

## REQUIREMENTS FOR ADMISSION

The students should meet the following requirements.

- Submit a photocopy of educational certificates.
- Have a form four certificate.
- Have a mean grade of C- or the equivalent
- Submit 2 passport size photographs.
- Submit a photocopy of identity card.
- Admission fee of Kshs. 1000/=

### NB:

- Library fee ksh. 500/= Per term
- ID Card ksh 300/=
- Caution ksh 1000/= once



Library

## FEES STRUCTURE

There is a fee structure for all courses, please check each course:- Fees is paid instalments i.e. termly, quarterly, in full or Per unit in each course. The fee omits includes:- tuition fee, and reference books charges. Students will be required to subscribe for the regular field trips. Fees once paid cannot be refunded. The institute has an account with any Cooperative Bank in Kenya; A/C No.0110000824900; where payment can be done. All the times payment must be made through the college account including admission fee & deposit slip brought to the office for the receipting.

### Workshops and seminars

Rural Aid Kenya Training Institute organizes workshops at least four times a year. This will require all the students studying through correspondence and full time to attend. The aim of these workshops is to exchange views, field experiences and also give the students an opportunity for consultation on areas of interest or difficult. The workshops are organized in collaboration with external experts & foreign experts.

### Full Time/Regular Students

These are students who attend lecture sessions in our premises on daily basis. The students attend lecture/tutorial sessions on times to be agreed upon with the lectures concerned. One session takes a minimum of 1hr.30minutes. There are 2-3 sessions everyday from Monday to Thursday; Friday is the fieldwork day & all students are taken to the field work using the college bus. During the lecture/tutorial sessions or field work, students are given attention and/or instructions on subjects matters in a participatory mode.

### Guided Self Study/Correspondence

Students studying through correspondence are provided with handouts and well researched notes. CATs and field work are given at the end of each unit and should be done and returned for marking before proceeding to next unit. The end term examination is done at the institute premises and the results are mailed or collected back immediately after marking. These students are expected to attend workshops when scheduled

### Authorised Training Centers for:

ABE(UK); ICM(UK); ICS, CIPS(LONDON); KNEC (KENYA); ACCA(UK); CITY & GUILDS(UK); ABMA(UK)

### Unit system- what it means

All certificates courses have 6-12 units that are designed to be completed in six months. Diploma courses have 12-18 units and should take 12 months. Cost per unit is ksh3000/= for all courses except health courses which is ksh 4000/= per unit. But more than one unit done per month means multiple cost.

### Field Work

Students are required to participate in field case studies/assignments /homework and Educational Trips every Friday. This is aimed at exposing them to the realities of their careers. Such field-works and CATS will account for 30% on the final grade.

### Field Attachment / Practicum Attachment

Students are supposed to go for a mandatory 4 - 6 weeks attachment in each course and one has to write a special paper, a research paper or project proposal of her/his choice. You can't be allowed graduate unless you have submitted the special paper to Board Examination Council.

### Examination

The exams are done at the end of every term before proceeding to the next. For fulltime & correspondence students, the exams will be done in the institute's premises and the results are mailed or collected back immediately after marking. We also have on line Examination for candidates who are very far. At the end of the term, Students are issued with the end term transcript for their examination, for those who pass, they proceed to the next term, for those who fail, they sit for supplementary examination. The end of term examination is worked out of 70%, which is added to the 30% of the CATS and fieldwork marks. The final grade at the end of the course will be the mean grade of the total number of marks scored.

### Accommodation

Rural Aid Kenya Institute has its own hostel accommodation for both male and female scholars within Nairobi. This is only for students who wish to be boarders by fact that they come far from the institute. The accommodation fee is borne by the students and is Kshs. 3000/= (singles bed) and 2000/= (sharing) & excluding meals i.e. Meal - pay as you eat cafeteria system and is 4500/= (full boarding) per month. Also students should carry mattress, a blanket, a pair of sheets, a pair of sandals and a basin i.e. personal items.

