



**Annex VIII. Process Documentation Guide**

 REPUBLIC OF KENYA			
<b>Institution/Organization Name:</b>		Kenya School of Law	
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>		Office of the Attorney General & Department of Justice (OAG & DOJ)	
<b>Economic Sector Alignment:</b>		N/A. Since we fall under Political Sector in the Vision 2030	
<b>Big 4 Alignment:</b>		N/A. Since we are an enabler of big 4 agenda in capacity development	
<b>Accounting Officer:</b>		Dr. Henry K. Mutai	
<b>Period: FY</b>		2021/22	
<b>Process Documentation</b>			
<b>Service Name</b>	Offering Academic Services (Advocates Training Programme (ATP) and Paralegal Training Programme (PTP))		
<b>Brief Description</b> Document Purpose/service	Process for admission - Guides on students Admission and Registration		
<b>Document Control:</b> Change Record/ Version Number	Reference: KSL/ QMS / ASD Issue/ Rev: 03/01		
<b>Process Owner:</b> Name and Position	Principal Officer Academic Services		
<b>Process Writer (s);</b> Name and Position	1. Principal Officer Academic Services		
	2.		
<b>Process Reviewer (s)</b> Name and Position	1. Management Representative		
	2.		
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>

1.	Advertisement notice is prepared and forwarded for Directors approval for placement in the Media and School website. The advertisement stipulates the following. a. the training program b. the date and time for the program c. methods or mode of making application	3	Principal Officer Academic Services, Director, Principal Supply Chain Officer, Senior ICT Officer,
2.	Processing of application	14	Principal Officer Academic Services,
3.	ERP generated Admission /Rejection letter	21	Principal Officer Academic Services, Director
4.	Student registration Process - Verification of Documents	14	Principal Officer Academic Services,

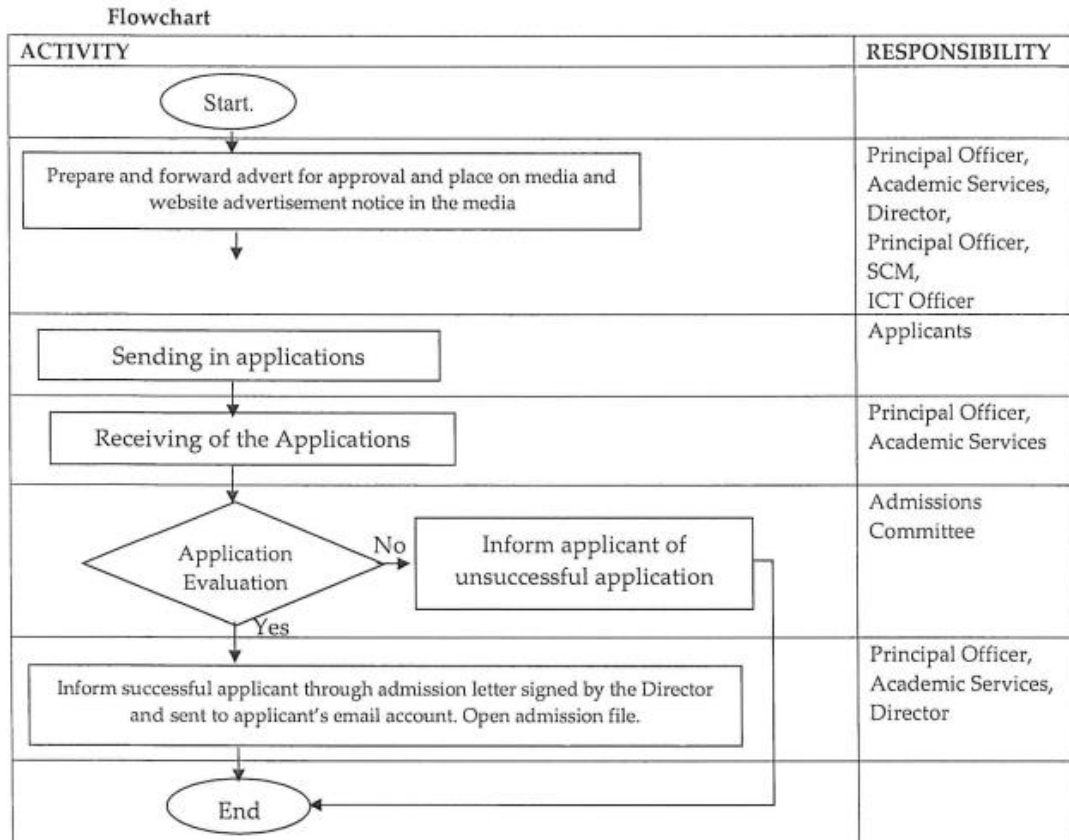
(Add rows where necessary)

#### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1: Extension of application Period	1.	Low turn out of applicants failing to achieve the set target	Fill in the time line for extension	Principal Officer Academic Services, Director, Senior ICT Officer,
	2.			
(if any other, add rows)				

**Process Maps/Visuals**

Attach the flowchart/maps for the steps discussed



Student admission and Registration Process Flow chart

