Namibian College of Open Learning

Prospectus 2019
EMPOWER YOUR TOMORROW WITH CORE COMPETENCIES

* Certificate in English Communication (CEC)
* Certificate in Education for Development (CED)
* Certificate in Local Government Studies (CLGS)
* Certificate in Early Childhood Development (CECD)
* Certificate in Community Based Work with Children & Youth (CWCY)
* Certificate in Business and Entrepreneurship (CBE)
* Diploma in Early Childhood and Pre-primary Education (DECPPE)
* Diploma in Youth Development Work (DYD)
* Diploma in Education for Development (DED)
* Diploma in Business and Entrepreneurship (DBE)
* Bachelor of Arts in Youth Development Work (BAYD)
* Post Graduate Diploma in Open School Operation and Management (PDOSOM)
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Namibian College of Open Learning

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Information in this Prospectus is valid for the 2019 academic year only. However, NAMCOL reserves the right to amend, supplement or otherwise change any of the information contained in this booklet without prior notice.

Any queries regarding the course/studies or administrative matters should be directed to the nearest NAMCOL office. (See list of NAMCOL offices on page 10)

Any correspondence on this prospectus or NAMCOL regulations should be addressed to:

The Director
NAMCOL
Private Bag 15008
Plot: 2030
Independence Avenue
Katutura, Windhoek
Namibia

Telephone:
+264 61 320 5111

Fax:
+264 61 216 987

Website:
http://www.namcol.edu.na

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<table>
<thead>
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<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA:YW</td>
<td>Bachelor of Arts in Youth Development Work</td>
</tr>
<tr>
<td>CBE</td>
<td>Certificate in Business and Entrepreneurship</td>
</tr>
<tr>
<td>CA</td>
<td>Continuous Assessment</td>
</tr>
<tr>
<td>CBLC</td>
<td>Computer-Based Learning Centre</td>
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<tr>
<td>CED</td>
<td>Certificate in Education for Development</td>
</tr>
<tr>
<td>CECD</td>
<td>Certificate in Early Childhood Development</td>
</tr>
<tr>
<td>CLGS</td>
<td>Certificate in Local Government Studies</td>
</tr>
<tr>
<td>CWCY</td>
<td>Certificate in Community-Based Work with Children and Youth</td>
</tr>
<tr>
<td>DBE</td>
<td>Diploma in Business and Entrepreneurship</td>
</tr>
<tr>
<td>DYD</td>
<td>Diploma in Youth Development Work</td>
</tr>
<tr>
<td>DECPPE</td>
<td>Diploma in Early Childhood and Pre-Primary Education</td>
</tr>
<tr>
<td>DED</td>
<td>Diploma in Education for Development</td>
</tr>
<tr>
<td>DNEA</td>
<td>Directorate of National Examinations and Assessment</td>
</tr>
<tr>
<td>ECC</td>
<td>English Communication Course</td>
</tr>
<tr>
<td>JSC</td>
<td>Junior Secondary Certificate</td>
</tr>
<tr>
<td>ICDL</td>
<td>International Computer Driving Licence</td>
</tr>
<tr>
<td>MoEAC</td>
<td>Ministry of Education, Arts and Culture</td>
</tr>
<tr>
<td>NEACB</td>
<td>National Examinations, Assessment and Certification Board</td>
</tr>
<tr>
<td>NIED</td>
<td>National Institute for Educational Development</td>
</tr>
<tr>
<td>NOLNet</td>
<td>Namibian Open Learning Network Trust</td>
</tr>
<tr>
<td>NSSC(O/H)</td>
<td>Namibia Senior Secondary Certificate (Ordinary/Higher Level)</td>
</tr>
<tr>
<td>NQA</td>
<td>Namibia Qualifications Authority</td>
</tr>
<tr>
<td>NTA</td>
<td>Namibia Training Authority</td>
</tr>
<tr>
<td>ODL</td>
<td>Open and Distance Learning</td>
</tr>
<tr>
<td>NUST</td>
<td>Namibia University of Science and Technology</td>
</tr>
<tr>
<td>UNAM</td>
<td>University of Namibia</td>
</tr>
<tr>
<td>PDOSOM</td>
<td>Diploma in Open School Operation and Management</td>
</tr>
</tbody>
</table>
### Mission, Vision & Values

#### Mission
We are committed to providing wider access to quality educational services for our learners and other customers, using a variety of open learning methods.

#### Vision
We strive to be a world-class institution of excellence, accessible to all, with committed professional staff, educating people through an innovative range of ODL programmes, and providing quality services in a sustainable manner.

#### Institutional Values

<table>
<thead>
<tr>
<th>Accessiblity</th>
<th>Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide opportunities for adults and out-of-school youth to further their education or develop new skills.</td>
<td>To provide our stakeholders with convincing evidence of the value of what we do.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuity</th>
<th>Efficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>To create pathways for our learners to be able to pursue lifelong learning.</td>
<td>To make the best use of available resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>To strive for continuous improvement in everything we do.</td>
<td>To provide accurate and trustworthy information about our activities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsiveness</th>
<th>Sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td>To address training needs and emerging challenges in a timely fashion.</td>
<td>To ensure the College has sufficient resources to continue developing and offering programmes in future.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transparency</th>
<th>Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be open and fair in all our business operations.</td>
<td>To strive for the highest standards of service delivery.</td>
</tr>
</tbody>
</table>
Mr. Justin Ellis
Chairperson of the Board

Dr. Hertha Pomuti
Vice Chairperson of the Board

Mr. Kennedy Urikhob
Member & Chairperson
Audit & Risk Committee

Ms. Mahanaim Nhisheefa
Member & Chairperson
Human Resources & Remuneration Committee

Ms. Charlotte Keyter
Member & Chairperson
Technical Committee

Ms. Sanet Steenkamp
Permanent Secretary
Ministry of Education, Arts and Culture

Mr. Tonata Uwanga
Member

Mr. Hofni Iipinge
Member

Ms. Veno Kauaria
Member

Dr. Heroldt Murangi
Director

Mr. Conny Samaria
Staff Representative

Mr. Jack Eixab
Company Secretary / Legal Advisor
Mrs. F.N. Keendjele  
Deputy Director: Learner Support

Mr. J. Nitschke  
Deputy Director: Programmes & Materials Development

Mrs. F. Kamati  
Deputy Director: Finance & Administration

Mr. A. Kulobone  
Deputy Director: Support Services

Mr. P. A. Pea  
Regional Manager: Northern Region

Ms. D. Haufiku  
Regional Manager: Central Region

Mr. C. Hinanifa  
Regional Manager: Southern Region

Mr. M. Hifitikeko  
Strategic Planning and Implementation Manager

Dr. H.V. Murangi  
Director
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OTHER IMPORTANT SECTIONS

Resource Centre
Tel: (061) 320 5271
Fax: (061) 216 987
Fax2mail: 0886 207 22

Bookshop
Tel: (061) 320 5202/85
Fax: (061) 320 5211
Fax2mail: 0886 201 13

Recording Studio
Tel: (061) 320 5255

Campus Radio
Tel: (061) 320 5309

Switch Board
Tel: (061) 320 5111
Fax: (061) 216 987
Fax2mail: 0886 200 69

CBLC (Jetu Jama)
Tel: (061) 320 5279
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Northern Region (NR)
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Telephone: 065 233 780/81, Fax: [065] 233 793
Email: pea@namcol.edu.na
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Fax: 264 64 200 000
block@namcol.edu.na

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Area Coordinator
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Fax: 264 66 252 710
mbaimbai@namcol.edu.na

Mr. N Ntinda
Area Coordinator
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Fax: 264 65 233 793
ntinda@namcol.edu.na

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Fax: 264 62 564 321
kasiyana@namcol.edu.na

Mr. U. Hummel
Area Coordinator
KEETMANSHOOP
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Fax: 264 63 222 100
hummel@namcol.edu.na
Congratulations for choosing to study with Namibia’s leading Open and Distance Learning Institution. You have taken the decision to study through the “People’s College”, therefore a whole array of new opportunities have opened for you. Our unique programme offering includes an assortment of programmes that caters for your needs in secondary education, tertiary career and technical vocational education and training.

We remain committed to your personal and professional development and reassure you of our uncompromising support and guidance in reaching your education and career goals. To achieve this, we continuously venture into new programme offerings, review current

*NAMCOL has provided this platform to many such people who are now living their dreams.*
and older programmes to increase pathways for you. The Diploma in Open School Operation and Management is on offer, fully online, for the first time since 2019. With the collaboration of the Commonwealth of Learning, we opened international avenues and joined this arena for International Students across the globe.

Through the student portal that enables ease of access to personal details, assignments and examination results, proof of registration and lecture notes, we offer eLearning technologies for ease of communication. Many people dream of a career without compromising education—in fact, this equalizer enables them to reach beyond their dreams with successes and achievements. NAMCOL has provided this platform to many such people who are now living their dreams.

It is our hope that you will enjoy every moment of your studies, since it is the key to a better future. As you browse through the Prospectus, it is our hope that you will consider the opportunities we have on offer that could be in your area of interest.

We wish you the best of luck with your studies for 2019.

Heroldt V. Murangi (PhD)
Director
Introduction

The Namibian College of Open Learning (NAMCOL) is a semi-autonomous, educational institution created by an Act of Parliament (Act 1 of 1997) and falls under the jurisdiction of the Ministry of Education, Arts and Culture. NAMCOL offers programmes for adults and out-of-school youth to further their education.

In its 21 years of existence, NAMCOL has grown exponentially to become the largest educational institution in Namibia in terms of the number of registered learners. NAMCOL has established its credibility both nationally and internationally.

Today, NAMCOL is highly regarded in the international arena owing to the development and introduction of e-learning, video lessons and the quality of its study materials. As a result, NAMCOL has received two international awards from the Commonwealth of Open Learning (COL) on Excellence in Distance Education Materials and web-based lessons, respectively. In 2016 NAMCOL won the World Summit Award in the Learning and Science category. This remarkable achievement was reached through the interactive Notesmaster platform.

NAMCOL plays an integral role in the development of the country’s human resources and continues to help the nation achieve the National Development Goals and Vision 2030. The College is committed to providing quality services to all its customers. NAMCOL has a well-trained staff and makes use of modern technology to develop multi-media contents for its learners.

The institution is a proud member of the Namibian Open Learning Network Trust (NOLNet), the Distance Education Association of Southern Africa (DEASA and the Commonwealth Open Schooling Association (CAMOSA) ), which aims to promote the use of distance education as an alternative to conventional education, not only in Namibia, but also in the SADC region.

The programmes on offer are in three categories namely: secondary, tertiary and technical, vocational, and have drawn national and international recognition.

In 2013, NAMCOL introduced TVET programmes. The tertiary and technical, vocational programmes are accredited by the Namibia Qualifications Authority (NQA) and the Namibia
Training Authority (NTA), and aim to address the diverse training needs of the Namibian people. The secondary education study materials conform to the curricula of the Namibian Junior and Senior Secondary Certificates.

NAMCOL’s head office is situated in Windhoek at the Jetu Jama Campus. It has four regional offices at Ongwediva, Otjiwarongo, Rundu and in Windhoek, and five sub-regional offices-at Gobabis, Katima Mulilo, Walvis Bay, Eenhana, Keetmanshoop and Opuwo.

PLEASE NOTE

The current curriculum for Grades 10 and 12 will be offered for the last time in 2019. As from 2021, the College will implement the new curriculum under the Ministry of Education, Arts and Culture.

This prospectus can be obtained free of charge from our Head Office, Regional Offices and Sub-Regional Offices and at the enrolment centres during enrolment.
Introduction NAMCOL?

NAMCOL is one of the well-established open and distance learning institutions in Namibia. NAMCOL has over the past twenty one years grown exponentially in enrolment, resources and the offering of programmes. Since its mandate caters for the diverse needs of the population, the first tertiary programmes were introduced in 2001.

Today, NAMCOL offers a range of these programmes in various fields such as community development, business management, entrepreneurship, local government, early childhood development, youth work and community-based work with children and youth, additional to its secondary education programme. NAMCOL continues to make its programmes accessible for its customers and places a high priority on quality.

Here are some of the reasons why open and distance learning is important and why Namibian people need access to it:

- Limited places in formal secondary schools
- Age restrictions in formal schools
- Long distances to and from schools
- Limited space in hostels of formal secondary schools for those who live in remote areas
- To Provide an opportunity for learners who could not complete their formal schooling
- To Give adults and out-of-school youth an opportunity to improve their qualifications to enter tertiary education or get better employment
- To Give people the opportunity to learn while they earn
- To Rectify the imbalances of the past education system.
Programmes & Subjects

NAMCOL’s programmes are open to all Namibian residents regardless of age, gender, race, colour, creed or nationality.

Secondary Education
Objectives and target groups

The Secondary Education Programme is intended for learners who would like to obtain certification for Grade 10 (JSC) or Grade 12 (NSSC). It is open to both out-of-school youth and adults. The objective is to allow these target groups to study at their own pace and convenience in order to complete their JSC and NSSC certificates.

NOTE:

NAMCOL offers the Ordinary Level of the Namibia Senior Secondary Certificate (NSSCO). Subjects on Higher Level are offered at selected centres only.

