECH	INICAL AND VOCATIONAL
Affiliations; Ministry/Department/County/Parent Company:		Ministry of Ed State Departm Technical Train	ent for Vocational	
Econo	omic Sector Alignment:		Education	
	Alignment		None	
	unting Officer		MR. MOSES O	BWASO
Perio			2021/2022	
	Process Do		ation	
Servi	ce Name:		Correspondence	
	<b>Description</b> ment Purpose/Service		This involves the incoming calls	
	ment Control ge Record/ Version per:			
	ess Owner: e And Position		Secretary: Miriam Nelima	
	ess Writer(S): Name And Position		Joan N. Masika Pc Coordinator	
	Steps/Flow	v/Action/S		
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	Immediat	•	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	Immediat	ely	Secretary

\ \ \	/		<u> </u>		
	S. S		Techn	KTVC COLLEGE	
Institution Organization Name:			KIMININI TECHNICAL AND VOCATIONAL		
			COLLEGE		
Affiliations; Ministry/Department/County/Pare			Ministry of Education		
Company:			State Department for Vocational		
Economic Sector Alignment:			Technical Training Education		
Big 4 Alignment			None		
	unting Officer		MR. MOSES OF	BWASO	
Perio	<u> </u>		2021/2022		
	Process	Document	ation		
Servi	ce Name:				
			Corresponden	ce: incoming letters	
	<b>Description</b> ment Purpose/Service		This involves the incoming calls		
Docu	ment Control				
1	ge Record/ Version				
Number:					
Process Owner: Name And Position			Miriam Nelima		
-	ess Writer(S): Name And Position		Joan N.Masika Pc Coordinator		
11000		//Action/S	on/Sequence		
_		1			
Step	Event/Activity/Action	Time/No	•	Actor	
1	Upon delivery of letters to the	10 minute	es	Secretary	
	principal's office, the secretary shall sort the letters.				
	The letters are opened and the content scrutinized				
2	Upon sorting, the letters shall be	immediat	telv	Secretary	
	opened and the content scrutinized			,	
3	Upon opening and scrutinizing, the	Immediat	tely	Secretary	
	letters shall be stamped as received				
	and recorded in the inward mail				
4	register Upon stamping and recording, the	10 minute	AC	Secretary	
4	letters are distributed.	10 111111111	c s	Jecietary	
	Follow up for action and the process				
	is deemed complete				
I		1		ı	

			KTVC COLLEGE		
Instit	ution Organization Name:	KIMININ	I TECHNICAL AND	/OCATIONAL	
•		COLLEGE			
Affiliations; Ministry/Department/County/Parent			Ministry of Education		
Company:		State Department for Vocational			
		Technical Training			
Economic Sector Alignment:			Education		
	Alignment unting Officer	None MR. MOSES OBWASO			
Perio		2021/2022			
	ess Documentation	2021/20			
Service Name:		TRAINING			
Brief Description Document Purpose/Service		This involves training			
Docu	ment Control	Version 1			
Change Record/ Version					
Number:					
Process Owner:		HODs			
Name And Position					
Proce	ess Writer(S): Name And Position	l	N .Masika Pc Coord	inator	
	Steps/Flow/Action/So	equence			
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 H.O.D shall issue a memo to trainers asking ther prepare and submit training documents for appl 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 updatraining documents and training is deemed com		10 weeks	trainers	

		7				
TAM BE		KTVC COLLEGE Technology For Economic Empowerment				
Instit	ution Organization Name:		II TECHNICAL AND	OVOCATIONAL		
- 66111		COLLEGI				
Affiliations; Ministry/Department/County/Parent			Ministry of Education			
Company:			State Department for Vocational			
			al Training			
Economic Sector Alignment:			Education			
Big 4 Alignment			None			
	unting Officer	MR. MOSES OBWASO				
Period: FY			2021/2022			
-	ess Documentation					
Servi	Service Name:		enquiries			
Brief	Description	This involves enquiries				
Docu	ment Purpose/Service					
Document Control		Version 1				
Change Record/ Version						
Number:		CECRETARY AMPLANA MEMBARA				
Process Owner:			SECRETARY: MIRIAM NELIMA			
-	e And Position	Joan N. Masika Pc Coordinator				
Proce	ess Writer(S): Name And Position		Masika Pc Coordi	nator		
	Steps/Flow/Action/S	equence				
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 enq and the receptionist shall register the enquiry information	immediately	Secretary			
3	Upon registering, the receptionist shall assist or the customer where to be assisted and the produced deemed complete	immediately	Secretary			