

<b>Process Documentation</b>	
<b>Service Name</b>	PROCESSING OF APPLICATION AND ADMISSION FOR TRAINING
<b>Brief Description</b> Document purpose/Service	The purpose of this procedure is to ensure effectiveness in admission of Trainees
<b>Document Control:</b> Change Record/ Version Number	B
<b>Process Owner:</b> Name and Position	GEOFFREY NYAMBECHÉ REGISTRAR
<b>Process Writer (s);</b> Name and Position	1.
	2.
<b>Process Reviewer (s)</b> Name and Position	3.
	4.

<b>STEPS/FLOW/SEQUENCE</b>				
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>	
1.	Receipt of the application	Immediately	Registrar	
2.	Sending of admission letter and other relevant documents	7 days	Registrar	
3.	Verification of documents upon admission	Immediately	Registrar	
4.	Issuance of registration form to student for filling in of details	Immediately	Registrar	
5.	Assignment of trainee admission number	Immediately	Registrar	
6.	Filling of trainee details in the MIS	Immediately	Registrar	
7.	Directing of trainee to finance office for the payment of fees	Immediately	Finance Officer	
8.	Trainee is directed to the respective academic department	Immediately	Finance officer	
9.	Trainee details are entered into the departmental admission register	Immediately	Head Of Department	
<b>EXCEPTIONS TO THE NORMAL FLOWS</b>				
<b>Title</b>	<b>No.</b>	<b>Description</b>	<b>Time</b>	<b>Actor</b>
	1.			
	2.			
	3.			
<b>Process Maps/Visuals</b>				

- 1.1 This procedure shall start with advertising of courses as per marketing procedure
- 1.2 On receipt of the application the registrar shall confirm whether the applicant meet the course requirements
- 1.3 In case the applicant does not qualify for the course applied for, the Registrar shall advice the applicant appropriately.
- 1.4 For qualified applicants the registrar shall send/provide the following:
  - a) Admission letter.
  - b) Fees structure
  - c) Medical form.
  - d) Course requirement form.
  - e) Any other relevant document(s)
- 1.5 The registrar shall retain the application form
- 1.6 On reporting, The Registrar shall verify whether the: -
  - a) Medical form has been duly filled
  - b) Certificate copies are true copies of the original
  - c) Any other relevant details
- 1.7 In the event that the applicant does not have a duly filled medical form. The registrar shall refer them accordingly. For certificates that are not authentic the Registrar shall decline admission.
- 1.8 Upon verification, the Registrar shall issue a registration form to the Trainee.
- 1.9 The Registrar shall then request the Trainee to fill in the admission form. Upon receipt of the admission form the Registrar shall assign an admission number to the Trainee and enter the Trainees details in the MIS as applicable.
- 1.10 The Registrar shall direct the Trainee to the finance office.
- 1.11 The FO shall proceed as per the revenue collection, procedure and issue the following: -
  - a. Official receipt
  - b. Fees cardThe FO shall direct the Trainee to the respective Academic department.
- 1.12 The HOD of the respective Academic department shall on receipt of the dully filled reporting form enter the details of the Trainees in the department admission/reporting book and sign the form.