VERY IMPORTANT

Please note that the current curriculum for grades 10&12 will be for the last time of offer in 2019. As from 2020, the college will implement the new curriculum, Under the Ministry of Education, Arts and Culture.
Choice of Subjects /Grade 10

(Junior Secondary Certificate)
The following is the list of subjects on offer, with the respective examination subject codes:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>1500</td>
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<tr>
<td>Afrikaans 2nd Language</td>
<td>1130</td>
</tr>
<tr>
<td>Agriculture</td>
<td>1600</td>
</tr>
<tr>
<td>English 2nd Language</td>
<td>1131</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>1505</td>
</tr>
<tr>
<td>Geography</td>
<td>1300</td>
</tr>
<tr>
<td>History</td>
<td>1301</td>
</tr>
<tr>
<td>Life Science</td>
<td>1220</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1200</td>
</tr>
<tr>
<td>Oshikwanyama 1st Language</td>
<td>1104</td>
</tr>
<tr>
<td>Oshindonga 1st Language</td>
<td>1105</td>
</tr>
<tr>
<td>Otjiherero 1st Language</td>
<td>1106</td>
</tr>
<tr>
<td>Physical Science</td>
<td>1210</td>
</tr>
<tr>
<td>Rukwangali 1st Language</td>
<td>1108</td>
</tr>
<tr>
<td>Silozi 1st Language</td>
<td>1110</td>
</tr>
<tr>
<td>Khoekhoegowab 1st Language</td>
<td>1103</td>
</tr>
</tbody>
</table>
Choice of Subjects /Grade 12

(Namibia Senior Secondary Certificate)

The following is the list of subjects on offer, with the respective examination subject codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject (NSSCO)</th>
<th>Code</th>
<th>Subject (NSSCH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4345</td>
<td>Accounting</td>
<td>8335</td>
<td>Accounting</td>
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<td>4115</td>
<td>Afrikaans 2nd Language</td>
<td>8321</td>
<td>Biology</td>
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<td>4321</td>
<td>Agriculture</td>
<td>8336</td>
<td>Business Studies</td>
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<tr>
<td>4322</td>
<td>Biology</td>
<td>8337</td>
<td>Economics</td>
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<td>4331</td>
<td>Development Studies</td>
<td>8330</td>
<td>Geography</td>
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<td>4347</td>
<td>Economics</td>
<td>8331</td>
<td>History</td>
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<td>4116</td>
<td>English 2nd Language</td>
<td>8323</td>
<td>Mathematics</td>
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<tr>
<td>4332</td>
<td>Geography</td>
<td>8304</td>
<td>Oshikwanyama 1st Language</td>
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<tr>
<td>4333</td>
<td>History</td>
<td>8305</td>
<td>Oshindonga 1st Language</td>
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<td>4324</td>
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<td>Physical Science</td>
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<td>English 2nd Language</td>
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<td>Otjiherero 1st Language</td>
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<td>4108</td>
<td>Rukwanguali1st Language</td>
<td>4111</td>
<td>Silozi 1st Language</td>
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<tr>
<td>4104</td>
<td>Khoekhoegowab 1st Language</td>
<td>4346</td>
<td>Business Studies</td>
</tr>
</tbody>
</table>

The following is the list of subjects on offer, with the respective examination subject codes:
The College offers the following subjects on higher level at the following centres:

**NORTHERN REGION:**
- Eenhana (Oshikwanyama & English)
- Ongha (Oshikwanyama)
- Eengedjo (Oshikwanyama)
- Gabriel Taapopi (Oshindonga & Oshikwanyama)
- Lipumbu (English, Oshindonga & Oshikwanyama)
- Haudano (Oshikwanyama)
- David Sheehama (English & Oshindonga)
- Shaanika Nashilongo (Oshindonga)
- Andima TyT (Oshindonga)

**ONGWEDIVA REGIONAL OFFICE:**
- PETE programmes only offer: Biology, English, Mathematics, Physical Science

**CENTRAL REGIONAL OFFICE:**
- PETE programme only offers: Biology, Physical Science & English

**NORTH-EASTERN REGIONAL OFFICE:**
- PETE programme only offers: Rukwangali, Physical Science and English

**SOUTHERN REGIONAL OFFICE:**
- PETE programme only offers: Accounting, Business Studies, Economics, Physical Science, Biology, English, Geography, History & Mathematics
- **PLEASE NOTE THAT THESE SUBJECTS ARE ONLY OFFERED AS PART OF THE PETE PROGRAMME**

**What are the requirements?**

Only learners who have done these subjects on higher level before, qualify to enroll. If the subject was done on ordinary level, a D symbol and above is required.
Pre-Entry to Tertiary Education (PETE)

This is a special programme, necessitated by the trend that current science and technology related programmes at institutions of higher learning indicate low admission. This is in relation to gender and the least advantaged groups. The PETE programme was thus introduced to address the mismatch and bridge the gap between exit skills at secondary level and the required entry skills at higher education level.

OBJECTIVES OF THIS PROGRAMME
This programme aims to give learners the opportunity to rewrite specific NSSC(O/H) subjects and improve their competencies to levels which will enable them to gain admission into tertiary institutions, and be able to cope with curricula demands at tertiary level.

ADMISSION REQUIREMENTS
Candidates are required to submit their applications at NAMCOL’s regional and sub-regional offices. The selection process will involve preliminary screening of applications and the administration of aptitude tests.

Candidates who wish to apply for this programme must have:
• at least an E symbol in the four target subjects;
• should be prepared to write an aptitude test.

APPLICATION PROCEDURES
Prospective candidates can collect an application form at NAMCOL’s regional and sub-regional offices. The current non-refundable application fee is N$ 50-00 but is subject to change in 2019.

DOCUMENTS REQUIRED
Please submit the following documents with your application:
• Proof of identity (Namibian ID card, or passport, or birth certificate) please submit original documents. (certified copies of documents are acceptable).
• Original Grade 12 certificate for the most recent examination you sat (certified copies of documents are acceptable).
Pre-Entry to Tertiary Education (PETE)

APPLICATION PERIOD
Applications open 14 January until 05 February 2019.

PROGRAMME DELIVERY
Prospective candidates should note that face-to-face sessions will be offered at the following venues:
- NAMCOL Head Office (Jetu Jama Centre, Katutura)
- NAMCOL Northern Regional Office (Ongwediva)
- NAMCOL North-Eastern Regional Office (Rundu)
- NAMCOL Central Regional Office (Otjiwarongo)

COURSE OFFERINGS
The following courses will be offered as part of this programme:

JETU JAMA/ WINDHOEK:
Science Field:
- English 2nd Language (O/H)
- Biology (O/H)
- Physical Science (O/H)
- Mathematics (O/H)
- Geography (O/H)
- History (O/H)

Commercial Field:
- English 2nd Language (O/H)
- Economics (O/H)
- Accounting (O/H)
- Business Studies (O/H)

OTJIWARONGO:
Science Field:
- English 2nd Language (O/H)
- Mathematics (O/H)
- Biology (O/H)
- Physical Science (O/H)

Commercial Field:
- English 2nd Language (O/H)
- Economics (O/H)
- Accounting (O/H)
- Business Studies (O/H)

ONGWEDIVA:
Science Field:
- English 2nd Language (O/H)
- Mathematics (O/H)
- Biology (O/H)
- Physical Science (O/H)

Commercial Field:
- English 2nd Language (O/H)
- Economics (O/H)
- Accounting (O/H)
- Business Studies (O/H)

RUNDU:
Science Field:
- English 2nd Language (O/H)
- Mathematics (O/H)
- Biology (O/H)
- Physical Science (O/H)
- Rukwangali 1st Language (O/H)

Commercial Field:
- Accounting (O/H)
- Economics (O/H)
- Business Studies (O/H)
## Important Dates

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
<th>ACTIVITY</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>NAMCOL enrolment period</td>
<td>14 Jan - 5 Feb</td>
<td>Block Tuition Term 1</td>
<td>15 Apr - 3 May</td>
</tr>
<tr>
<td>JSC &amp; NSSC Exam registration start</td>
<td>Feb - April</td>
<td>Mid-term break (NAMCOL STAFF)</td>
<td>29 April - 3 May</td>
</tr>
<tr>
<td>Beginning of contact sessions (FIRST TERM)</td>
<td>11 Feb</td>
<td>Block Tuition Term 2</td>
<td>12 - 23 August</td>
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<tr>
<td></td>
<td></td>
<td>Contact centres close (FIRST TERM)</td>
<td>12 April</td>
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<tr>
<td>Last date of receiving study materials</td>
<td></td>
<td>Checking for preliminary entries for Oct/Nov exams</td>
<td></td>
</tr>
<tr>
<td>• Assignment 1 due</td>
<td>09 April</td>
<td>Contact centres commence (SECOND TERM)</td>
<td>13 May</td>
</tr>
<tr>
<td>• Assignment 2 due</td>
<td>29 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assignment 3 due (Entrepreneurship Grade 10 only)</td>
<td>19 June</td>
<td>Mock exams (ALL REGIONS)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Contact Centres close (SECOND TERM)</td>
<td>9 August</td>
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<tr>
<td>Deadline for submission of assignment in 2019 for CEC</td>
<td></td>
<td>Mid-term break (NAMCOL STAFF)</td>
<td>26 - 30 August</td>
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<tr>
<td>• Assignment 1</td>
<td>09 April</td>
<td>Second Vacation workshop</td>
<td>26 - 30 August</td>
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<tr>
<td>• Assignment 2</td>
<td>29 May</td>
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<tr>
<td>• Assignment 3</td>
<td>19 June</td>
<td>Third Term commences</td>
<td>25 September</td>
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<td>Collecting of admission permits for Oct/Nov exams as from</td>
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<tr>
<td>Last date for transfers from one exam centre to another</td>
<td></td>
<td>Oral assessment for October/November exams</td>
<td>September</td>
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<td></td>
<td>22 July</td>
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<tr>
<td>Pre-Entrepreneurship</td>
<td></td>
<td>Agriculture Practical</td>
<td></td>
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<tr>
<td>• Generate Business Ideas</td>
<td></td>
<td>Prac 1 &amp; 2</td>
<td>4 - 8 June</td>
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<tr>
<td>• Conduct Market Research</td>
<td></td>
<td>Prac 3 &amp; 4</td>
<td>11 - 14 June</td>
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<tr>
<td>• Draw up a business plan</td>
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<td>Prac 5</td>
<td>18 - 21 June</td>
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<tr>
<td>• Entrepreneurship day</td>
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<tr>
<td>• Entrepreneurship day (Oral)</td>
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<tr>
<td>• Oral report in classroom</td>
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<tr>
<td>Mid-term break (ALL LEARNERS)</td>
<td>15 Apr - 10 May</td>
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</table>
Admission

Requirements and procedures

For entry into the secondary education programme, proof must be provided that the learner has passed subjects at a lower grade or standard.

According to the National Examinations, Assessment and Certification Board (NEACB) committee guidelines, JSC (Grade 10) first-time takers are not allowed to take more than three subjects with NAMCOL. Re-sit learners are, however, allowed to enrol with NAMCOL for up to six Grade 10 subjects. Similarly, NSSCO (Grade 12) first-time takers are not allowed to enrol with NAMCOL for more than three subjects. Re-sit NSSCO learners are permitted to enrol for more than three NSSCO subjects per year.

Since NAMCOL’s courses and the national examinations are heavily subsidised by the government, it is our policy NOT to enrol learners who do not meet the requirements of the NEACB and such learners are thus not allowed to sit for the examination.

NOTE:

ENROLMENT PERIOD
14 JANUARY - 5 FEBRUARY
NO LATE ENROLMENTS WILL BE CONSIDERED.

ENROLMENT

The following documents are needed for enrolment:

• Proof of identity (Namibian ID card OR passport, birth certificate),
• ORIGINAL certificate of your highest educational qualification or ORIGINAL statement of results for the most recent examination you sat (certified copies of the above documents are acceptable),
• Payment in full of subject fees (in cash or bank deposit with proof of payment),
• Study permit for all foreign nationals*,
• One passport-size photo,
• Statement of Entry for learners previously enrolled with NAMCOL.

You can enrol at any of the enrolment points provided in the list on pages 40-43. You have to present the above mentioned documents for enrolment. Enrolment Officers will be present to assist you with the process.

Upon enrolment, you will be given a set of study materials, a copy of the receipt of payment and a NAMCOL Learner card as proof that you have enrolled with NAMCOL. After the enrolment period, you will receive a Statement of Entry indicating your enrolment particulars and all the subjects you have enrolled for during the
current academic year. Please keep all these documents in a safe place. Your NAMCOL ID and proof of payment will be required when you register for the examinations or when you collect outstanding study material.

FOREIGN NATIONALS

All Foreign nationals are required to have a study permit to study in Namibia. In order to study at NAMCOL, foreign nationals are expected to comply with the following:

• Apply six months in advance,
• Complete and application form for admission to the College,
• Receive a letter of intent if the approval is granted,
• Use the letter of intent to apply to the Ministry of Home Affairs for a study permit,
• Passport valid for at least a year,
• Identity Document,
• Visa,
• Police Clearance,
• Highest Qualification certified by the National Qualification Authority (NQA),
• Medical Clearance Report.

NOTE:

The NAMCOL Statement of Entry must be presented along with your proof of payment and Learner ID when you register for examinations with the Directorate of National Examinations and Assessment (DNEA).

NOTE:

No foreign national will be enrolled with the College if any of the documents listed is not submitted.

