



Kenya Utalii College

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Our Ref: KUC/3/28(133)

13th November, 2018

The Human Resources Manager

Dear Sir/ Madam,

RE: FOOD PRODUCTION APPRENTICESHIP COURSE FOR COOKS

We are pleased to inform you that the College is in the process of recruiting candidates for the April 2018 intake for the Food Production Apprenticeship Course. This is a **two year "sandwich"** Programme designed for cooks already employed in the Hotel and Catering Industry.

Since the Apprenticeship Course is meant for those already in employment, employers are required to endorse the candidature of the employees wishing to be considered for enrolment into the same. Nomination forms must be completed, signed by the Manager or the executive chef, stamped and returned to the College, **attention: Head of Admissions & Industrial Training, not later than 12th January 2018.**

Qualified candidates will be notified about interview dates through their respective employers. Candidates must attach: **passport size photograph, copies of the relevant academic certificates, testimonials, national identity card or birth certificate and appointment letter.**

Enclosed herewith please find information on the Apprenticeship Course and the minimum entry requirements. The same contains further insights on the Course. The fee is **Kshs.85, 700/-** read (Kshs. Eighty Seven Thousand Seven Hundred Only) per year. All applicants are required to deposit a non-refundable application fee of **KShs.1000/=** (read Kenya Shillings One Thousand only), in any branch of the Cooperative Bank of Kenya. The account details are indicated below:

Bank	Cooperative Bank of Kenya
Branch	Stima Plaza
Account Name	Kenya Utalii College Fees Account
Account No.	01129070937100

We look forward to your participation and remain,

Yours sincerely,

P. M. MUINDI

Head of Admissions & Industrial Training



ISO 9001 : 2008 Certified

"Utumishi na Ukarimu"





INFORMATION ON THE APPRENTICESHIP PROGRAMME FOR COOKS: (APRIL 2018 INTAKE)

The Apprenticeship Programme for Cooks was launched by the College in May, 1997. This is a two year course program, designed for cooks already employed in the hotel and catering industry.

1. OBJECTIVES OF THE APPRENTICESHIP PROGRAMME

The Apprenticeship Programme for cooks is for industry employees working in the kitchen department. It is part of the College's continuing efforts to improve the human resource base for the hotel and tourism sector, and to provide more training opportunities for those already in employment in various occupations in the industry.

- 1.1 The program is in response to the industry's demand for more training opportunities for eligible employees who have not had the benefit of formal training.
- 1.2 The program essentially entails **on-the-job** training under supervision, with periods spent at the College for '**formal**' training.
- 1.3 The program covers the same syllabus as the College's **FOOD PRODUCTION COURSE**, over a two year period, divided into four semesters. It has been designed to accommodate all aspects of theoretical, as well as practical training; and at the end of the program, the successful candidates are awarded the College's **CERTIFICATE IN FOOD PRODUCTION**.

2. WHO IS ELIGIBLE TO JOIN THE PROGRAMME?

Those already in employment in the Food Production with at least **two years** experience in the Kitchen

3. HOW TO NOMINATE YOUR STAFF INTO THE PROGRAMME

Since the Apprenticeship Programme is for those already in employment, employers are required to endorse the candidature of their employees wishing to be considered for enrolment into the same.

4. INTERVIEW AND SELECTION

All candidates undergo an **Oral Interview**, which is technical in nature so as to assess the candidate's suitability. Interview panels comprise representatives from the industry and Kenya Utalii College.

Selection of candidates is done by the College and the successful candidates are informed in writing through their respective employers.

Intake is strictly on merit, based on an objectively established criterion, with the aim of maintaining the highest possible standards at the College and the industry.

5. THE PROGRAMME

The programme provides for on-the-job training at the trainee's place of work, combined with formal training at the College. While at their places of work the trainees follow a structured work scheme (provided in the handbook), and are monitored through regular visits by Kenya Utalii College Trainers.



During the course of training the apprentices undergo tests and examinations, which they are required to pass, to continue to the next semester. Those who fail are discontinued in accordance with the College's rules and regulations.

