

- 4 coloured passport size photographs
- Copy of Identity Card or Passport

Please send this requirements and once your application is approved, you will get an admission letter from JKUAT advising you on the reporting date, venue and time.

BENEFITS OF STUDYING AT KISWCD COLLABORATIVE CENTRE

- Career workshops
- Qualified lecturers
- Security and convenience of location
- Career development seminars
- Library with internet access
- High quality learning facilities and equipment
- Associates and Links with National and International NGOs

FEES PAYMENT

Below are the Account details

BANK : Cooperative Bank of Kenya
 BRANCH : NACICO
 A/C NAME : Kenya Institute of Social Work
 A/C No. : 01120039917700

Students should note the following

- **KISWCD** only accepts Bankers Cheques, Money orders and Bank transfers. For upcountry cheques, a bank clearance commission of Kshs 350 will be charged. Personal cheques are not accepted.
- For those who deposit money direct to the Account, a copy of the deposit slip should be faxed or posted to us.

MODE OF STUDY

Several methods of study are available and include;

- Full –Time (Day Time) Between 8.00 am - 6.00 pm [Mon – Fri]
- Evening Classes Between 5.30 pm - 7.30pm [Mon – Fri]
- Saturday Classes Between 8.00am - 4.00pm

EXAMINATIONS AND STAFF

The curriculum is approved by the university senate and taught by university approved lecturers. The examinations are moderated, administered and processed by the university senate

INTAKE

We have three intakes January, May and September every year.

ACCOMMODATION

KISWCD does not offer in-house accommodation for students. However, arrangements are made to secure safe accommodation for students. This cost is met directly by the students.

FIELD WORK ATTACHMENT

All students are required to get attachments in NGOs, Churches & other organizations involved in community work for a period of not less than three months. This is mandatory and takes place during the academic year.

FOR MORE DETAILS: - CONTACT OR COME PERSONALLY TO

THE PRINCIPAL

KISWCD, NACICO PLAZA BRANCH, 6th FLOOR
 LANDHIES ROAD, P.O. BOX 57961, 00200 NAIROBI.
 TEL: +254 020 317995/ 2248637/2249362
 FAX: +254 020 2247539
 Cell: +254 734 201972/ +254 724 772878
 Email: info@kiswcd.co.ke
 Website: www.kiswcd.co.ke

THE PRINCIPAL

KISWCD, COUNTY HOUSE BRANCH, 3rd FLOOR
 HAILE SELASSIE AVENUE, P.O. BOX 57961- 00200 NAIROBI.
 TEL: +254 020 317995/ 2248637/2249362
 FAX: +254 020 2247539
 Cell: +254 713 844 333
 +254 733 727406
 Email: infocounty@kiswcd.co.ke
 Website: www.kiswcd.co.ke

THE DIRECTOR,

CONTINUING EDUCATION PROGRAMME,
 JKUAT
 P.O. Box 62000- 00200, NAIROBI.
 Tel: +254 067 52711/52419
 Fax: +254 067 52164
 Email: cepoffice@jkuat.ac.ke
 Website: www.jkuat.ac.ke



KENYA INSTITUTE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT

In Collaboration with



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (JKUAT)

2010/2011

DIPLOMA PROGRAMMES

DIPLOMA PROGRAMMES

ABOUT KISWCD

KISWCD is a Community focused development and training Institution without any Governmental, Religious or political affiliation. **KISWCD** was initiated in 1997 and incorporated on 22nd June 2000 as a private Company limited by guarantee. It was registered by the Ministry of Education, Science and Technology on 22nd August 2002 as a training Institution [Registration no. **MOEST/PC/758/2002**

It is managed by a Board of Governors whose members are experienced in the areas of Social work, Educational Institutions management, Business Management, Human Resources Management, Finance and Accounting, Psychology, Environmental Health, Counselling and Law among others. The Commission for Higher Education has validated the following courses offered by **KISWCD**: Diploma in Community Development, Diploma in Social Work and Welfare and Diploma in Human Resource Management. On 9th October 2009, Jomo Kenyatta University of Agriculture and Technology (**JKUAT**), signed a Memorandum of Understanding with Kenya Institute of Social Work and Community Development, with the objective of boosting Kenya's higher and middle level education and enhancing training opportunities.

KISWCD VISION

To be the leading training institution in the fields of Social Work and Community Development in the region and beyond

KISWCD MISSION

We strive to train qualified Community Development Workers to assist the community in project planning and management. This is done to ensure that Communities are self-reliant in small-scale business entrepreneurship, income generating activities, food security, public health care, water and sanitation, improved shelter, and environment.

OUR CORE VALUES

- Honesty
- Integrity
- Quality services
- Humility
- Collaboration
- Accountability & Transparency
- Community empowerment

ABOUT JKUAT

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is situated in Juja, 36 kilometers North East of Nairobi, along Nairobi-Thika Highway. On 1st September 1988, H.E. Daniel Arap Moi, declared JKUAT a constituent College of Kenyatta University through a legal Notice, under the Kenyatta University Act (CAP 210C). The name of JKUAT officially changed to Jomo Kenyatta University College of Agriculture and Technology (JKUCAT). It was finally established as a University through the JKUAT Act, 1994 and inaugurated on 7th December 1994.

UNIVERSITY VISION

To be a University of global excellence in training, research and innovation for development.

UNIVERSITY MISSION

To offer accessible quality training, research, and innovation in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health and other Applied Sciences to suit the needs of a dynamic world.

PROGRAMMES

KISWCD and **JKUAT** are currently collaborating in the following four programmes

A) CERTIFICATE IN HIV/AIDS MANAGEMENT

This is a 3 months programme intended for people involved in the management of the HIV/AIDS pandemic and already practicing in this area.

Entry requirements

- Mean Grade of C- in KCSE or the equivalent
- KCPE and 2 years of secondary education
- Proven involvement in HIV/AIDS community programmes

B) DIPLOMA IN HIV/AIDS MANAGEMENT

The Diploma in HIV AIDS management is intended for people involved in the Management of the HIV/AIDS pandemic and are already practicing in the chosen areas as health workers, community workers in educational institutions, religious leaders social scientists and human resource Managers as well as people living with HIV/AIDS.

This Diploma is meant to equip students with the Necessary skills and attributes to effectively deal with both the infected and affected members of the community who are threatened by the Scourge. This course will establish a critical mass of human resource that will have been empowered to manage Multi-disciplinary programmes that provide preventive, promotive, management and Care of HIV/AIDS in chosen fields

Entry requirements for Diploma in HIV/AIDS Management

Candidate must satisfy any of the following minimum requirements:

- KCSE minimum of C (plain) and Minimum of C in Biology and C- in English/Kiswahili,
- Be a holder of Division II in KCE credit passes in: English/Kiswahili and Biology or Biological sciences.
- Be a holder of KACE with a minimum of one principal pass in Biology
- Be a holder of a certificate in HIV/AIDS Management from an institution recognized by JKUAT University senate

CERTIFICATE AND DIPLOMA IN HIV/AIDS MANAGEMENT FEES STRUCTURE

		FEES IN (KSHS)
Stage 1	Sub Total	37,306
Stage 2	Sub Total	35,982
Stage 3	Sub Total	46,798
Stage 4	Sub Total	35,982
	Grand Total	156,068

C) DIPLOMA IN COMMUNITY DEVELOPMENT

The Diploma in Community Development is supposed to give a broad coverage of the functional areas of Community Development. The course offers an interdisciplinary approach within which to analyze , critique and

reflect upon development processes in communities.

The course aims at providing specialized training that is needed for working with development organizations within and outside Kenya.

Entry requirements for Diploma in Community Development

Candidate must satisfy any of the following minimum requirements:-

- KCSE minimum of C (plain) or KCSE C -(minus) with a Certificate with credit pass.
- KCE Division III (3)
- Holder of professional certificate in relevant discipline from a recognized institution
- Holder of any qualification accepted by the University senate

DIPLOMA IN COMMUNITY DEVELOPMENT

FEES STRUCTURE

		FEES IN (KSHS)
Stage 1	Sub Total	37,306
Stage 2	Sub Total	35,982
Stage 3	Sub Total	46,798
Stage 4	Sub Total	35,982
	Grand Total	156,068

D) DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Diploma in Human Resource Management provides a Diploma level course within 2 academic years. The course in this programme has been selected to give a broad coverage of the functional areas in of Human Resource Management. The programme has also been designed to meet the needs of people in Personnel management or with experience in working in Government or the Private sector employment who wish to enhance their skill in the functional areas of human resources management.

Entry Requirements for Diploma in Human Resource Management

Candidate must satisfy any of the following minimum requirements:-

- KCSE minimum of C (plain) or KCSE C - (minus) with a certificate with credit pass.
- KCE Division III (3)
- Holder of professional certificate in relevant discipline from a recognized institution
- Holder of any qualification accepted by the University senate

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

FEES STRUCTURE

		FEES IN (KSHS)
Stage 1	Sub Total	37,306
Stage 2	Sub Total	35,982
Stage 3	Sub Total	46,798
Stage 4	Sub Total	35,982
	Grand Total	156,068

REQUIREMENTS FOR ENROLLMENT

- Admission fee KShs.1103
- Fill an admission form
- A typed Curriculum Vitae
- Copies of certificate(s)