FEES FOR LOST DOCUMENTATION:

• Proof of Registration - N$ 50.00
• Statement of Results (Progress Report) - N$100.00
• Academic Record - N$150.00
• Semester Results - N$80.00
• Receipts - N$50.00
• Certificate - N$400.00
After the first enrolment, if a learner wishes to change any of the details on his/her enrolment form (name, address, telephone numbers or subjects), the learner must go back to the enrolment point. The enrolment officer or another NAMCOL official will fill in a change of details form for the learner.

Such a learner must present proof of payment and the Learner Card at the time of completing the change of details form. The learner will have to pay and get a new receipt if a new subject is added. In case a learner registered for a subject and wishes to replace it with another one, a material return voucher should be issued to indicate the cancelled and replacing subject (No receipt should be issued and no money handling should be allowed in this case).

**CANCELLATION**

Cancellation in this context means that a learner cancels a subject and requests for a refund. Learners should therefore make sure about the subjects choices before they enrol. Any cancellation of a subject will result in a deduction of 20% from the subject fee refund. A material return voucher should be issued to indicate the cancelled and the replacing subject(s). No receipt should be issued and no additional payments should be made. Note, this only applies to subjects within the same programme (JSC or NSCCO). A refund for cancelled or changed subjects will be processed through NAMCOL’s Head Office in Windhoek. A waiting period of four months after the enrolment period is needed to process refunds.

**Fees 2019**

The following fees must be paid in FULL at enrolment:

- Non-refundable registration fee per learner
  
  N$95.00

- Each Grade 10 (JSC) subject
  
  N$180.00

- Each Grade 12 (NSSCO) subject
  
  N$300.00
Change of details

You may add more subjects (if eligible as per NEACB regulations) as long as you pay the additional fees before the enrolment deadline.

PLEASE NOTE
The fee paid for enrolment with NAMCOL does not cover the cost of examination registration. For details of examination registration and fees, please see the DNEA booklet on examinations, obtainable from DNEA and NAMCOL centres.

Deadline for enrolment and payment of tuition fees is 05 February 2019.

NOTE:
ENROLMENT PERIOD
14 JANUARY - 5 FEBRUARY 2019

NOTE:
Tuesday, 05 February 2019 is the final cut-off date for any cancellation and change of subjects.
Support Services

NAMCOL offers the following basic package of services to all learners who enrol for JSC and NSSCO subjects:

- An orientation workshop
- A full set of NAMCOL study guides and/or textbooks for each subject
- Three hours of face-to-face tuition per week in each subject for JSC
- Three hours of face-to-face tuition per week in each subject for NSSCO
- Two Block Tuition workshops every year (for non-contact learners)
- Two assignments with the exception of CEC and Entrepreneurship that have three assignments.
- Mock Examinations from July to August
- Self-supervised study halls (where available).

These programmes are developed with financial support from the Ministry of Education, Arts and Culture and are screened on NBC channel 4 of the NBC and aired on national, local and community radio stations during the academic year. Schedules are made available to learners and members of the public prior to the commencement of broadcasts.

ORIENTATION WORKSHOP
An orientation workshop is conducted at the beginning of each term to familiarise learners with operational procedures and the academic programme for the term and year.

STUDY MATERIALS
Study materials for different subjects are presented in books referred to as study guides and modules. These materials have special features to ensure that they are easy to read and understand.

eLEARNING
Besides the above, learners have access to eLearning through the Notesmaster platform (www.notesmaster.com) and educational radio and television programmes on various radio and television stations.

The study guides contain the basic instructions for the course. All study guides or textbooks for each subject are given out at enrolment.
Support Services

Tuition: NAMCOL has more than 100 tuition centres across the country. Tuition is provided to learners throughout the academic year in weekly face-to-face tutorial sessions. These sessions are conducted from February - September.

BLOCK TUITION
This mode of delivery is offered during school holidays to replace face-to-face tuition. Sessions are scheduled three times per year as indicated on the timetable on page 45.
Support Services

STUDY HALLS/VENUES:

Study halls or venues are organised where learners can study on their own at the centres. Learner Representative Councils and Heads of Centres coordinate the organisation of these study halls. Learners may use these study halls to do their homework and assignments as well as prepare for the next contact session.

RADIO TALKS:

Radio talks are organised for English, Oshikwanyama, Oshindonga, Otjiherero, Silozi, Rukavango, Nama/Damara and Afrikaans language lessons during the identified weeks (referred to as language weeks) through NBC radio, during selected periods.

RADIO/TELEVISION LESSONS:

This initiative is aimed at adding value and additional support to the print-based materials provided to learners in both Grade 10 and Grade 12. NAMCOL manages the implementation of this project on behalf of the Ministry of Education, Ministry of Higher Education, Training and Innovation (MHETI) and other partners.

RESOURCE CENTRES/NOLNET CENTRES:

For additional reading materials, learners can also make use of the NOLNet centres. NOLNet stands for the Namibian Open Learning Network Trust, a charitable trust which aims to promote open and distance learning in Namibia through sharing resources and expertise.

All government-funded ODL institutions in Namibia are part of NOLNet: NAMCOL, the National Institute for Educational Development (NIED), University of Science and Technology (NUST), the University of Namibia (UNAM) and the Ministry of Education, Arts and Culture.
Support Services

NAMCOL learners can make use of any of these resource centres at the mentioned Institutions.

Registered learners pay a minimum charge for the use of facilities such as the internet, fax machines and the printing and copying of documents. For NOLNet centres, refer to the Map on Page 114.

EXAMINATION BOOKLETS:

Compilations of past national examination papers with answers and extended explanations are additional resources to assist learners in their examination preparation. Examination booklets for higher level are also available in some subjects. These are available at the NAMCOL bookshops.
**myNAMCOL Online Applications Guidelines**

**STEP 1. PRE-APPLICATION**
What do you need before applying Online?
- Certified scanned copies of Academic certificates
- Certified scanned copies of ID card or Passport
- Employer certificate (testimonial)

**STEP 2.**
To apply for a programm log on to www.namcol.edu.na. Once the home page of Namcol opens, click on “myNAMCOL” to access the portal.

**STEP 3.**
Click on New application to start with the application process.

**STEP 4.**
Complete the Biographical Information. All the fields with * must be completed. Verify the accuracy of the information before you save. Click on save button, after which you will be issued with a reference/student number.

**STEP 5. CREATION OF PIN**
- Please take note of your reference number. This number will be your student number.
- Enter the 5 numeric digit PIN of your choice (Do not start with 0 and do not repeat a number) and click on CREATE PIN.

**STEP 6. APPLICATION RULES**
Click on Application menu. Open “view application rules” and read the rules, accept the rules by clicking on “I accept”.

**STEP 7.**
Under Academic application Click on to select name of your previous school. Fill in the period of attendance. Click on the save button to save your information. Click next to continue.

**STEP 8.**
Click on “arrow” to select the subjects done (maximum 6) and enter the grades as they appear on your certificates.

**STEP 9.**
Click on “Certificate seen” and then on “Load/View documents” to upload your scanned certificates, ID, and work experience certificate. Click on “save” button and click next to continue.

**STEP 10. CHOICE OF PROGRAMME**
- Select academic year, enter the qualification name and click on “search button” to select your programme of study.
- Fill in the required information and click on “save and continue” once completed the process.
- Click on “Accept application” and click on “next” to continue.
- Click on “Notify institution and view errors” to view the error.

**STEP 11. PAYMENT OF APPLICATION FEE**
The application fee is non-refundable and the payment is due before the submission of the online application. Make the required payment for the application to the NAMCOL bank account.
- E-mail your proof of payment to tjazuko@namcol.edu.na or makari@namcol.edu.na
- The financial block will be removed within 3 working days after you have submitted your proof of payment.
- Deposit the application fee into this bank account:
  - **Account holder:** NAMCOL
  - **Bank:** Bank Windhoek
  - **Branch name:** Katutura
  - **Branch Code:** 482972
  - **Bank Account number:** 1141143101

**STEP 12. SUBMISSION OF THE ONLINE APPLICATION**
- Log in again after 3 working days to continue with the application.
- Click on “submit application” to continue with the application after the payment.
- Click OK to continue with the application.
- Click on “Accept application” to continue with application.
- Your application have been successfully submitted.
- Click on process status to view the process status, then;
  - Log on again using your PIN and click on “Student Enquiry” then “Academic Admission status” to view your application status 10 weeks after the closing of the application period.

**NB:** Use your student number (issued by the system) as the reference number on the bank deposit slip.
Assessment

ASSIGMENTS
Assignments are used to help learners to master the subject contents and make a success of their studies. Learners are urged to do their best when doing assignments.

Every year new assignments are prepared and learners receive these along with the study guides upon enrolment. Learners can only submit assignments for the current academic year. Assignments must be completed for every subject the learner enrolled for.

Learners must submit their assignments to tutors of that specific subject at the centre. Learners are encouraged to discuss the assignments with other learners or to ask for help from other people such as teachers. However, learners must remember that the assignment must be their own work. If an irregularity of any kind is noted, the assignment will be returned to the learner unmarked. Tutors at the centres will mark the assignments, and will provide feedback on the marked assignments immediately after the marking process.

JSC
Assignments are an important component of continuous assessment. The marks awarded for assignments will count towards the continuous assessment marks.

The final mark for each subject is the total of the continuous assessment mark PLUS the examination mark.

All NSSCO learners must complete and hand in two assignments for marking. By doing so, they will receive valuable guidelines that will help them to be more successful in their studies. For languages, NAMCOL learners are required to do oral work, which will be assessed by trained officials at examination centres in each NAMCOL region. Learners are allowed to use their previous oral marks, providing that such marks are not older than 12 months. Prior arrangement must be made with NAMCOL and DNEA. Learners registered for Agriculture must do practical work under the supervision of qualified teachers.

The dates for the oral assessments are indicated in the DNEA examination booklet. Further information on times and venues can be obtained from the respective NAMCOL regional offices.

All practicals will take place during the following weeks:

Practicals 1 & 2: 4-8 June 2019
Practicals 3 & 4: 11-14 June 2019
Practicals 5: 18-21 June 2019
Assignment Dates:

DEADLINES FOR SUBMISSION OF ASSIGNMENTS IN 2019 FOR SECONDARY EDUCATION:

Assignment 1:
09 April 2019

Assignment 2:
29 May 2019

Assignment 3:
Entrepreneurship (Grade 10 only)
19 June 2019

ASSIGNMENTS submitted after the deadlines will not be accepted by the tutors for marking.

IMPORTANT
Submit your assignments to the relevant tutor/assignment coordinator at the centre where you enrolled.

CONTINUOUS ASSESSMENT:
This forms part of the studies and is important because it enables learners to assess their academic progress throughout the year.

Assignments should NOT be mailed to NAMCOL Head Office, Regional Office or any NAMCOL centre. Assignments mailed will not be marked. Assignments without original NAMCOL covers, full names, date of birth, addresses and learner numbers will not be accepted. Learners must make sure that full names, date of birth, addresses and learner numbers are written clearly in the spaces provided on the original assignment covers.

NB: MARKED ASSIGNMENTS WILL BE RETURNED TO THE CENTRES WITH A MEMORANDUM WHICH GIVES SUGGESTED ANSWERS TO QUESTIONS FOR AN ASSIGNMENT.

DEADLINES FOR SUBMISSION OF ASSIGNMENTS IN 2019 FOR CERTIFICATE IN ENGLISH COMMUNICATION:

Assignment 1:
09 April 2019

Assignment 2:
29 May 2019

Assignment 3:
19 June 2019
Assessment

LEARNERS NEED TO TAKE NOTE OF THE FOLLOWING IMPORTANT CHANGES IN ASSESSMENT:

MOCK EXAMINATION
The MOCK EXAMINATION that takes place in the second semester will replace Assignment 3. The marks accumulated for Assignments 1 & 2 plus the Mock Examination marks will constitute the Continuous Assessment Mark. Therefore Assignment 3 is only for Entrepreneurship Grade 10 learners and CEC learners.

NATIONAL EXAMINATIONS
The JSC and NSSCO examinations take place in October/November every year. The National Examinations, Assessment and Certification Board of Namibia (NEACBN) laid down requirements for national examination registration in order for learners to sit for the JSC and NSSCO examinations.

Such requirements change from time to time, hence learners are advised to consult the DNEA booklet on examinations. More information can be obtained from the heads of the local examination centres or the Examinations Officers at the regional offices of the Ministry of Education, Arts and Culture.

National examinations are the responsibility of DNEA and not of NAMCOL. (Refer to the DNEA booklet on examination information.) Some of the important points are reproduced here: Examination registration for Grade 10 (JSC) and Grade 12 (NSSCO) usually takes place between February and the 1st week in April each year.

Learners must register and pay for the examination at their nearest examination centres. After paying the fees, learners should complete the examination registration form and hand it in to the head of the examination centre.

Learners should take their identity documents (ID card, passport, birth certificate or certified copies of any of these) for registration. Learners must also take the NAMCOL payment receipts or proof of registration. This is to confirm that they are enrolled with NAMCOL.

It is vital that learners fill in the form completely and accurately. They are responsible for the correctness of their personal and subject entry details. When registering for each subject, it is important that learners use the correct subject codes or option codes in the spaces provided on the form.

From the middle of June onwards, the preliminary registration list will be available at each examination centre. Learners must go to the centres before the end of June to check whether their personal information is correct. This is the last chance for them to rectify any errors, e.g. wrong birth dates, wrong subjects and so forth.
Assessment

EXAMINATION PERMITS

Learners must collect their examination admission permits at the examination centre where they registered for examinations, usually at the beginning of September.

PLEASE NOTE

1. Learners who enrolled for JSC English, Afrikaans or any other Namibian Home Language, including Grade 12 Higher Level literature, must sit for the fourth examination paper on literature. Please contact the head of the examination centre to find out when to sit for this paper.

2. NSSC Agriculture consists of 3 compulsory examination papers:
   - Paper 1: Multiple-choice questions
   - Paper 2: Structured questions
   - Paper 3: Practical assessment:

   It is very important for learners to know that the practical assessment (Paper 3) should be done through face-to-face sessions conducted throughout the year. Each learner is required to carry out practical exercises of which 5 should be assessed by a tutor at the centre where you have registered as part of Paper 3. Learners who fail to carry out these exercises will get an incomplete result even if they sit for the national examinations.

3. All NSSC language first-time takers are required to do the oral assessment early in September. Re-sit candidates may transfer their oral assessment marks from the previous year (2018). However learners must notify NAMCOL and DNEA of the intention prior to assessment.

4. Learners must sit for all examination papers, otherwise they will obtain an incomplete result. (Please consult the DNEA booklet for further information in this regard).
CENTRE SUPPORT COMMITTEES

Centre Management Committee: To increase community participation and involvement in NAMCOL activities, the institution has made provision for the establishment of Centre Management Committees. These committees, consisting of community leaders, parents, head of centres, tutors and learners assist in the running of the tuition centre. Some of the other key functions of these committees are:

Learner Representative Councils:

Every tuition centre must have a Learner Representative Council (LRC), which gives the learners an opportunity to get involved in the running of their centre and in NAMCOL activities. The NAMCOL Act makes provision for the establishment of a National Learners’ Representative Council to be recognised by the NAMCOL Board of Directors. Establishing LRCs at all the centres is the first step towards this goal.

An LRC consists of at least seven members nominated by the learners at the centre. The election is made by secret ballot. Any registered learner at the centre is eligible for election of the LRC. All learners enrolled at the centre are entitled to vote.
The LRCs play an important role in:

- assisting the staff and Centre Management Committee in monitoring the activities of the centre with regard to attendance and punctuality of learners and tutors, execution of assigned tasks, discipline and fundraising projects
- reporting learners’ grievances, complaints of irregularities and suggestions to the head of centre and the Centre Management Committee
- assisting in the organisation of study halls or venues for learners and supervising classes in the absence of tutors
- assisting in organising social, cultural, sporting or other extra-curricular activities at the centre.

NAMCOL realised the importance of Information and Communication Technologies as part of its secondary education offering. With this in mind the College opened computer centres at Katima Mulilo, Rundu, Otjiwarongo, Gobabis, Ondangwa, Ongwediva, Outapi, Eenhana, Keetmanshoop, Walvis Bay, Opuwo and in Windheek.

Computer classes are offered to members of the public and NAMCOL learners.

- Screening and recruitment of tutors
- Promoting a good relationship between the community and the centre
- Organising social, cultural, sporting and other extra-curricular activities at the centre
- Administration of the centre’s budget
- Organising self-help study groups for learners
- Fundraising for the centres.
Enrolment Points

NORTHERN REGION

OSHIKOTO REGION

- Elambo CS
- Hans Daniel Namuhuja JS
- Nehale CS
- Omukwiyugwemanya JSS
- Omuthiya lipundi CS
- Onguti SS
- Onankali South CS
- Uukule SSS
- Uukumwe CS
- Nangolo SS
- Andimba Toivo ya Toivo SSS

OHANGWENA REGION

- Eenhana SS
- Eembaxu CS
- Eengedo SS
- Edundja CS
- Ekangolinene CS
- Okatope CS
- Ondobe CS
- Onga SS
- Oshela SSS
- Oshikunde SS
- Ponhoff SSS
- Uukelo CS
- lindangungu CS

OMUSATI REGION

- David Sheehama
- Mwaala
- Haudano
- Onesi
- Dr. Kleopas Dumeni
- Ombuumbu
- Ashipala
- Nangombe
- Onampira
- Shaanika
- Nuuyoma
- ST.Charles Lwanga
- Putuavanga
- Pendukeni Ivula Ithana
- I.K. Tjimuhiva
- Okanguati

OSHANA REGION

- Ondjora
- Evululuko SS
- Gabriel Taapopi SSS
- lipumbu SSS
- Okango CS
- Okatana CS
- Onamutai SS
- Ongwediva Control
- Oshakati SSS
- Kapembe JSS
- Shituwa SS
- Ongengha
- NAMCOL Regional Office
  (PETE and CEC Programmes only)

Contact: Mr P A Pea
Marula Street,
P.O.Box 80002
Telephone: (065) 233 780
Fax: (065) 233 793
pea@namcol.edu.na

Enrolment Points

OSHIKOTO REGION

- Elambo Village
- Oniipa town
- Oshiyena
- Oshigambo
- Omuthiya lipundi
- Okankolo Village
- Onankali Village
- Onyaanya
- Oshivelo Township
- Ondangwa
- Onkango

OHANGWENA REGION

- Eenhana
- Eembaxu Village
- Omungwelume
- Edundja Village
- Odimbua
- Okatope Village
- Ondobe Village
- Ongha Settlement
- Okongo
- Oshikunde Village
- Ongwediva town
- Ohaubeko Village
- lindangungu Village

OMUSATI REGION

- Outapi
- Tsandi
- Okalongo
- Onesi
- Onawa
- Ruacana
- Elim
- Okahao
- Onampira Village
- Okahao
- Otshikuku
- Omulukila
- Opuwo
- Onamhindi Village
- Omakange
- Okanguati Settlement

OSHANA REGION

- Omege
- Oshakati
- Ongwediva
- Oshakati
- Ohakweenyanga
- Okatana
- Onamutai
- Ongwediva
- Oshakati
- Ohake
- Endola
- Ongengha
- Ongwediva
Enrolment Points

NORTH-EASTERN REGION

KAVANGO WEST REGION

- Katji-na-katji SS Nkurenkuru
- Kandjimi Murangi SS Nkurenkuru
- Mupini CS Nkurenkuru
- Himarwa Ithete SS Nkurenkuru

KAVANGO EAST REGION

- Divundu CS Divundu
- Dr Romanus Kampungu SS Rundu
- Noordgrens SS Rundu
- Kehemu PS Rundu
- Sauyemwa CS Rundu
- Shambyu CS Rundu
- Romanus Kamunoko SS Rundu
- Rundu SS Rundu
- Elia Neromba SS Rundu
- Rucara CS Rundu
- NAMCOL Regional Office (PETE only) Rundu

ZAMBEZI REGION

- Ngweze PS Katima Mulilo
- Caprivi SS Katima Mulilo
- Ngweze SS Katima Mulilo
- Greenwell Matongo PS Katima Mulilo
- Brendan Simbwaye PS Katima Mulilo
- Mafwila SS Katima Mulilo
- Seshke SS Katima Mulilo
- Sikosenyana SS Katima Mulilo

Contact:
Independence Avenue
Private Bag 2123
Telephone: (066) 255 545/7, Fax: (066) 255 386
### KHOMAS REGION

#### JETU JAMA

- Hage Geingob, Windhoek
- C.J Brandt, Windhoek
- Highline, Windhoek
- Dr. Frans Indongo, Windhoek
- Olof Palme, Windhoek
- A. Shipena SS, Windhoek
- Augustineum SS, Windhoek
- Jan Jonker SSS, Windhoek
- Concordia college, Windhoek
- Khomas High School, Windhoek
- Ella Du Plessis, Windhoek
- Acacia HS, Windhoek
- Goreangab JSS/ ST Barnabas, Windhoek
- Jetu Jama, Windhoek
- Groot Aub JSS, Groot Aub

#### OTJOZONDJUAPA

- Okahandja SS, Okahandja
- Okandjatu, Okandjatu

### KARAS REGION

- Lüderitz JS, Lüderitz
- Karasburg Learning Village, Karasburg
- Keetmanshoop TRC, Keetmanshoop
- Noordoewer JSS, Noordoewer
- Aussenkehr PS, Aussenkehr
- Hoeksteen PS, Rosh Pinah
- Oranjemund Namdeb Centre, Oranjemund

### OMAHEKE REGION

- Epukiro Post 3 JSS, Epuriko
- C. Heuva JSS, Talismanus
- #Khoadawes, Gobabis
- Tsjaka Ben Hur, Tsjaka
- Rietquelle Jss, Aminuis
- Gustav Kandjii JSS, Otjinene
- Witvlei PS, Witvlei

### HARDAP REGION

- Danie Joubert CS, Mariental
- C/Oaseb S.S, Gibeon
- Rooiduin SS, Aranos
- Rehoboth SS, Rehoboth

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**Contact:** Mr C Hinanifa  
Jetu Jama Centre, Katutura, P/Bag 13275  
Tel. No: 061 - 320 5236, Fax No: 061 - 320 5274  
hinanifa@namcol.edu.na
Enrolment Points

CENTRAL REGION

OTJOZONDJUPA REGION
- Khorab SS
- Okamatapati JSS
- Okakarara SS
- Paresis SS
- Fridrich Awaseb SS
- Tsumkwe JSS
- Karundu SS
- NAMCOL Regional Office

KUNENE REGION
- Etoshapoor JSS
- Elias Amxab CS
- Cornelius Goreseb SS
- Kamanjab CS

ERONGO REGION
- S I Gobs SS
- U P Dax PS
- Coastal High SS
- Kamwandi JSS
- Kuisebmund SS
- Duinesig PS
- Tufalen PS
- De Duine SS
- Anistemi College

OSHIKOTO REGION
- Otjikoto SS
- Ntsintsabis CS

Contact: Ms D Haufiku
Corner of Prosit and Waterberg Street, P.O.Box 2006 • Otjiwarongo
Telephone: (067) 304 379, Fax: (067) 303 170
haufiku@namcol.edu.na
Block Tuition

CENTRES FOR SECONDARY EDUCATION

NAMCOL introduced Block Tuition from 2017 for Grade 12 learners, a method of replacing daily face-to-face tuition with tuition sessions scheduled two times per year.

CENTRES 2019

NORTHERN REGION
- Eenhana
- Oshela
- Ponhofi
- Ongha
- D. Sheehama
- Haudano
- Mwaala
-lipumbu
- Shaanika Nashilongo
- Nuuyoma
- Gabriel Taapopi
- Eengedjo
- Andimba TyT
- Nehale
- Omuthiya
- Omukwiyugwemanya

CENTRAL REGION
- Duinesig CS
- Paresis SS
- Coastal High (Gr 12)
- Fridrich Awaseb (Gr 12)
- Otjikoto SS

SOUTHERN REGION
- A Shipena SS
- St Barnabas PS
- Highline HS
- Khomas High
- //Khaodawes PS (Gobabis)
- Dr Aupa Frans Indongo
- Concordia HS
- Krönlein Primary School

NORTH EASTERN REGION
- Eenhana
- Oshela
- Ponhofi
- Ongha
- D. Sheehama
- Haudano
- Mwaala
- lipumbu
- Shaanika Nashilongo
- Nuuyoma
- Gabriel Taapopi
- Eengedjo
- Andimba TyT
- Nehale
- Omuthiya
- Omukwiyugwemanya

KAVANGO
- Rundu Secondary School
- Elias Neromba SS
- Romanus Kamunoko SS
- Noordgrens Secondary School

ZAMBEZI
- Ngwezi SS
- Brendan Simbwaye PS
- Caprivi SS
## Academic Calendar

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST TERM</strong></td>
<td></td>
</tr>
<tr>
<td>NAMCOL re-opens</td>
<td>Thursday, 3 January</td>
</tr>
<tr>
<td>Enrolment Period</td>
<td>Monday, 14 January - Tuesday, 5 February</td>
</tr>
<tr>
<td>Orientation Workshop</td>
<td>Monday, 11 February</td>
</tr>
<tr>
<td>First Day</td>
<td>Monday, 11 February</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Monday, 21 March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, 19 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, 22 April</td>
</tr>
<tr>
<td>Last Day</td>
<td>Friday, 12 April</td>
</tr>
<tr>
<td><strong>SECOND TERM</strong></td>
<td></td>
</tr>
<tr>
<td>First Day</td>
<td>Monday, 13 May</td>
</tr>
<tr>
<td>Worker’s Day</td>
<td>Wednesday, 1 May</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>Thursday, 30 May</td>
</tr>
<tr>
<td>Learner’s Holiday</td>
<td>Friday, 31 May</td>
</tr>
<tr>
<td>Heroes Day</td>
<td>Monday, 26 August</td>
</tr>
<tr>
<td>Last Day</td>
<td>Monday, 9 August</td>
</tr>
<tr>
<td><strong>THIRD TERM</strong></td>
<td></td>
</tr>
<tr>
<td>First Day</td>
<td>Monday, 2 September</td>
</tr>
<tr>
<td>Last school day</td>
<td>Friday, 12 September</td>
</tr>
</tbody>
</table>

**Secondary Education and English Communication:**
### Assignments

| Assignment 1: 09 April (SE & CEC) |
| Assignment 2: 29 May (SE & CEC) |
| Assignment 3: 19 June (Gr.10 Entrepreneurship only) |
| Assignment 3: 19 June (CEC only) |

### Mid-term Breaks

| 15 April - 3 May (3 weeks) |
| 12 - 23 August (2 weeks) |

### Examinations

| Registration |
| Collecting permits |
| National examinations |
| Verification of details |
| Oral assessment |
| September |
| September |
| September – November |
| May – June |

Failure to register for examinations will result in no examination opportunity for the 2019 academic year.
• Certificate in English Communication (CEC)
• Certificate in Education for Development (CED)
• Certificate in Local Government Studies (CLGS)
• Certificate in Early Childhood Development (CECD)
• Certificate in Community Based Work with Children & Youth (CWCY)
• Certificate in Business and Entrepreneurship (CBE)
• Diploma in Early Childhood and Pre-primary Education (DECPPE)
• Diploma in Youth Development Work (DYD)
• Diploma in Education for Development (DED)
• Diploma in Business and Entrepreneurship (DBE)
• Bachelor of Arts in Youth Development Work (BAYD)
• Post Graduate Diploma in Open School Operation and Management (PDOSOM)
Certificate in **English Communication**
The Certificate in English Communication (CEC) aims to improve the English communication skills of learners to a level where they can communicate and study more effectively through the medium of English and, therefore, achieve greater success in their studies.

