

# KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100 NYERI  
When replying please quote;  
Ref. No.



Mobile No.0701972912 (Calls only)  
Mobile No. 0796632055  
Email: info@kagumocollege.ac.ke  
Website: www.kagumocollege.ac.ke

*Vision: A Transformative, Self-directing and Competent Teacher*

Date:.....

Serial No.2024/.....

Class:.....

NAME: .....

Dear Student,

## **RE: OFFER OF ADMISSION FOR DIPLOMA IN SECONDARY TEACHER EDUCATION**

Following your application and subsequent placement by KUCCPS, I am pleased to invite you for admission to the college for the **three**-year course in **DIPLOMA IN SECONDARY TEACHER EDUCATION** (.....)

You are expected to report on **Wednesday 4<sup>th</sup> September, 2024**

Registration will begin at **8.00 am** and end at **4.00 pm**.

Find the detailed joining instructions for your information and necessary action downloadable from [www.kagumocollege.ac.ke/joining-instructions/](http://www.kagumocollege.ac.ke/joining-instructions/). These include: -

- a) GENERAL REQUIREMENTS
- b) DEPARTMENT REQUIREMENTS AND FEE'S STRUCTURE
- c) MEDICAL EXAMINATION FORM

Please note that registration for the programme will only be possible

- a) **on full payment of the required fees of Ksh.67,584.00. The payment can be by a Banker's Cheque payable to Kagumo Teachers' Training College or deposit in Equity Bank Account No. 0110297070907 and bring the original deposit slip or Mpesa Pay Bill - Business No. 898986 – Account No. is Student Name or Admission No.**

*NB: Cash and personal cheques will not be accepted.*

- b) upon verification of your certificates
- c) upon fulfillment of other requirements e.g., textbooks, mattress etc

I congratulate you for your admission and look forward to your resourceful stay during the training.

Yours faithfully,

**DR. EUSTACE MUTHUI**  
**CHIEF PRINCIPAL**

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## GENERAL REQUIREMENTS

### Minimum Entry Requirements

- i) Mean Grade C+ (Plus) at KCSE
- ii) Grade C (plain) in English
- iii) Grade D+ (plus) in Mathematics for Art based Courses only
- iv) Grade C (plain) in Mathematics for Science based courses only
- v) Grade C+ (plus) in the two teaching subjects.

### For applicants with special needs (visual and hearing impairment)

- i) Mean Grade C (plain) at KCSE
- ii) Grade C- (minus) in English
- iii) Grade D (plain) in Mathematics for Art based courses only
- iv) Grade C- (minus) in Mathematics for Science based courses only
- v) Grade C (plain) in the two teaching subjects.

### Note:

- i) Applicant who resat KCSE and attained minimum grade will be considered
- ii) P1 trained teachers are advised NOT to apply
- iii) Any degree done is not considered

## DOCUMENTS REQUIRED FOR REGISTRATION

- a) On admission day you **MUST** bring the following **Original** documents: -
  - i) Letter of admission
  - ii) National Identity Card
  - iii) K.C.S.E. Certificate/ Result Slip
  - iv) School Leaving Certificate from your K.C.S.E. School
  - v) Birth certificate
  - vi) You are required to **Download and Fill** in the following documents from the College website:
    - a. Registration/Admission form
    - b. College Academic Policy and Code of Regulations duly signed
- b) You are also expected to bring **Two Certified Copies** of: -
  - i) K.C.S.E. Certificate/Result Slip
  - ii) K.C.S.E. School Leaving Certificate
  - iii) Identity Card (both sides)
  - iv) Birth certificate

**NB:** *The copies should be certified by School Principal or Sub-County director of Education.*

- c) Two **certified Passport Size photographs** recently

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## IMPORTANT INFORMATION ON YOUR COURSE

In addition to a combination of the two teaching subjects offered, you will be required to study and pass the following compulsory subjects: -

### COMPULSORY SUBJECTS

- i) 12 Professional Learning Areas (PLA)
- ii) Physical Education

### COMMON SUBJECT

- i) Social Studies/Integrated  
Science/Pre-technical Studies/  
Indigenous Language/Visual Arts

## ACADEMIC REQUIREMENTS

- a) **ALL** students **MUST** bring a laptop of the following minimum specifications (*Windows 10, Memory 8GB, Integrated Camera, Core i3 gen 6 and above, internal battery that can last for more than 2hrs, wireless capability, HDD/SSD 256GB*)
- b) For examinations all students are required to bring **two (2) JK Copier reams** of A4 80gms printing papers
- c) All students must bring at **least one Textbook** for their **two Teaching Subjects** (*see appendix B*)
- d) You should bring a Geometrical Set, Pens, ruler, pencils, erasers, sharpeners, spring files, 20 manilla papers, assorted permanent markers, A4 Exercise Books and a minimum of one ream of ruled foolscap.
- e) Students taking Biology, Chemistry and Physics should bring white polyester Laboratory coat
- f) Science and Mathematics students should also bring a Scientific Calculator, graph book and SMP Advanced Tables 3<sup>rd</sup> edition.

