

**REPUBLIC OF KENYA**



**MINISTRY OF LABOUR  
NATIONAL INDUSTRIAL TRAINING COUNCIL  
DIRECTORATE OF INDUSTRIAL TRAINING**

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**GUIDELINES FOR LOCAL, REGIONAL AND OVERSEAS MANAGEMENT & SUPERVISORY TRAINING**

**A. General Requirements**

1. These guidelines are for Management and Supervisory Training Scheme
2. Employers ***should be Levy Contributors and Up-to-date*** with their levy contributions.
3. The Industrial Training Levy Fund shall be for training Kenyan citizens only.
4. The following shall not be eligible for reimbursement from the Levy Fund;  
Meetings, Breakfasts, Luncheons, Dinners, Study Tours, Conferences, Trade Fairs, Exhibitions, Bridging courses, overseas courses lasting less than two (2) weeks, and training conducted by employer's own resource persons.
5. Prior approval must be obtained from the Director of Industrial Training before an employers sends employees for courses.
6. All applications should be sent to reach the ***DIT at least fourteen (14) days for local courses*** and ***at least thirty (30) days for overseas*** courses before the commencement of the training, duly supported by:
  - a. Name(s) of the nominee(s), Designation and their ID copies.
  - b. Name of the Training Provider/Institution/ Organization.
  - c. Course, Title, Content, Objectives and Timetable.
  - d. Duration (exact dates), Fees and Venue.
  - e. Evidence of admission to the course.

- f. Accommodation fees, meals charges, tuition fees and economy airfare on the most economic airline on the route.

Changes in any of above should be communicated to the DIT prior to commencement of the course.

7. **In house Courses** (courses with participants from the same employer)

An in-house course should have **a minimum of ten (10)** and **a maximum of twenty-five (25)** participants per course. Where an in-house course is for less than 10 or more than 25 participants or where an employer intends to run a series of such courses, consideration shall be based on justification given.

8. Training costs shall only be reimbursed where the training provider is registered with DIT and is up to date with the annual registration renewal.

9. An applicant may appeal against a rejection on reasonable grounds.

10. Reimbursement for all courses shall be made in accordance with the training grants/rates detailed in the approval given by DIT.

10. All persons engaged to conduct training must conform to the requirements in the **Guidelines for Registration and Renewal of Training Providers** and adhere to the accompanying **Code of Conduct**.

**B. Requirements specific to Regional and Overseas training**

1. Approvals shall only be given to courses that are not available locally,
2. Nominees must have worked for **at least six (6) months** in the relevant field.
3. Nominees should travel by the most economical carriers on the route.
4. Reimbursable items based on documentary evidence shall include:
  - a. Tuition and course fees charged by the approved training institutions
  - b. A return economy air fare
  - c. Accommodation and meals expenses
  - d. Cost of books and materials prescribed by the training institution

5. Courses organized by a parent company or attachment to the supplier or manufacturer of the company shall only qualify for reimbursement of a return economy airfare on the most economical carriers on the route.