OBJECTIVES AND TARGET GROUPS
This course is intended to develop and improve the four English language skills, namely reading, writing, speaking and listening.

THIS COURSE WILL ENABLE LEARNERS TO -
- communicate more confidently in English and enhance their English language proficiency
- study more effectively through the medium of English
- increase their opportunities for success in the examinations.

FEES: N$ 730.00

THE COURSE IS OPEN FOR -
- potential Grade 12 learners of NAMCOL who wish to improve their English language
- Grade 12 learners currently enrolled with NAMCOL who are experiencing difficulty with English;
- members of the general public who would like to improve their English language proficiency skills.

ADMISSION REQUIREMENTS AND PROCEDURES
The following documents are required at registration:

- A Grade 10 or 12 certificate or statement of results (certified copies are accepted)
- An identity document (Namibian ID, birth certificate or passport).

Prospective learners can enrol at any of the NAMCOL regional or sub-regional offices during enrolment period. Please contact your nearest NAMCOL office to obtain information in this regard.

Assignment Due Dates:
Assignments 1 - 09 April 2019
Assignments 2 - 29 May 2019
Assignments 3 - 19 June 2019
Certificate in **English Communication**

**PROGRAMME STRUCTURE AND CONTENT**
This course consists of four modules with three CD Roms, as well as three tutor-marked assignments.

- CEC Core - refers to Modules 1 - 3
- CEC Extended - refers to Modules 1 - 4 Module 4 is optional for students who wish to further their studies at tertiary level.

**STUDENT SUPPORT**
Students will receive the following basic package of services:

- One-day orientation workshop
- Three hours of face-to-face tuition per week
- Full set of self-study materials (4 modules)
- CD Roms (Modules 1-3 are supplemented with an audio CD Rom each which contains the listening comprehension exercises)
- Three tutor-marked assignments
- A final, end-of-year examination.

**ASSESSMENT**
Continuous assessment is done through the submission of assignments. There will be three tutor-marked assignments based on the three modules for core learners, and four modules for extended. Students will be required to keep a file of their written work.

In order to pass this course, a student must obtain a final mark of at least 50%. The following requirements need to be met to pass this course:

- A CA mark of 50% to write the examination
- 50% in the examination to pass the course.

A student will only be awarded a certificate if these requirements have been fulfilled. A final examination will take place at the end of the academic year (November each year).

**NOTE:**

**WHEN CAN YOU ENROL FOR CEC?**
Prospective students can apply from 14 January 2019.

**CLOSING DATE FOR ENROLMENT:**
05 February 2019.
These are distance education study programmes and students are supported through contact sessions. Orientation workshops will be conducted at the beginning of each semester. During these workshops, students will receive their study materials as well as the course outline for that specific semester or course. Contact sessions through vacation workshops will be held during the course of the year.

**METHOD OF APPLICATION:**
Application forms can be obtained at any NAMCOL office, or downloaded from them on the NAMCOL website: www.namcol.edu.na, or students can apply online.

**ADMISSION REQUIREMENTS:**
Prospective students who do not meet the requirements for the following programmes: CED, CEC, CLGS and CWYC might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL’s RPL policy. Registration fees are non-refundable for the programmes.

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**NOTE:**

**WHEN CAN YOU APPLY?**
Prospective students can apply from 1 June 2019.

**CLOSING DATE FOR APPLICATIONS:**
31 July 2019.

**METHOD OF PAYMENT**
Sponsored students must provide proof from their sponsors that the fees will be paid for them.

Other Students/Non-sponsored Students
Students must pay 50% of the total fee when they register. The balance can be paid in full or installments can be arranged, but on condition that the last installment is paid on or before 30 May of each year.

**NOTE:**
You are not allowed to register in more than one programme during a particular academic year.
Certificate in **Education for Development**

**AIM**
This programme aims to provide students with practical skills to increase their effectiveness as community workers. It will also prepare students as practitioners in aspects of adult education at community level.

**OBJECTIVES**
**THIS PROGRAMME IS DESIGNED TO:**
- Identify, design and manage community development projects,
- Monitor and evaluate development programmes, select and use participatory methods in training situations, communicate effectively in both written and spoken English.
- Communicate effectively in both written and spoken English.

**WHO MAY APPLY?**
Community development workers such as District Literacy Organisers, Literacy Promoters, Agricultural Extension Workers, Health Educators, Project Managers and any other non-formal Educators working in government ministries; non-governmental organisations and the private sector.

**DURATION OF THE PROGRAMME**
This is a one-year distance education study programme and students are supported through contact sessions.

**ADMISSION REQUIREMENTS**
- Grade 12 (20 points in six subjects)
- E symbol in English
- OR
- Grade 10 (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

**ASSESSMENT**
- Assessment will be done through Assignments and Examinations:
  - Two assignments per subject.
  - Assignments will contribute 50% towards the final mark.
Certificate in **Education for Development**

**PROGRAMME CONTENT**
The programme consists of 6 subjects and 2 core courses:

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• English Communication for General Purposes</td>
<td>9901</td>
</tr>
<tr>
<td>• Basic Computer literacy</td>
<td>9902</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Development Studies</td>
<td>1710</td>
</tr>
<tr>
<td>2. Theory and Practice of Adult Education</td>
<td>1711</td>
</tr>
<tr>
<td>3. Applied Basic Mathematics 1</td>
<td>1707</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Applied Basic Mathematics 2</td>
<td>1713</td>
</tr>
<tr>
<td>5. Theory and Practice of Community Development</td>
<td>1714</td>
</tr>
<tr>
<td>6. Project Development and Management</td>
<td>1715</td>
</tr>
</tbody>
</table>

**FEE STRUCTURE FOR 2019**

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Courses</td>
<td>940.00</td>
</tr>
<tr>
<td>Tuition Fee per Subject</td>
<td>950.00</td>
</tr>
<tr>
<td>Total Tuition Fee:</td>
<td>N$ 6 640.00</td>
</tr>
</tbody>
</table>

**NOTE:**
Prospective students who do not meet the above requirements might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL’s RPL policy.
Certificate in Local Government Studies

AIM
This programme aims to empower students to provide support for the decentralisation and democratisation process in Namibia and to support capacity building initiatives of regional councils and local authorities through a tailor-made academic programme.

OBJECTIVES
This programme is designed to:
- Provide opportunities for school-leavers who have an interest in a career in regional and local government administration;
- Provide an academic programme that would be acceptable as a basic entry qualification for students interested in enrolling for a Diploma in Local Government Studies in the Department of Political and Administrative Studies at UNAM. This is subject to students meeting the academic entry requirements of UNAM.
- Provide a better chance to qualify as a Certified Municipal Professional (CMP) with the Namibian Association of Local Authority Offices (NALAO) once obtaining this qualification.

WHO MAY APPLY?
Officials working in local and regional government offices and municipalities as well as members of the general public who have an interest in either taking up a career in local government administration or improving their qualifications in this field may apply for this programme.

ADMISSION REQUIREMENTS
- Grade 12 (20 points in six subjects)
- E symbol in English
OR
- Grade 10 (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

ASSESSMENT
Assessment will be done through Assignments and Examinations:
- Two assignment per subject.
- Assignments will contribute 50% towards the final mark.
- An admission mark of 50% through assignment marks is required to sit for the examination in each subject.
- One 3-hour examination paper per subject (exam mark will contribute 50% towards the final mark).
Certificate in Local Government Studies

DURATION
This is a one-year programme and students are supported through contact sessions.

PROGRAMME CONTENT
The programme consists of 7 subjects

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>1. English for General Communication;</td>
<td>1901</td>
</tr>
<tr>
<td>2. Regional and Local Government in Namibia;</td>
<td>1902</td>
</tr>
<tr>
<td>3. Foundation of Local Government Administration;</td>
<td>1903</td>
</tr>
<tr>
<td>4. Basics of Economics for Local Government Practitioners;</td>
<td>1908</td>
</tr>
<tr>
<td>5. Local Government Finance and Accounting;</td>
<td>1909</td>
</tr>
<tr>
<td>6. Regional and Local Government Management;</td>
<td>1910</td>
</tr>
<tr>
<td>7. Introduction to Community Development.</td>
<td>1907</td>
</tr>
</tbody>
</table>

FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>950.00</td>
</tr>
<tr>
<td>Tuition Fee x 7 = Grand Total</td>
<td>N$ 6 650.00</td>
</tr>
</tbody>
</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.
Certificate in **Early Childhood Development**

**AIM**
The aim of the Certificate in Early Childhood Development (CECD) Programme is to provide an opportunity and appropriate training for ECD students so that all children in Namibia at pre-school level have access to well-trained staff that offer suitable and appropriate services at ECD centres.

**OBJECTIVES**
This programme is designed to:
- Improve knowledge and understanding of how to care for children in their developmental stages.
- Provide a safe nurturing and loving environment for the children.
- Use available resources constructively, creatively and effectively.
- Ensure national uniformity of the programme followed at the ECD centres.
- Understand the significance of a child’s development.
- Develop a lively, questioning, appreciative and creative intellect in a child.
- Develop a positive self-esteem through social interaction, as well as self-confidence and understanding of the world a child lives in.
- Provide for the child’s individual needs and aptitudes.
- Promote and foster the highest moral and ethical values within a child.

**WHO MAY APPLY?**
Educarers in the Industry and members of the general public who meet the admission requirements and would like to pursue a career in this field.

**ADMISSION REQUIREMENTS**
- Grade 12 (20 points in six subjects)
- E symbol in English
- OR
- Grade 10 (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

**ASSESSMENT**
Assessment will be done through Assignments and Examinations.
- One assignment per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 50% through assignment marks is required to sit for the examination in each module
- One three-hour examination paper per module (exam mark will contribute 50% towards the final mark)
- 1 practicum
- End of semester examinations.
Certificate in Early Childhood Development

DURATION
This is an eighteen month distance education study programme and students are supported through contact sessions.

PROGRAMME CONTENT
The programme consists of 12 modules

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>1. Early Childhood Development within the Namibian Context</td>
<td>2101</td>
</tr>
<tr>
<td>2. Management and Administration</td>
<td>2102</td>
</tr>
<tr>
<td>3. Hygiene and Safety - Units</td>
<td>2103</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
<tr>
<td>4. Nutrition and Safety</td>
<td>2104</td>
</tr>
<tr>
<td>5. Development Areas and Stages of the Child</td>
<td>2105</td>
</tr>
<tr>
<td>6. Foundation level ICT Literacy</td>
<td>2106</td>
</tr>
<tr>
<td>7. Basic Word Processing</td>
<td>2107</td>
</tr>
<tr>
<td>8. Pedagogy</td>
<td>2108</td>
</tr>
<tr>
<td>Semester 3</td>
<td></td>
</tr>
<tr>
<td>9. Education Resources</td>
<td>2109</td>
</tr>
<tr>
<td>10. Learning Areas A</td>
<td>2110</td>
</tr>
<tr>
<td>11. Learning Areas B</td>
<td>2111</td>
</tr>
<tr>
<td>12. Practicums</td>
<td>2112</td>
</tr>
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</table>

FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>520.00</td>
</tr>
<tr>
<td>Tuition Fee x 12 = Grand Total</td>
<td>N$ 6 240.00</td>
</tr>
</tbody>
</table>

Prospective students who do not meet the above requirements might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL’s RPL policy.
This certificate is offered in conjunction with REPPSI and the University of KwaZulu Natal. The certificate course is an innovative approach to professionalising community-based care for children and youth, so that vulnerable populations receive the care and support they are entitled to. The course is delivered by supported open distance learning in ten countries in Eastern and Southern Africa.

**WHO IS REPSSI?**

REPPSI is a non-profit organisation working to lessen the devastating social and emotional impact of poverty, conflict, HIV and AIDS among children and youth. Our aim is to ensure that all children have access to quality emotional and social (psychosocial) support. We work in 13 countries of Eastern and Southern Africa, partnering with governments, development partners and NGOs. With our assistance these partners strengthen communities and NGOs. With our assistance these partners strengthen communities’ and families’ ability to care for their children. Three million children are currently being reached by REPPSI partners.

**WHAT IS THE CERTIFICATE COURSE?**

The Certificate in Community Based Work with Children and Youth aims to enhance effectiveness in working with children at risk and to give students knowledge, skills and information to study key trends, theories and approaches in working with vulnerable groups.

