

The Kenya National Examinations Council



C.T.C.
1.7.25
DIRECTOR
QUALITY ASSURANCE AND STANDARDS
MINISTRY OF EDUCATION
P. O. Box 30426 - 00100,
TEL: 318581
NAIROBI

Higher Diploma

IN BUSINESS TECHNICAL EDUCATION PROGRAMME (TEP)

This is to certify that the candidate named below sat for the Business TEP Higher Diploma examination in the subjects named below and was awarded this Higher Diploma. The candidate attained the grades shown below:

3801/2 HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

GITALI RACHEL NJERI

INDEX NO. 403010/0017 *F*

403010 TEMPLE SECRETARIAL COLLEGE

201 COMPUTER APPLICATIONS	GRADE 1 (ONE)
202 PUBLIC RELATIONS	3 (THREE)
203 STRATEGIC OFFICE ADMINISTRATION AND MANAGEMENT	2 (TWO)
204 BUSINESS AND ITS ENVIRONMENT	1 (ONE)
205 COMPANY SECRETARIAL PRACTICE	5 (FIVE)
206 HUMAN RESOURCE MANAGEMENT	3 (THREE)
207 COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS	3 (THREE)

SUBJECT NAMED (SEVEN)

PAPER PASSED (SEVEN)

OVERALL RESULT: PASS-W-CREDIT

JULY 2018 SERIES

DATE PRINTED: 10-Jan-2020

Secretary
Kenya National Examinations Council



Chairman
Kenya National Examinations Council

This is a secure document printed using special paper and inks.
Please hold it up to the UV light to verify that the
word BARAZA LA MITIHANI and the "ORIGINAL"
embedded thread can be seen through the paper.
Not valid without a hologram.

HD/BTEP 0002285



(See overleaf for conditions of issue)

HD/BTEP: NOTES

1.0 CONDITIONS FOR THE AWARD OF HIGHER DIPLOMA CERTIFICATE

1.1 Higher Diploma Certificate awarded to candidates for the examination show:

- 1.1.1 the name of the candidate;
- 1.1.2 the candidate's index number;
- 1.1.3 candidate's gender (F-Female, M-Male);
- 1.1.4 the name of the institution;
- 1.1.5 all the subjects taken by the candidate in the examination;
- 1.1.6 attainment in each of the subjects taken (Grades 1 to 6);
- 1.1.7 the year and series of the examination.

1.2 Attainment in a subject is indicated by a grade of which Grade 1 is the highest and Grade 6 is the lowest.

GRADE	CATEGORY
1 2	Distinction
3 4	Credit
5 6	Pass

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T.C.O
15/10/25

- 1.3 Overall performance denoted as:
PASS with DISTINCTION
PASS with CREDIT
PASS

2.0 CONDITIONS OF USE

This certificate is and remains the property of the KNEC at all times and is issued on the following conditions:

- 2.1 any alteration to this certificate renders it invalid;
- 2.2 the certificate must be surrendered to the KNEC on request;
- 2.3 declining a grade shown on this certificate renders it invalid and must then be returned to the KNEC for cancellation;
- 2.4 use of an altered certificate constitutes a criminal offence.

3.0 CONFIRMATION OF RESULTS

If confirmation or clarification of any detail recorded on this certificate is required, please write to the Council Secretary, KNEC, Box 73598-00200, Nairobi, Kenya.