6. EMPLOYER'S ROLE IN THE PROGRAMME

Upon admission of the employee into the programme, the employer is required by the College to sign a declaration form stating that the employer (establishment) will comply with the following:-

- i. Release the employee to attend every semester of the program until completion.*
- ii. Ensure that the apprentice follows the practical course program contained in the handbook while at his place of employment.*
- iii. Allow Kenya Utalii College trainers access to the apprentice to assess his/her practical progress at his/her place of work.*
- iv. Inform the College promptly in the event of the apprentice ceasing to be an employee in the named establishment.*

7. MINIMUM ENTRY REQUIREMENTS

- i. 'O'-Level Certificate Aggregate D+ (Plus)*
- ii. At least two years service in the kitchen*

8. APPLICATION PROCEDURE

The applicant must:-

- a) Complete the nomination form supplied by Kenya Utalii College. The form must be **endorsed** by the General Manager and/or the Human Resources Manager or the Executive Chef.*
- b) Attach Photostat copies of academic and professional certificates, appointment letter and national identity card or birth certificate.*
- c) Return the application form duly completed signed and stamped.*
- d) Attach an application fee of **Kshs. 1000/=**, payable by bankers cheque or cash deposit to Co-operative Bank of Kenya, Stima plaza branch A/C No. 01129070937100.*

The form should be addressed to:

***The Head of Admissions & Industrial Training
Kenya Utalii College
P. O. Box 31052 – 00600
NAIROBI.***

to reach by 12th January 2018.

KENYA UTALII COLLEGE



READ THE APPLICATION INSTRUCTIONS BEFORE COMPLETING THIS FORM

This Nomination Form should be completed in Block letters or Typed. Names given on this form will be the names to be used on all official records in future. The form must be endorsed by the employer or authorized person on behalf of the establishment. The Nominees shall be notified through the employer in writing

All correspondence should be addressed to:

Head of Admissions & Industrial Training

P.O. Box 31052-00600

NAIROBI

KENYA

Tel: 254-20-8563540/1-7 or 8560518 or 8561201/2/7

Fax: 254-20-8560514

E-mail: admissions@utalii.ac.ke

Website: www.utalii.co.ke

AFFIX RECENT
PASSPORT PHOTOGRAPH

Application For: **FOOD PRODUCTION APPRENTICESHIP COURSE**

Form No.

<input type="checkbox"/> Mr.	Last Name	Middle Name	First Name
<input type="checkbox"/> Mrs.			
<input type="checkbox"/> Ms.			

Mailing Address

P.O. Box Number:	Telephone:
Zip/Postal:	E-mail:
Town:	Fax Number:
Country:	

Particulars of Next of Kin

Name:	Relationship:
P.O. Box Number:	Telephone:
Zip/Postal:	E-mail:
Town:	Fax Number:
Country:	

Personal Information

Date of Birth: Month:	Day :	Year:
Place of Birth: District:	Province:	
National ID No:	Gender (Please Tick) Female <input type="checkbox"/>	Male <input type="checkbox"/>
Marital Status: (Please Tick)	Single <input type="checkbox"/>	Married <input type="checkbox"/>
	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>
Do you have any physical disability? Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, of what nature?		

Employment Details

Name of Establishment:	Designation:	Length of Service:
P.O. Box Number:	Telephone:	
Zip/Postal:	E-mail:	
Town:	Fax Number:	
Country:		

Please turn over

Working Experience related to Hotel and Tourism industry (indicate in chronological order starting with current position)

Name and address of employer	Nature of work	Duration

Attach copies of all certificates/testimonials: personal, educational and work experience.

Schools and Colleges Attended

Name of School	Address	Period	
		From	To

O-Level (Secondary school) results:

Year _____ Index No. _____ Grade _____

Subjects	Grade	Subjects	Grade
English Language		Kiswahili	
Mathematics		Art and Design	
History and Government		Agriculture	
Geography		Biological Sciences	
Economics		Physical Sciences	
Commerce		Religious Education	
Account		Social Education and Ethics	
Home Science		Music	
Language (<i>Specify</i>):		Other (<i>Specify</i>):	

A-Level (High School) Results:

Year _____ Index No. _____ Grade _____

Subjects	Grade	Subjects	Grade

Other Institutions/Colleges attended

Name of Institution/College	Duration	Nature of training	Certificate obtained

DECLARATION BY APPLICANT

I certify that, the information I have given in this application is complete, and correct to the best of my knowledge.

Applicant's Signature: _____

Date: _____

DECLARATION BY EMPLOYER:

This application is approved and recommended on behalf of :

(Name of Establishment)

Signature & Stamp:

Date:

FOR OFFICIAL USE ONLY

FORM CHECKED BY:

APPROVED:

NOT APPROVED:

REMARKS: