



# Kenya Utalii College

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**Our Ref: KUC/3/28 (907)**

**1<sup>st</sup> February, 2021**

The Human Resources Manager

**Email:**

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 May 2021 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 1<sup>st</sup> March 2021.**

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.157,700/-** read (Kshs. One Hundred Fifty-Seven Thousand Seven Hundred Only) per year. All applicants are required to deposit a non-refundable application fee of **KShs.1,000/=** (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**  
**Deputy Director of Studies (A)**



ISO 9001: 2015 Certified





**INFORMATION ON THE APPRENTICESHIP PROGRAMME FOR COOKS:  
(MAY 2021 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*
- iii. Age between 22-35 years*

**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 18<sup>th</sup> January 2021.*