**WHO IS THE CERTIFICATE COURSE FOR?**

Prospective students who wish to work with Children, Families and Communities (affected by HIV & Aids, Conflict, Poverty and Displacement in Africa). People working with youth, formally and informally (Church, Communities, NGO’s, Ministry of Youth, etc.).

**HOW IS THE QUALITY ASSURED?**

The Certificate is academically rigorous in design and is quality assured by the University of KwaZulu Natal. An independent assessment, conducted by the South African Institute for Distance Education, found that the Certificate:

- Is an excellent example of a well-designed distance education access programme.
- Offers an innovative learning and teaching model that combines learning materials, supported by trained mentors and continuous assessment.

**WHY IS THE CERTIFICATE COURSE IMPORTANT?**

Our graduates are professionalising the field of community-based childcare and mainstreaming child protection, psychosocial support and community mobilisation principles into their work. Many graduates have moved from voluntary positions to paid staff as a result of their qualification. The importance of the course is reflected in the phenomenal graduation rate (89.5% for 2009), and the commitment of the mentors and students, some of whom travel long distances to attend group study sessions.
Certificate in **Community-Based Work with Children and Youth**

**HOW CAN I SUPPORT THE CERTIFICATE COURSE?**
If you are a government, company or organisation, we invite you to provide sponsorship for selected applicants. If you are an organisation working with vulnerable children and youth, you can sponsor staff or partners to enroll for the Certificate. This will build your organisation’s capacity to provide improved, professionalised services to children.

**HOW IS THE CERTIFICATE DELIVERED?**
The Certificate is an 18-month course, containing 6 modules. It is a supported distance learning certificate, meaning that students study while continuing to work. Students meet at least once every three weeks for a facilitated discussion in which they share learning and write a pop quiz. They submit two assignments and write a 3-hour examination for each module. The course builds upon the students’ previous experiences and encourages application of learning in practice.

**FEE STRUCTURE FOR 2019**

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>950.00</td>
</tr>
<tr>
<td>Tuition Fee x 6= Grand Total</td>
<td>N$ 5,700.00</td>
</tr>
</tbody>
</table>

**ADMISSION REQUIREMENTS**
- Grade 12 certificate (20 points in six subjects)
- E symbol in English
- One year relevant working experience
  OR
- Grade 10 certificate (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

**PROGRAMME CONTENT**

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Professional Development</td>
<td>2401</td>
</tr>
<tr>
<td>Human Rights and Child Protection</td>
<td>2402</td>
</tr>
<tr>
<td>Child and Youth Development</td>
<td>2403</td>
</tr>
<tr>
<td>Care and Support</td>
<td>2404</td>
</tr>
<tr>
<td>Integrated Community Development</td>
<td>2405</td>
</tr>
<tr>
<td>Project</td>
<td>2406</td>
</tr>
</tbody>
</table>

Prospective students who do not meet the above requirements might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL’s RPL policy.
Certificate in Business and Entrepreneurship

AIM
This programme aims to provide entrepreneurial skills to school-leavers who are seeking academic qualifications for employment and mid-career professionals who wish to change their current career status and become an entrepreneur. The programme targets those who are currently entrepreneurs but without formal qualifications in the field.

OBJECTIVES
This programme is designed to:

• address the lack of entrepreneurship skills in the host countries
• support the creation and growth of sustainable small businesses by doing proper market research, business plans, product development, marketing and financial management.

WHO MAY APPLY?
Entrepreneurs, mid-career professionals and anyone aiming to start a business, those working in non-governmental organisations and the private sector dealing with entrepreneurship projects.

REQUIREMENTS
• Grade 12 certificate (20 points in six subjects)
• E symbol in English

• One year relevant working experience
  OR
• Grade 10 certificate (25 points in six subjects)
• E symbol in English
• 3 years relevant working experience
• Grade 10 certificate holders are only considered if they have the required working experience in the Business and Entrepreneurship environment.

ASSESSMENT
Assessment will be done through assignments and examinations:

• Two assignments per subject.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each subject.
• One three-hour examination paper per subject (exam mark will contribute 50% towards the final mark).

DURATION OF THE PROGRAMME
This is a one and half-year (18 months distance education study programme).
Certificate in Business and Entrepreneurship

PROGRAMME CONTENT
The programme consists of 7 modules and a project.

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English for General Communication (year module)</td>
<td>9901</td>
</tr>
<tr>
<td>2. Introduction to Computers (year module)</td>
<td>9902</td>
</tr>
<tr>
<td>3. Introduction to Entrepreneurship</td>
<td>2701</td>
</tr>
<tr>
<td>4. Introduction to Accounting</td>
<td>2702</td>
</tr>
<tr>
<td>5. The Business Environment</td>
<td>2703</td>
</tr>
<tr>
<td>6. Principles of Marketing</td>
<td>2704</td>
</tr>
<tr>
<td>7. Business Plan Development</td>
<td>2705</td>
</tr>
<tr>
<td>8. Final Project for Certificate</td>
<td>2706</td>
</tr>
</tbody>
</table>

FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Courses</td>
<td>N$940.00</td>
</tr>
<tr>
<td>Tuition Fee per Subject</td>
<td>N$1 410.00</td>
</tr>
<tr>
<td>Tuition Fee x 4 + Generic Courses = Grand Total</td>
<td>N$6 580.00</td>
</tr>
</tbody>
</table>

NOTE: THE FEES ARE ONLY APPLICABLE TO YEAR ONE OF THE STUDIES.
DIPLOMAS
Diploma in **Early Childhood & Pre-Primary Education**

**AIM**
The aim of the diploma is to address the critical shortage of teachers in Early Childhood Development and Pre-Primary Education who should lay a solid foundation for Lower Primary Education.

In addition, the Diploma aims to develop teachers as empowered citizens with employable skills such as problem solving, critical thinking, assertive communication and emotional intelligence to become ‘competent beginners’ in the Namibian labour force.

**OBJECTIVES**
The programme is designed to:
Develop skilled, committed and flexible professionals who have the subject knowledge and pedagogical skills to promote effective and inclusive education in Early Childhood Development (ECD) Centres and Pre-Primary schools.

**WHO MAY APPLY?**
Anyone who has obtained the Certificate in Early Childhood Development (CECD) offered by NAMCOL or UNISA or interested members of the public who meet the requirements.

**ADMISSION REQUIREMENTS**
- NAMCOL and UNISA’s CECD or Level 5 recognised certificates in related fields; OR
- Grade 12 certificate with a minimum of 22 points in five subjects on the Ministry of Education’s point scale with an E symbol in English.

**ASSESSMENT**
Assessment will be done through Assignments and Examinations:
- Two assignments per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 50% through assignment marks is required to sit for the examination in each course/subject
- A three-hour examination paper per subject (examination mark will contribute 50% towards the final mark).

**DURATION OF THE PROGRAMME**
This is a three-year programme and students are supported through contact sessions.
Diploma in **Early Childhood & Pre-Primary Education**

### PROGRAMME CONTENT
The programme consists of the following modules:

<table>
<thead>
<tr>
<th>Year 1 – Semester 1</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English for General Communication (year module)</td>
<td>9901</td>
</tr>
<tr>
<td>Introduction to Computer (year module)</td>
<td>9902</td>
</tr>
<tr>
<td>Mother Tongue Literacy and Development A</td>
<td>2502</td>
</tr>
<tr>
<td>Life Orientation A</td>
<td>2503</td>
</tr>
<tr>
<td>History, Policy and Programmes of Early Childhood Education</td>
<td>2504</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 – Semester 1</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development and Learning B</td>
<td>2511</td>
</tr>
<tr>
<td>Numeracy and Mathematics for ECE A</td>
<td>2512</td>
</tr>
<tr>
<td>Environmental Learning A</td>
<td>2513</td>
</tr>
<tr>
<td>Educational Resources</td>
<td>2514</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 – Semester 2</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Development for ECE A</td>
<td>2515</td>
</tr>
<tr>
<td>Numeracy and Mathematics for ECEB</td>
<td>2516</td>
</tr>
<tr>
<td>Environmental Learning B</td>
<td>2517</td>
</tr>
<tr>
<td>Mother Tongue Literacy and Development B</td>
<td>2518</td>
</tr>
<tr>
<td>Workplace Learning Phase 2</td>
<td>2519</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3 – Semester 1</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Development for ECEB</td>
<td>2520</td>
</tr>
<tr>
<td>Inclusive Education A</td>
<td>2521</td>
</tr>
<tr>
<td>Integrated Arts A</td>
<td>2522</td>
</tr>
<tr>
<td>Education Management A</td>
<td>2523</td>
</tr>
<tr>
<td>English Second Language</td>
<td>2524</td>
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</table>

<table>
<thead>
<tr>
<th>Year 3 – Semester 2</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclusive Education B</td>
<td>2525</td>
</tr>
<tr>
<td>Integrated Arts B</td>
<td>2526</td>
</tr>
<tr>
<td>Educational Management B</td>
<td>2527</td>
</tr>
<tr>
<td>Professional Development</td>
<td>2528</td>
</tr>
<tr>
<td>First Aid</td>
<td>2529</td>
</tr>
<tr>
<td>Workplace Learning Phase 3</td>
<td>2530</td>
</tr>
</tbody>
</table>

### FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Courses</td>
<td>N$ 940.00</td>
</tr>
<tr>
<td>Tuition Fee per Subject</td>
<td>N$ 950.00</td>
</tr>
</tbody>
</table>

**Total Tuition Fee:** N$ 6 640.00

**NOTE:** THE FEES ARE ONLY APPLICABLE TO YEAR ONE OF THE STUDIES.
Diploma in **Youth Development Work**

**AIM**
This programme aims to provide students with practical skills to enhance their effectiveness as youth workers. It will also prepare students as practitioners in aspects of youth education.

**OBJECTIVES**
The programme is designed to:
- prepare youth workers to effectively perform their duties in youth development work;
- equip youth workers with appropriate skills, knowledge and attitudes that would enable them to train other youth in development work;
- provide a firm grounding upon which entrants to the diploma programme can proceed to the Bachelor Degree in Youth Work.

**WHO MAY APPLY?**
People working with the youth, formally and informally (Churches, Communities, NGO’s, Ministry of Youth, etc.)

**ADMISSION REQUIREMENTS**
- Grade 12 (22 points in 5 subjects) plus
- E symbol in English plus
- One year relevant working experience

**ASSESSMENT**
Assessment will be done through Assignments and Examinations:
- One assignment per module.
- Assignments will contribute 50% towards the final mark.
- An admission mark of 50% through assignment marks is required to sit for the examination in each course.
- One three-hour examination paper per course (exam mark will contribute 50% towards the final mark).

**DURATION OF THE PROGRAMME**
The course will be offered over a period of 2 years, covering 4 semesters and supported by face-to-face sessions.
Diploma in **Youth Development Work**

**PROGRAMME CONTENT**
The programme consists of 15 modules

<table>
<thead>
<tr>
<th>Modules</th>
<th>Term 1:</th>
<th>Term 2:</th>
<th>Term 3:</th>
<th>Term 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commonwealth Values in Youth Development Work (Module 1);</td>
<td>1801</td>
<td>1812</td>
<td>1807</td>
<td>1803</td>
</tr>
<tr>
<td>2. Young People and Society (Module 2);</td>
<td>1802</td>
<td>1805</td>
<td>1809</td>
<td>1814</td>
</tr>
<tr>
<td>3. Working with People and their Communities (Module 4);</td>
<td>1804</td>
<td>1803</td>
<td>1810</td>
<td></td>
</tr>
<tr>
<td>4. Learning Processes (Module 6).</td>
<td>1806</td>
<td>1808</td>
<td>1811</td>
<td></td>
</tr>
<tr>
<td>5. Youth and Health (Module 12);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Gender and Development (Module 5);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Principles and Practice of Youth in Development Work (Module 3);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Project Planning, Monitoring and Evaluation (Module 8).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Management Skills (Module 7);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Policy Planning and Implementation (Module 9);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Conflict Resolution Strategies and Skills (Module 10);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Sustainable Development (Module 13);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development (Module 14);</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEE STRUCTURE FOR 2019**

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>950.00</td>
</tr>
<tr>
<td>Tuition Fee x 8</td>
<td>N$7 600.00</td>
</tr>
</tbody>
</table>

*NOTE: THE FEES ARE ONLY APPLICABLE TO YEAR ONE OF THE STUDIES.*
Diploma in Education for Development

AIM
The Diploma in Education for Development aims to provide an opportunity for graduates of the Certificate in Education for Development (CED) to further their studies in the field of community development and related fields.

OBJECTIVES
This programme is designed to:

• Enhance a theoretical understanding of educational practice;
• Develop an understanding of the relationship between education, training and development;
• Enhance practical skills and knowledge of community workers and;
• Provide an opportunity for students to become competent in researching, establishing and sustaining community development.

WHO MAY APPLY?
Anyone who has obtained the Certificate in Education for Development (CED) offered by NAMCOL or UNISA.

ADMISSION REQUIREMENTS

• Grade 12 (22 points in 5 subjects)
• E symbol in English
  OR
• NAMCOL or UNISA CED qualification

ASSESSMENT
Assessment will be done through Assignments and Examinations:

• Two assignments per module.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each course.
• One three-hour examination paper per subject (exam mark will contribute 50% towards the final mark).
• Research Project.
• Evaluation of Teaching Practice.