## HEALTH REQUIREMENTS

Duly completed Medical Examination Form - *NB: The College reserves the right to conduct its own medical examination on any student at any time (see attached medical form.)*

**Note:** *Medical examination can also be done in college at a cost of Kshs. 500*

## PERSONAL EFFECTS

You are required to bring with you: -

- a) adequate personal clothing; Nyeri can be chilly during the cold seasons, early mornings or late evenings you are advised to carry warm clothing.
- b) **Mattress;** 74" x 30" x 4".
- c) two pairs of plain bed-sheets
- d) three blankets and a bed cover
- e) pillow and two pillow cases
- f) personal effects (e.g bath towel, slippers, toothbrush, toothpaste, toilet and washing soaps etc)
- g) a pair of games shoes and stockings
- h) suitable P.E. clothing for use until you are issued with a P.E. kit
- i) a bucket
- j) a spoon, normal size cup & a plate
- k) adequate pocket money

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## IMPORTANT INFORMATION

### I. Attendance to College activities

- a) Attendance to scheduled activities is **COMPULSORY**. These include lectures, assemblies, sports and games etc
- No exemption can be granted from participation in College activities/routines on grounds of religious beliefs or philosophy.

*Note: Students are advised to familiarize themselves with the regulations governing Diploma in Secondary Teacher Education Course.*

### II. Progress in Training.

Performance while in training is continuously assessed and monitored. There will be internal (College) and external (KNEC) assessments. For the internal assessments progress report will be issued every term.

### III. Spiritual Welfare

The College is multi-denominational. Each one is free to practice one's faith provided that by doing so, **the rights of other students and residents are not prejudiced or compromised in any way.**

### IV. Clubs and Societies

Students are expected to be members of at least one and a maximum of **three** Clubs/Societies.

## ACCESS TO THE COLLEGE

- College is situated in Nyeri County, about seven (7 Km) South of Nyeri town **one** Km (1 km) off the main Nyeri – Karatina - Nairobi Road at the Gatitu Market turn-off.
- Public transport to college is available from the lower Bus Stage in Nyeri town.

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**CHIEF PRINCIPAL**

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## APPENDIX A

### DEPARTMENT REQUIREMENTS

**NB: (1) Books that bear stamps of other institutions will not be accepted**

**(2) Buy one text book per subject**

#### A. AGRICULTURE DEPARTMENT

1. One pair of Gum-boots – preferably black
2. One Blue overall (Boiler suit)
3. One clip board.
4. Grade 7 or Grade 8 Agriculture by KLB

#### B. BIOLOGY DEPARTMENT

1. Biological Science by Taylor, Green & Stout or Biology A Functional Approach 4th edition by Roberts
2. Principles of Biology VOL. 1 & 2 by P.M. Muchiri
3. Secondary Biology, a Practical Approach by Charles Oyugi and Simon Kinyua.

#### C. ENGLISH/LITERATURE DEPARTMENT

1. Advanced Learners Dictionary Longman/Macmillan
2. Oral Literature - By Okumba Miruka
3. English Sounds & Pronunciation by Wanjohi Gachari
4. A hole in the sky by Austin Bukenya (2022 Edition)
5. Showhat and Sowhat by Taban (2024 Edition)
6. Hobsons Choice by Harold Brighthouse (2024 Edition)
7. vanishing herds by H.R OleKulet (2022 Edition)
8. Time and River by Zee Edgell (2022 Edition)

#### D. CHEMISTRY DEPARTMENT

1. One copy of “Chemistry in context by Hill and Holman.
2. Calculation for A – level Chemistry by E. N. RAMSDEN, 4<sup>th</sup> Edition.

#### E. PLA DEPARTMENT

1. An Introduction to proposal and Thesis Writing by D.K. Kombo, DLA Tromp – Paulines Publications.
2. Curriculum: Theory and Practice in Kenya: J.S. Shiundu, S.J. Omulando.