### Benefit in Studying with us

We sponsor students through the Rural Aid - Kenya and Cure international (NGO) sponsorships and loan programs respectively i.e

There is 25% partial sponsorship upon application. There is 25% Educational loan upon application. The students are strongly advised to fill in the sponsorship application form for consideration (Form attached or to be collected from the institute)

We place your CV's in the website for job seekers or By securing employment through reputable job placement bureaus or recommending you to our former students who are in administrative posts.

By participating in job recruitments fairs organized by potential employers.

By sending lists of our graduates to potential employers.

By organizing degree programmes in foreign universities.



5th Graduation Ceremony 2008



For Professional Empowerment

## RURAL AID KENYA INSTITUTE

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0721318501

[www.ruralaidkenya.org](http://www.ruralaidkenya.org)

Email: [rakti2004@yahoo.com](mailto:rakti2004@yahoo.com)

### Vision.

Rural aid kenya institute envisions delivering an equipped workforce with the awareness and abilities essential for building safe, productive, and progressive communities

### Mission.

To continually search for and transmit current relevant knowledge and values for gainful transformation of social groups

### Philosophy.

Education is for quality transformation of lives and environments

### Objective.

Rural aid kenya institute has an objective of furthering action against poverty and deprivation by developing the critical capacities for efficient and effective protection and support of livelihoods and promotion of human development

(CERTIFICATES & DIPLOMAS HIGHER DIPLOMAS)

### Departments

1. Development studies
2. Business studies
3. Health studies
4. Hospitality studies
5. Engineering studies
6. Education studies
7. Computer studies
8. Communication studies
9. Tests & languages studies



2009 6th Graduation Ceremony



**PROFILE**

Rural Aid Kenya Training Institute is a leading educational center of high learning in Kenya; pioneered by Rural aid kenya which is Non Governmental and Charitable Organisation with registration vide NO.OP.218/051.2003/0167/2855. It is fully accredited by the Commission of Higher Education, Kenya and registered by the Directorate of Industrial Training and Ministry of Education Science & Technology to provide Professional training vide Reg.NO.MOHE.S.T/PC/1009/2006 and KNEC Center NO.401115. The Institute was pioneered by RuralAid-Kenya - NGO whose Board of Directors are composed of team of professional who have wealthy experience & expertise in Community development, Health, Communication, Computer, Hospitality, Engineering, Communication, Business among others. The NGO through its Board of Directors felt there was need to pioneer an educational center in order to develop human resource in those fields so that they can be run more efficiently and effectively. This act of running/managing those fields can only be achievable through proactive appropriate capacity building of the human resource who are well equipped with relevant skills, knowledge and the right attitude of achieving kenya at vision 2030.

Rural Aid Kenya Institute is an enduring learning experience. The staff is composed of persons of learning, with wealthy experience and spirit for success. The institute draws upon the intrinsic knowledge and wisdom of learners to achieve their mission of bettering lives. Rural Aid Kenya Institute graduates are equipped for the same. The institute enjoys both local contextual and international backing in there endeavour to build appropriate capacities for human development.

**The Courses**

The courses target individuals and groups involved in the field career of Development, Health, Communications, Computer, Hospitality, Engineering Communication among others or hope to do so. These courses are practical biased and hence little time is spent on lectures. Fieldwork, assignments, homework & case studies take more time. During the course students are assisted to get attachment to government ministries, CBOs, Airlines, Industries, factories, Five star hotels, NGOs & other Organisations in order to expose them to their future careers. At the end of the courses, students are required to undertake research projects, and thereafter write comprehensive reports and defend them before a panel of experts.

**Department & Courses**

- 1. Development Studies(DDS)
- CBD 200 Community Development
- SWW 300 Social work and welfare
- PPM:400 Project Planning Mgt
- GC 900 Guidance and Counseling
- CDM 500 Conflict & Disaster Mgt



College Bus

Duration: Certificate @ term 18000/= 4 terms 72000/=

Duration: Diploma @ term 18000/= 6 terms 108,000/=

Duration: Higher Diploma @ Term 20000/= 4 terms 100,000/=

**3. Department of Business Studies**

- BA 800 Business administration
- LGMT 600 Logistic management
- FE 1300 Finance and economics
- PS 1400 Purchasing and supplies
- SM 1500 Sales and marketing
- ACC 2000 Accounts: KATC, CPA
- BF 2200 Banking and finance
- 82 100 Human Resource Mgt
- CF 2600 Clearing & forwarding
- SS 500 Secretarial management
- PR 900 Public Relations
- RQ 900 Front office
- SK 1100 Store Keeping I; II; III