DURATION OF THE PROGRAMME
This is a two-year programme and students are supported through contact sessions.
Diploma in Education for Development

PROGRAMME CONTENT
The programme consists of 28 modules.

YEAR 1 – SEMESTER 1

<table>
<thead>
<tr>
<th></th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English for General Communication</td>
<td>9901</td>
</tr>
<tr>
<td>Introduction to Computer (year module)</td>
<td>9902</td>
</tr>
<tr>
<td>Foundations of Adult Education</td>
<td>2207</td>
</tr>
<tr>
<td>Teaching Basic Literacy and Numeracy</td>
<td>2208</td>
</tr>
<tr>
<td>Community Development</td>
<td>2209</td>
</tr>
<tr>
<td>Health Education</td>
<td>2210</td>
</tr>
</tbody>
</table>

YEAR 1 – SEMESTER 2

<table>
<thead>
<tr>
<th></th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English for General Communication</td>
<td>9901</td>
</tr>
<tr>
<td>Introduction to Computer (year Module)</td>
<td>9902</td>
</tr>
<tr>
<td>Introduction to Sustainable Development</td>
<td>2201</td>
</tr>
<tr>
<td>Planning and Development of Community and Adult Education Projects</td>
<td>2202</td>
</tr>
<tr>
<td>Adult Education for Development and Social Change</td>
<td>2203</td>
</tr>
</tbody>
</table>

YEAR 2 – SEMESTER 1

<table>
<thead>
<tr>
<th></th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taching methods of Adult Education (year module)</td>
<td>2222</td>
</tr>
<tr>
<td>Work attachment</td>
<td>2223</td>
</tr>
<tr>
<td>Gender in Adult Education and Community Development</td>
<td>2214</td>
</tr>
<tr>
<td>Youth Development, famil and Society Projects</td>
<td>2215</td>
</tr>
<tr>
<td>Income Generation and Entrepreneurial Development</td>
<td>2216</td>
</tr>
<tr>
<td>Principles of research, Monitoring and Evaluation Programmes</td>
<td>2217</td>
</tr>
</tbody>
</table>

YEAR 2 – SEMESTER 2

<table>
<thead>
<tr>
<th></th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education for Development and Social Change</td>
<td>2218</td>
</tr>
<tr>
<td>Management and Community and Adult Education Products</td>
<td>2219</td>
</tr>
<tr>
<td>Environmental population Education</td>
<td>2220</td>
</tr>
<tr>
<td>Research Monitoring and Evaluation of Programmes</td>
<td>2221</td>
</tr>
<tr>
<td>Teaching methods of Adult Education</td>
<td>2222</td>
</tr>
<tr>
<td>Work attachment</td>
<td>2223</td>
</tr>
</tbody>
</table>

FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Courses</td>
<td>N$ 940.00</td>
</tr>
<tr>
<td>Tuition Fee per Subject</td>
<td>N$ 1 100.00</td>
</tr>
<tr>
<td>Total Tuition Fee:</td>
<td>N$ 8 640.00</td>
</tr>
</tbody>
</table>

NOTE: THE FEES ARE ONLY APPLICABLE TO YEAR ONE OF THE STUDIES.
Diploma in Business and Entrepreneurship

AIM
The programme is aimed at producing business leaders who are innovative in creating opportunities for economic growth.

OBJECTIVES
The programme is designed to:
• address the lack of entrepreneurship skills in Namibia
• support the creation and growth of small businesses in order to make Namibia an industrialised nation by 2030 as enshrined in the Namibian Vision 2030 document

WHO MAY APPLY?
Entrepreneurs, mid-career professionals and any one aiming to start a business that need skills and guidance in establishing and running a business.

ADMISSION REQUIREMENTS
The basic entry requirement to the Diploma is the Certificate in Business and Entrepreneurship NQF Level 5. Any other equivalent qualification from a recognised institution of higher learning maybe considered for entry into this qualification.

ASSESSMENT
Assessment will be done through Assignments and Examinations:
• Two assignments per subject
• Assignments will contribute 50% towards the final mark
• An admission mark of 50% is required to sit for the examination in each subject
• One three-hour examination paper per subject (exam mark will contribute 50% towards the final mark)

DURATION OF THE PROGRAMME
This is an 18 month distance education study programme.
Diploma in Business and Entrepreneurship

PROGRAMME CONTENT
The Programme consists of 8 modules and a project:

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>1. Principles of Management</td>
</tr>
<tr>
<td></td>
<td>2. Business Communications</td>
</tr>
<tr>
<td></td>
<td>3. Organisational Behaviour</td>
</tr>
<tr>
<td></td>
<td>4. Management Accounting</td>
</tr>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td>5. Human Resources</td>
</tr>
<tr>
<td></td>
<td>6. Business Information Systems</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>Semester 3</td>
<td>7. Risk Management</td>
</tr>
<tr>
<td></td>
<td>8. Final Project</td>
</tr>
</tbody>
</table>

FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>950.00</td>
</tr>
<tr>
<td>Tuition Fee x 8</td>
<td>N$7 600.00</td>
</tr>
</tbody>
</table>

NOTE: THE FEES ARE ONLY APPLICABLE TO YEAR ONE OF THE STUDIES.
Diploma in Open School Operation and Management

AIM
This graduate programme will prepare administrators, support staff and faculty to effectively plan and manage the day to day operations of an Open School using a variety of delivery technologies and pedagogical methods.

OBJECTIVES
Upon completion of the Open School Operation and Management Graduate Programme, participants will be able to:
• Examine the historical development of the ODL approach and its philosophical and theoretical underpinnings.
• Examine the foundations and best practices of ODL and the Open School methods.
• Design and develop ODL learning materials using a variety of sources including OER.
• Deliver ODL courses to Open School learners.
• Employ a wide variety of media/ICT technologies and social media tools needed to support Open School learners.
• Support and manage an Open School environment, faculty and support staff.
• Create policies and guidelines to govern Open School systems.
• Demonstrate the habits of reflective practice as part of a process of continuing professional development.

WHO MAY APPLY?
The target audience for this programme are professionals engaged in the day to day operation and management of Open Schools throughout the developing world. This can include, but is not limited to:
• ODL Programme Coordinators.
• Academic Facilitators/Instructors.
• Open School Administrators/Managers.
• Student Support Personnel.
• Curriculum/Instructional Designers. ODL Technology Support Personnel.
• ODL Tutors/Mentors.
• ODL Programme Evaluators.
• Ministry professionals guiding the implementation and management of Open School policies and regulations.
• Consultants supporting Open School/ODL clients.

ADMISSION REQUIREMENTS
• Any relevant recognised qualification at level 7
OR
• Open Distance Learning (ODL) practitioners with a level 6 qualification plus 3 years relevant experience.
Diploma in **Open School Operation and Management**

**DURATION OF THE PROGRAMME:**
2 years.

**MODULE FLOW/SEQUENCE BY SEMESTER**
The table below illustrates the suggested sequencing for the modules:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module title: Foundations, History and Evolution of ODL and Open Schooling</td>
<td>2801</td>
</tr>
<tr>
<td>Module title: Open Schools systems and Models</td>
<td>2802</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module title: OER Design, Development and Publication.</td>
<td>2803</td>
</tr>
<tr>
<td>Module title: Course Delivery and Student Management</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>Module title: Student and facility Support in Open Schools</td>
<td>2805</td>
</tr>
<tr>
<td>Module title: Open School Management</td>
<td>2806</td>
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<thead>
<tr>
<th>Semester 4</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module title: Major Project (begins in semester 2)</td>
<td>2807</td>
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**FEE STRUCTURE FOR 2019**

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
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<tbody>
<tr>
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<tr>
<td>Tuition Fee x 7 + Generic Courses = Grand Total</td>
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</tbody>
</table>
Degree in **Youth Development Work**

**AIM**  
The Bachelor of Arts in Youth Development aims to provide specific competencies required for effective youth development work that will enable beginners as well as experienced practitioners to develop and/or refine their skills in Youth Work. It further aims to equip students for effective youth development work at management level.

**OBJECTIVES**  
**This programme is designed to:**  
- Introduce the discipline of Youth Development;  
- Uptake highly interested individuals to develop their competencies within the vast youth development field;  
- Develop effective and reflective youth development practitioners capable of applying theory to practice when working with youth;  
- Equip students with knowledge, attitudes, and skills and prepare them for work at management level.

**WHO MAY APPLY?**  
Practitioners or Professionals working with youth including:  
- Civil Servants;  
- Community Development practitioners; and  
- Youth Workers.  
- Interested individuals seeking competency at degree level in youth development work.

**ADMISSION REQUIREMENTS:**  
- Grade 12 with 25 points (in five subjects)  
- E symbol in English  
- Anyone who has obtained the Diploma in Youth Development Work (DYD) at NAMCOL or Any other equivalent qualification

**ASSESSMENT**  
- Two assignments per module.  
- Assignments will contribute 50% towards the final mark.  
- An admission mark of 50% through assignment marks is required to sit for the examination in each course.  
- One three-hour examination paper per course (exam mark will contribute 50% towards the final mark).  
- One research project

**DURATION**  
Three-year programme supported by face-to-face sessions
Degree in Youth Development Work

PROGRAMME CONTENT
The programme consist of 26 modules, which include 2 Core course modules + 1 Research Project as listed below:

<table>
<thead>
<tr>
<th>Year 1 – Semester 1</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English for General Communication</td>
<td>9901</td>
</tr>
<tr>
<td>Introduction to Computer (year Module)</td>
<td>9902</td>
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<tr>
<td>Leaning Processes - Part A</td>
<td>3101</td>
</tr>
<tr>
<td>Introduction to Theory and Practice</td>
<td>3102</td>
</tr>
<tr>
<td>Sociology of Youth</td>
<td>3103</td>
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<tr>
<td>Management and Leadership Skills for Youth Work</td>
<td>3104</td>
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<tr>
<td>Year 1 - Semester 2</td>
<td>CODES</td>
</tr>
<tr>
<td>Working With Youth in Community Organisational Settings</td>
<td>3105</td>
</tr>
<tr>
<td>Youth Health Safety and Wellbeing</td>
<td>3106</td>
</tr>
<tr>
<td>Contemporary Issues in Youth Development</td>
<td>3107</td>
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<tr>
<td>Personal and Professional Development</td>
<td>3108</td>
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<tr>
<td>Learning Processes- Part B</td>
<td>3109</td>
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<tr>
<td>Year 1 – Semester 1</td>
<td>CODES</td>
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<tr>
<td>Youth Governance, Transparency and Participation</td>
<td>3110</td>
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<tr>
<td>Youth and Society</td>
<td>3111</td>
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<tr>
<td>English for Academic Purposes</td>
<td>3112</td>
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<tr>
<td>Youth and Sustainable Development</td>
<td>3113</td>
</tr>
<tr>
<td>Youth Entrepreneurship and Innovation</td>
<td>3114</td>
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<table>
<thead>
<tr>
<th>Year 2 – Semester 1</th>
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<tbody>
<tr>
<td>Supporting Youth in Grief and Trauma</td>
<td>3120</td>
</tr>
<tr>
<td>Peace, Conflict Resolution and Mediation</td>
<td>3121</td>
</tr>
<tr>
<td>Strategic Planning and Programme Management</td>
<td>3122</td>
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<tr>
<td>Year 2 - Semester 2</td>
<td>CODES</td>
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<tr>
<td>Introduction to Social Research - PART B</td>
<td>3123</td>
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<td>Work Integrated Learning</td>
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<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
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<td>Generic Courses</td>
<td>940.00</td>
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<td>Programme</td>
<td>Orientation Workshop</td>
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<tr>
<td>-----------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Certificate in Education for Development (CED)</td>
<td>WHK &amp; ONGWEDIVA</td>
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<tr>
<td>SEMESTERS 1</td>
<td>04th - 08th Feb 2019</td>
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<tr>
<td>SEMESTERS 2</td>
<td>8th - 12th July 2019</td>
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<tr>
<td>Certificate in Local Government Studies (CLGS)</td>
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<td>SEMESTERS 2 &amp; 4</td>
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<td>Diploma in Youth Development Work (DYD)</td>
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<td></td>
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<tr>
<td>SEMESTERS 2 &amp; 4</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Certificate in Early Childhood Development (CECD)</td>
<td>WHK, KM, RUNDU &amp; ONG</td>
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<tr>
<td>SEMESTERS 1 &amp; 3</td>
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<td>04th - 15th Feb 2019</td>
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<tr>
<td></td>
<td>8th - 12th July 2019</td>
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## Tertiary Level Programmes: Academic Calendar

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ORIENTATION WORKSHOP</th>
<th>VACATION WORKSHOP</th>
<th>EXAMINATION PREPARATION WORKSHOP</th>
<th>EXAMINATION</th>
<th>SUPPLEMENTARY EXAMS</th>
</tr>
</thead>
</table>

2019 NAMCOL PROSPECTUS 83
Technical Vocational Education and Training

Programmes
Welding and Metal Fabrication
Office Administration
Automotive Mechanics
Plumbing and Pipefitting
NAMCOL offers the following Technical, Vocational Education and Training Programmes:

- Office Administration
- Welding and Metal Fabrication
- Automotive Mechanics
- Plumbing and Pipefitting

The aim of these programmes is to support the Government’s effort to attain Vision 2030 which states that Namibia should become an industrialised country by then. As employment opportunities in the formal sector shrink, the acquisition of technical and entrepreneurial skills for self-employment becomes crucial, thus development of these skills for self-employment is a vital component of these programmes.