#### F. FRENCH DEPARTMENT

1. Parlons Francais BK1 -----To be bought at Kenya Institute of Education (K.I.E.) Nairobi. Teacher’s Guide
2. Parlons Francais bk 2 } pupil’s Book - Only available at Kenya Institute of Education (K.I.E.), Nairobi Teacher’s Book
3. Entre Copains Book 1 pupil’s book & Teacher’s Guide - By Joy Shihemi } Available in Bookshops in Nairobi  
James Odhiambo  
& Joy Simekha
4. Entre copains books 2 Pupil’s book - Published by East African Educational Publishers Teacher’s Guide.

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8. A Novel in French.
9. Any French magazines or newspapers.
10. Flash disc (8GB)
11. Collins Dictionary English/French.
12. French /French dictionary) available in bookshops in Nairobi
13. Bilingual (French-English dictionary) \*\*\* not pocket dictionaries
14. Bescherelle 1, 2, and 3} these can be purchased at the Alliance Francaise/  
TextBook Centre in Nairobi.

## G. PHYSICAL EDUCATION DEPARTMENT

All students must bring;

- i. Shorts / wrap-overs & T. Shirt for use awaiting supply of P.E.  
Kit
- ii. Lawn Tennis Racquet
- iii. Badminton Racquet
- iv. Squash Racquet

**NB: P.E. Kit items will be provided at the College.**

## H. ART AND DESIGN DEPARTMENT

1. One ball of white knitting yarn
2. Three pencils (HB, 2B, 4B)
3. One drawing book, size A3.
4. One small bottle of black Indian Ink
5. One pencil rubber eraser.
6. Text book - A Revision Course in Art and Design for Secondary Schools by Elizabeth C. Orchardson.
7. Six metres of white cotton fabric material.
8. One set of linoleum cutters
9. One Stanley knife or trimming knife or Kraft knife.
10. One geometrical set.
11. One packet of small felt pen markers assorted colours (Red, Blue, Yellow, Green, Purple, Orange, Grey and Black).
12. One packet of assorted sizes of water colour paints.
13. Three assorted sizes of water colour brushes (sizes 4, 8 and 12)
14. One packet of poster colours (designers' colours) assorted colours (Red, Blue, Orange, Purple, Green, Black and White)
15. Three balls of thick knitting wool (Assorted colours).

## I. PHYSICS DEPARTMENT

1. A copy of 'A' Level Physics by Nelkon and Parker.  
OR
2. Advanced level Physics by Nelkon & Parker  
OR
3. College Physics by Vuille/serway –international student edition.

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## J. MATHEMATICS DEPARTMENT

1. Pure Mathematics Books 1 and 2 (by Backhouse et al) or Advanced Mathematics by L. K. Turner Books 1 and 2
2. SMP Advanced Tables (3rd Edition)
3. Engineering Mathematics by K.A. Stroud
4. A concise course in A –Level statistics by J. Crashan
5. College Algebra (schaun's series) by Murray R. Spiegel
6. Mathematics – The core course for A – level by Bostock & S. Chadia

## K. GERMAN DEPARTMENT

1. Course Book: Safari Deutsch Form 1 – Form 4 plus CDs (Buy from KICD)
2. Dictionary  
Either German – English or English – German or German – German (German only)  
1 ream – photocopy paper.

## L. ARABIC DEPARTMENT

1. Kitab al Adab – silsilat lugha arabiyya bk. 3.
2. Al – Nahwa – Al Wadhih
3. Al – Ajrumiya
4. Dictionary (Arabic to Arabic or English to Arabic)

## M. KISWAHILI DEPARTMENT

1. KAMUSI YA KISWAHILI SANIFU
2. RIWAYA i) Msimu wa vipepeo (K. W. Wamitila, 2007) Vide – muwa Publishers  
ii) Kuli (Adam Shafi 2005) Longhorn Publishers  
iii) Mafuta (Katana Mkangi 1984)  
iv) Barua Ndefu Kama Hii – Mariama Ba,
3. HADITH FUPI i) Kiti cha Moyoni na Hadithi nyingine (K. Walibora na S. A. Mohamed, 2007)  
Oxford Publishers  
ii) Kivuli Kiriishi – S. Ahmed  
iii) Mfalme Edipode  
iv) Posa za Bikiziwa
4. TAMTHILIA & FASIHI TAFSIRI i) Vitabu vitapendekezwa na Taasisi ya Elimu Kenya (KIE)  
baadaye.  
ii) Arusi ya Buldoza  
iii) Zilizaia – K. Njogu
5. Lugha na Isimu i) Mtaala wa Isimu (R. Mgullu)  
ii) Msingi ya Sarufi (Habwe)  
iii) Darubini ya Sarufi (by Matei A.)
6. Isimu Jamii  
i) Fani ya Isimu Jamii kwa shule za Sekondari (Oxford) by Ipara I. Odero na Maina Geoffrey.