Health workers IDP's Counseling at Eldoret

Duration: Certificate @ Term 18000/= 4 terms 72000/=

Duration: Diploma @ Term 18000/= 6 terms 108,000/=

Duration: Higher diploma @ term 25000/= 4 terms 100,000/=

**4. Department of Health Studies**

- CBH 100: Community Health
- ND 1200: Nutrition & Dietetics
- CGT 1300: HIV/AIDS & Mgt
- EH 2200 Environmental Health



Students reaching out to the needy in society

Duration: Certificate @ Term 18000/= 4 terms 72000/=

Duration: Diploma @ Term 18000/= 6 terms 108,000/=

Duration: Higher Diploma @ Term 25000/= 4 terms 100,000/=

**5. Department of Hospitality Studies (DHS)**

- TT 2100 Travel and Tourism
- AGT 2200 Air Travel Operation and Mgt
- TTA 2400 Tour guidance & Administration
- FBP 2500 Food & Beverage Production
- CF 2600 Clearing & forwarding
- HC 1900 Hotel and Catering



Duration: Certificate @ Term 18000/= 4 terms 72000/=

Duration: Diploma @ Term 18000/= 6 terms 108,000/=

Duration: Higher Diploma @ Term 25000/= 4 terms 100,000/=

**6. Department of Education Studies (DES 901)**

1. ECD 1500 Certificate-pre-service 1yr @ 54000/=
2. ECD 1600 Certificate-in-service 2yrs @ 54000/= Certificate M.G. D+ & Above
3. ECD 1700 Diploma pre-service 1yr M.G - C @ 72000/=
4. ECD 1800 Diploma in-service 2yrs M.G - C @ 72000/=
5. Primary Teachers (PT) M.G - C (Plain), termly Ks 22,500/=
6. Secondary Teachers (DTE) M.G - C (Plus), termly Ks 22,500/=

**7. Department of computer studies**

- IMIS Foundation @ 24,000/=
- Diploma in IMIS part 1 and 2 @ 24,000/=
- Higher Diploma in IMIS (Part 3 and 4) @ 24,000/=
- Computer packages @ 500/=
- Computer operation certi. 7 pckgs 3000/=
- Dura. Cert. in IT (KNEC) @ Term 18000/= 4 Terms 72,000/=
- Dura. Diploma IT (KNEC) @ Term 18000/= 6 Terms 108,000/=
- Dura.: Higher Diploma IT @ Term 18000/= 4 Terms 100,000/=

**7. Department of Communication Studies (DMS)**

- MA 1900: Mass Communication
- JP 2000 Journalism & Photo Journalism
- VTR 2100 Video, TV & Radio Production.
- Duration: Certificate @ Term 18000/= 4 Terms 72,000/=
- Duration: Diploma @ Term 18000/= 6 Terms 108,000/=
- Duration: Higher Diploma @ Term 25000/= 4 terms 100,000/=

**9. Department of Tests & languages (DLTS)**

- French Germany
- Spanish GMAT TOEFL
- Duration: Certificate
- 2 terms 36000/- (Full Course)
- Examination: 1000/-



4th Graduation Ceremony

**10. Department of Short Courses Studies (DSCS)**

- Participatory Monitoring & Evaluation (PME)
- Training of Trainers/Facilitators (TOT/TOF)
- Training for Needy Assessment (TNA)
- Project Management
- Counselling Psychology
- Gender & Development
- Guidance & Counselling
- Communication Skills
- Gender & Violence Management
- Sexuality & Sexual dysfunctional management
- Psychological Debriefing & Trauma Counselling mgt
- Career & Vocational
- Sexual Abuse Counselling
- Drug Abuse & Substance Abuse
- Stress & Stress Management
- Counselling for Relationship in marriage.
- Duration: 5 days @ 15,000/=

- NGO Management
- Conflict Resolution
- Disaster Management
- Entrepreneurship Devt



Relief Students at Kakuma

