

# ST. CHARLES LWANGA VOCATIONAL TRAINING

## RULES AND REGULATIONS

### Introduction

#### VISION

To enable children to realize their future in an empowered community.

#### MISSION

To rehabilitate and develop children in special circumstances from the streets and youth out of school due to socio-economic and psychological factors.

#### WWL SKILL-UP, KENYA PROJECT

What is “Skill Up!” ? “Skill Up!” is an international skills development programme for young people in several African countries and Asian countries. The chosen countries all have a very young and vibrant population and “Skill Up!” wants to tap that potential. The German aid organization Welthungerhilfe, together with its Kenyan partners Watoto Wa Lwanga, launched “Skill Up!” in 2015. We want the young generation to be able to find work, be productive and generate an income.

What can “Skill Up!” do for young Kenyans?

“Skill Up!” was created just for you and your plans and dreams about a stable and better future! It addresses young people aged between 15-35 years and also offers a special programme for young mothers between the age of 14 and 18 years. “Skill Up!” is aware of your difficulties on the way to adulthood and wants to invest in your future via St. Charles Lwanga Centre. “Skill Up!” offers market oriented vocational training courses and create links with employers and credit facilities. Entrepreneurial and life skills are also part of the curriculum.

## RULES AND REGULATIONS

### PUNCTUALITY

1. Punctuality will be strictly observed. Students who are late for classes will be given punishment by the teacher on duty. Thus all students are expected to be on time and ready to start each class unless the class teacher has granted prior permission for lateness. Reporting time in the morning should be **7:50AM** and departure from the school compound is **4:45PM**. Time table must be followed strictly by instructors and students.

2. Any student who deliberately misses for three consecutive days of class without teacher's permission will be suspended and if he/she misses for five consecutive days will be automatically expelled.
3. In case of emergencies such as family funerals, sickness, accidents, etc the students will be expected to notify the class teacher and administration and necessary permission will be granted as the situation warrants.

#### **TRAINEES CONTRIBUTION SCHEDULE AND PAYMENT POLICY**

1. Trainees' contribution for various courses offered by the Institution will be notified before admission from the administration office. Any changes will be communicated to individual students in good time.
2. All contributions must be paid in full on schedule time by the second week of the term. Payment of contribution is to be deposited in the school bank account and deposit slips/banking slips to be brought to the bursar's office and official school receipt issued to individual student.
3. No student will be allowed to continue with the course until the previous terms contribution is cleared.

#### **EXAMINATIONS**

1. There will be continuous assessment tests that will be carried out as guided by the instructor, mid-term, and end-term exams. External examinations; NITA and KNEC are to be done at the end of the course. All students will be expected to do these exams as per the administration directions.
2. The pass mark for all exams will be 60%
3. Whoever attains less than 60% will be supposed to do supplementary paper (s) re-sit for the papers not done well in the second week of the term after opening the Institution.

## DISCIPLINE

1. Every student is expected to conduct him or herself in an orderly manner. i.e. Abusive language or violent behavior will not be allowed in the Institute. A student who does not observe this rule will be dismissed from the Institute instantly.
2. Students will be expected to accord teacher's respect to create harmonious and good learning atmosphere. Instructions given by the Instructor are to be obeyed.
3. Drinking alcohol, smoking, fighting, practicing immorality, drug abuse, gambling is prohibited in the Institute. Any student found guilty of these offences will be dismissed from the Institute.
4. Stealing or possessing stolen items from the institute is an offense and whoever is found guilty will repay twice and be punished heavily.
5. Students should present their problems through the right channels (i.e. first through the class instructor, instructor on duty, discipline master, welfare teacher and lastly to the Principal)
6. Wearing of dust coats/ overalls/ aprons/ chef clothes during practical is mandatory. Workshop rules and regulations will be observed to avoid accidents.
7. Putting on uniforms as stated per department is a must.
8. Students should go outside the Institute with the permission sheet provided by the department instructor and stamped at the office to the gateman and return it back to the office.
9. The Institute does not provide special diets, unless he or she has a letter from a recognized doctor prescribing his or her condition.
10. Students should be absent from the Institute with the permission granted by the administration and a note to be given to class instructor.
11. Phones are not allowed during class time.

**CLEANLINESS**

- 1. Students will be expected to observe the normal standard of cleanliness in the compound and in terms of clothes and body and ensure they are not a nuisance to the other students.
- 2. The toilets and wash rooms to be cleaned and maintained by the students.

**STUDENTS RIGHT**

- 1. A student has a right to appeal any case concerning the entire above first to the disciplinary committee, the principal, the administrator, director then to the board of directors of the Institute I.e. chronological order should be observed. Therefore the board of director’s decision on a student appeal is final.

**STUDENTS LAWFUL RELEASE OF INSTITUTE FROM COURT ACTIONS**

The Institute will meet obligations as far as possible. On the other hand, **NO** student will hold St. Charles Lwanga vocational training responsible for neither accident nor usual occurrence while attending a course at the Institute. The students release the Institute by the following undertaking;

I, the undersigned release the above named Institution ST. CHARLES LWANGA VTI from any liability of court action.

The undersigned will neither bring lawful sheet against the above mentioned Institute nor its teachers, staff, board of directors according to the civil laws of Kenya.

**DECLARATION**

I have read and understood all the above and will fully abide by the code of conducts.

Student

Name..... Signature..... ID NO.....

Parent or Guardian..... Signature..... ID NO .....

Phone No.....