## N. GEOGRAPHY DEPARTMENT

- i) Atlas (Philips)
- ii) Physical Geography in Diagram for Africa by R.B.Bunnnett.
- iii) Certificate Geography Book 1 and 2 (Oxford)

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## O. HISTORY DEPARTMENT

- i) Milestones in History and Government Form 1,2,3,4
- ii) Evolving World Form 1, 2, 3 and 4 by Ka'piyo
- iii) History and Government – Form 1, 2, 3 and 4 KLB
- iv) Top mark new edition.

at least two in each set.

## NOTE: NEW TEACHING-LEARNING SUBJECTS

*The requirements of the new learning areas will be shared when you report to College*

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**CHIEF PRINCIPAL**



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## KAGUMO TEACHERS' TRAINING COLLEGE FEES STRUCTURE 2024/2025

VOTE HEADS	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR
Student's council	600.00	-	-
Co-curricular activity	2,000.00	2,000.00	600.00
Medical fund	800.00	800.00	1,000.00
Teaching practice administration	-	-	11,000.00
Boarding, equipment & stores	23,284.00	25,000.00	10,000.00
Tuition, equipment & stores	5,900.00	6,500.00	5,650.00
Repair, maintenance & improvement	3,500.00	3,500.00	3,500.00
Electricity, water & conservancy	5,000.00	6,250.00	5,000.00
Local transport & travel	3,200.00	6,000.00	8,000.00
Administration cost	2,900.00	2,700.00	2,700.00
P.E uniforms	3,200.00	-	-
KNEC exam fee	15,700.00	-	-
KUCCPS	1,500.00	-	-
<b>GRAND TOTAL</b>	<b>67,584.00</b>	<b>52,750.00</b>	<b>47,450.00</b>

Dr. Euslace M. Muthui (PhD).  
CHIEF PRINCIPAL/SECRETARY BOM

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## MEDICAL EXAMINATION FORM REF: KAG/DIP/14/VOL,11/ (50) (EXAMINATION TO BE CARRIED OUT BY A GOVERNMENT MEDICAL DOCTOR) ADMISSION FORM NO. 1

### PART ONE (to be completed by candidate before medical examination)

1. Full name (Capital letters) \_\_\_\_\_
2. Sex Male/ Female \_\_\_\_\_
3. Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_
4. Marital Status \_\_\_\_\_  
Number of children \_\_\_\_\_

### PART TWO (to be completed by a medical officer in a government hospital)

5. Respiratory System \_\_\_\_\_  
\_\_\_\_\_
6. Gastro-Intestinal System
  - (i) Stool for o/c \_\_\_\_\_
  - (ii) Abdominal Palpation \_\_\_\_\_
  - (iii) Does the student have dietary restriction \_\_\_\_\_  
(if yes attach evidence)
7. Cardiovascular system
  - (i) Blood pressure \_\_\_\_\_ Pulse rate \_\_\_\_\_
  - (ii) Blood Group \_\_\_\_\_ HB \_\_\_\_\_
  - (iii) Others \_\_\_\_\_
8. Muscular Skeletal System
  - (i) Any physical Impairment \_\_\_\_\_
  - (ii) History of fracture \_\_\_\_\_
9. Genital-urinary system
  - (i) Urinalysis \_\_\_\_\_
  - (ii) Others \_\_\_\_\_

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## 10. Reproductive System

(i) Pregnancy Test where applicable \_\_\_\_\_

(ii) Others \_\_\_\_\_

## 11. Sight

(i) Right eye \_\_\_\_\_ left eye \_\_\_\_\_

12. Hearing \_\_\_\_\_

(i) Right ear \_\_\_\_\_ left ear \_\_\_\_\_

13. Do the student suffer from any medical condition you would wish to confide with the College?

(i) \_\_\_\_\_

(ii) Is he/she on any medication? \_\_\_\_\_

14. The student is strongly reminded the importance of supplying correct information cannot be overemphasized and that each student will be held responsible for the accuracy of the information he/she provides.

15. I certify that I have this day examined the student named above and that in my opinion he/she is unfit to undertake the rigorous three-year Diploma in Teacher Education Course.

Name of the Hospital \_\_\_\_\_

Stamp \_\_\_\_\_

Name of the Medical Officer \_\_\_\_\_

Signature \_\_\_\_\_