**Target groups**

**The primary beneficiaries will be:**
- Existing NAMCOL trainees
- Unemployed youths and adults
- Artisans seeking to upgrade their skills.

**Objectives**

**The programme objectives are to:**
- equip trainees with knowledge and skills to become competent artisans;
- produce competitive artisans for the job market;
- produce entrepreneurial artisans;
- assist existing entrepreneurs with skills upgrading.
Technical, Vocational Education and Training Programmes (TVET)

Admission requirements

To be admitted to this programme, a candidate must have:
At least a Grade 10 certificate with 23 points plus an E in English, Mathematics and Science. There is no age restriction.

Prospective candidates will be subject to an objective and transparent selection process. Successful applicants will have an equal chance to apply for a study loan from NSFAF. After completion of a Level 2 external assessment, all trainees that successfully complete level 2 get attached to industry for job attachment.

Documents required for admission:
• Namibian Identity document (ID, birth certificate or passport);
• Certified copies of highest qualification
• Proof of income of parents/guardians for loan application.

Trainee support

Trainees are required to attend daily face-to-face classes. For new intakes an orientation workshop is organised at the beginning of each term. At this workshop trainees register, receive study materials and are introduced to their study environment.

Assessment

Trainees are assessed internally and externally through the practical and theoretical activities.

Job Attachment

• Level 2 trainees are required to go for job attachments after successful completion of level 2.
Automotive Mechanics
Automotive Mechanics

This trade aims to enable trainees to obtain the competencies to demonstrate knowledge of basic components of an automobile and apply automotive mechanic services, tools and equipment.

PROGRAMME STRUCTURE AND CONTENT:
Each programme consists of Unit Standard Titles and modules, recognised by NTA.

LEVEL 1: UNIT STANDARD TITLES
- Apply safety rules and regulations in an automotive mechanics workshop
- Use basic metal processing tools
- Apply basic metal joining techniques used in automotive mechanics
- Demonstrate knowledge of basic components of an automobile
- Apply automotive mechanics service tools and equipment
- Clean and finish the interior, exterior and components of an automobile
- Plan, organise and complete work in an automotive mechanics environment

LEVEL 2: UNIT STANDARD TITLES
- Apply knowledge of basic mathematical and engineering science related to automotive mechanics
- Communicate in an automotive mechanic work environment
- Use automotive measuring and check tools and instruments
- Produce and interpret engineering sketches
- Service wheels and tyres of a motor vehicle
- Service motor vehicle drive train shafts, joints and bearings
- Service motor vehicle cooling system
- Service motor vehicle carburettor fuel system
- Service a motor vehicle exhaust system
- Maintain basic electrical circuits of a vehicle
- Maintain conventional ignition system of a motor vehicle
- Perform lubrication service on a vehicle
Automotive Mechanics

- Carry out soft soldering of vehicle’s electrical wiring system
- Apply basic oxy-acetylene welding techniques
- Apply basic gas metal arc welding techniques
- Apply basic manual metal arc welding techniques
- Establish customer relations

EVEL 2: GENERIC UNIT STANDARD

HIV AND AIDS AWARENESS
- Demonstrate knowledge of HIV and AIDS

ENTREPRENEURSHIP
- Demonstrate knowledge of the requirements of entrepreneurs

JOB ATTACHMENT
- Level 2 trainees are required to go for job attachments after undertaking external assessment

LEVEL 3: UNIT STANDARD TITLES

- Develop innovative ideas for the automotive mechanic workplace.
- Use computer-based information systems in an automotive workshop environment
- Perform minor service on a vehicle
- Render vehicle break-down service
- Overhaul engine cylinder head
- Test and service motor vehicle air-conditioning system
- Assess and service vehicle hydraulic braking system
- Inspect and service motor vehicle conventional diesel fuel system
- Inspect and service vehicle conventional suspension system
- Inspect and service motor vehicle steering system
- Test and service electrical system components of a vehicle
- Test and service solid state ignition system of a motor vehicle
- Carry out wheel alignment operations
- Conduct routine service procedures on an automatic transmission of a motor vehicle
- Identify, create and select business opportunities

LEVEL 3: GENERIC UNIT STANDARD

ENTREPRENEURSHIP
- It is currently a non-examinable Unit Standard. It covers the following learning outcomes: Identify, create and selected business opportunities.
Welding and Metal Fabrication

This trade aims to enable trainees to obtain the competencies required for performing metal fabrication tasks such as applying safety rules and regulations; planning and organising metal fabrication work; using hand tools for metal fabrication operations and others.

PROGRAMME STRUCTURE AND CONTENT:
Each programme consists of Unit Standard Titles and modules, recognised by NTA.

LEVEL 1: UNIT STANDARD TITLES
• Apply safety rules and regulations
• Plan and organise metal fabrication work
• Use hand tools for metal fabrication operations
• Interpret welding signs and symbols as part of metal fabrication operations

LEVEL 1: GENERIC UNIT STANDARDS
HIV AND AIDS AWARENESS
• Demonstrate knowledge of HIV and AIDS
FOUNDATIONS NUMERACY SKILLS
• Apply basic numeracy skills in different contexts
FOUNDATIONAL COMMUNICATION SKILLS
• Apply basic speaking, reading and writing skills in English in different contexts

LEVEL 2: UNIT STANDARD TITLES
• Apply workplace communication processes
• Operate portable metal fabrication power tools
• Assemble and test oxy-acetylene welding equipment
• Weld mild steel using the oxy-acetylene welding process in the down-hand position
• Weld mild steel using the manual arc welding process in the down hand position
• Perform basic estimations, measurements and calculations
• Cut mild steel pieces using oxy-acetylene cutting equipment
• Make templates as part of metal fabrication operations

LEVEL 2: GENERIC UNIT STANDARD
HIV AND AIDS AWARENESS
• Demonstrate knowledge of HIV and AIDS
ENTREPRENEURSHIP
• Demonstrate knowledge of the requirements of entrepreneurs
JOB ATTACHMENT
• Level 2 trainees are required to go for job attachments after undertaking external assessment
Welding and Metal Fabrication

LEVEL 3: UNIT STANDARD TITLES

- Join metals using oxy-acetylene brazing and silver soldering equipment as part of metal fabrication operations
- Weld aluminium using the manual arc welding process in the down-hand position
- Weld stainless steel using the manual arc welding process in the down-hand position
- Cut work pieces using the plasma cutting process as part of metal fabrication operations
- Carry out basic rigging and safe lifting practices as part of metal fabrication operations
- Interpret and draw basic engineering drawings and sketches as part of metal fabrication operations
- Lay out and fabricate hoppers and cones using the triangulation method as part of metal fabrication operations
- Lay out and fabricate pipe joints using the parallel line development method as part of metal fabrication operations
- Lay out and fabricate cones by means of the radial line development method as part of metal fabrication operations
- Identify, create and select business opportunities

LEVEL 3: GENERIC UNIT STANDARD ENTREPRENEURSHIP

- It is currently a non-examinable Unit Standard. It covers the following learning outcomes: Identify, create and selected business opportunities.
Plumbing and Pipefitting
This trade aims to enable trainees to obtain the competencies required for performing basic plumbing tasks such as applying safety rules and regulations; using and maintaining hand tools; handling and storing plumbing materials; measurements and calculations, etc.

PROGRAMME STRUCTURE AND CONTENT:
Each programme consists of Unit Standard Titles and modules, recognised by NTA.

LEVEL 1: UNIT STANDARDS
- Apply safety rules and regulations in plumbing operations
- Use and maintain hand tools
- Handle and store plumbing materials
- Read and produce basic sketches and drawings used in plumbing operations
- Carry out basic excavation
- Perform basic estimations measurements and calculations
- Plan and organise plumbing work
- Perform soft soldering operations
- Perform basic sheet metal work
- Work safely on scaffolding, work platforms and ladders
- Perform basic pipe-work
- Carry out basic maintenance of domestic plumbing installations

LEVEL 1: GENERIC UNIT STANDARDS
HIV AND AIDS AWARENESS
- Demonstrate knowledge of HIV and AIDS.
FOUNDATION NUMERACY SKILLS
- Apply basic numeracy skills in different contexts
FOUNDATIONAL COMMUNICATION SKILLS
- Apply basic speaking, writing and reading skills in English in different contexts

LEVEL 2: UNIT STANDARDS
- Communicate effectively with others
- Use and maintain power tools
- Apply basic manual metal arc welding techniques
- Perform calculations related to plumbing operations
- Carry out basic levelling
- Perform basic bricklaying and plastering
- Perform basic concreting
- Read and interpret basic building drawings
- Apply basic oxy-acetylene welding techniques
- Install and adjust water service controls and devices
- Install water main pipe system
- Set out and install water services
Plumbing and Pipefitting

LEVEL 2: GENERIC UNIT STANDARD

HIV AND AIDS AWARENESS
• Demonstrate knowledge of HIV and AIDS

ENTREPRENEURSHIP
Demonstrate knowledge of the requirements of entrepreneurs

JOB ATTACHMENT
• Level 2 trainees are required to go for job attachments after undertaking external assessment

LEVEL 3: UNIT STANDARD MODULES

• Install gas supply system as part of plumbing operations
• Select and fit insulation and sheeting as part of plumbing installations
• Install storm water and sub-soil drainage systems as part of plumbing operations
• Install below-ground sanitary drainage systems as part of plumbing operations
• Fabricate and install flashings as part of plumbing operations
• Install pre-fabricated inspection openings and enclosures as part of plumbing operations
• Install gutters and down-pipes
• Install and fit sanitary fixtures as part of plumbing operations
• Erect and dismantle scaffolding as part of plumbing operations
• Develop innovative ideas for the plumbing workplace

LEVEL 3. GENERIC UNIT STANDARD

ENTREPRENEURSHIP
• It is currently a Non-examinable Unit Standard. It covers the following learning outcomes: Identify, create and selected business opportunities.
Office Administration

This trade aims to enable trainees to obtain the competencies required for performing basic office administration tasks.

PROGRAMME STRUCTURE AND CONTENT:
Each programme consists of Unit Standard Titles and modules, recognised by NTA.

LEVEL 1: UNIT STANDARD MODULES
- Follow workplace safety procedures in an office environment
- Communicate effectively with colleagues and clients in an office environment
- Follow effective work practices in an office environment
- Demonstrate basic word processing skills and administrative duties in an office environment
- Handle office mail
- File and retrieve documents in an office environment
- Apply knowledge of enterprise to complete routine administrative tasks
- Operate office equipment and participate in a team in an office environment

LEVEL 1: GENERIC UNIT STANDARD

COMPUTING FUNDAMENTALS
- Identify basic computer equipment and accessories
- Use navigational systems in a computer application

- Produce basic spreadsheets
- Use basic internet and email applications

FOUNDATION NUMERACY SKILLS
- Apply basic numeracy skills in different contexts

FOUNDATION COMMUNICATION SKILLS
- Apply basic speaking, reading and writing skills in English in different contexts

HIV AND AIDS AWARENESS
- Demonstrate knowledge of HIV and AIDS.

LEVEL 2: UNIT STANDARD MODULES
- Deliver a service to customers in an office environment
- Maintain a reception area
- Communicate ideas and information in an office
- Demonstrate good customer relations
- Process customer feedback as part of office procedures
- Demonstrate advanced word processing skills
- Organise courier and bulk mailing arrangements
- Access and secure records as part of office procedures
- Manage a diary as part of office procedures
- Receive and pass on messages
- Maintain office equipment
- Respond to enquiries in an office environment
- Complete routine financial documents in an office environment
- Maintain office records on a database programme in an office environment
Office Administration

LEVEL 2. GENERIC UNIT STANDARD

HIV AND AIDS AWARENESS
• Demonstrate knowledge of HIV and AIDS

ENTREPRENEURSHIP
• Demonstrate knowledge of the requirements of entrepreneurs

JOB ATTACHMENT
• Level 2 trainees are required to go for job attachments after undertaking external assessment

LEVEL 3: UNIT STANDARD MODULES
• Coordinate own work schedule with that of others to achieve team goals as part of office procedures
• Take dictation to produce a text document as part of office procedures
• Collect and provide information to facilitate communication flow as part of office procedures
• Determine, monitor and maintain stock levels in an office environment
• Demonstrate more advanced word processing skills to perform administrative duties in an office environment
• Produce a presentation document as part of office procedures
• Produce a basic document in a desktop publishing application as part of office procedures
• Operate the advanced functions of a spreadsheet application

LEVEL 3. GENERIC UNIT STANDARD

ENTREPRENEURSHIP
• It is currently a Non-examinable Unit Standard. It covers the following learning outcomes: Identify, create and selected business opportunities.
Computer Based Learning Centres
International Computer Driving Licence (ICDL)
Basic Computer Literacy Course
NAMCOL offers the ICDL Certification program which covers the key concepts of computing and its practical applications. It is the world’s leading end-user computer certification program and modules are now organised into three profile groups: ICDL Base Profile, ICDL Standard Profile and ICDL Advanced Profile as outlined below:

**BASE**
- Computer Essentials
- Online Essentials
- Word Processing
- Spreadsheets

**STANDARD**
- Presentation
- Using Database
- Web Editing
- Image Editing
- Online Collaboration
- IT Security
- Project Planning

**ADMISSION REQUIREMENTS AND PROCEDURES**

- ICDL is open to anyone regardless of age, gender, education, experience or background.
- No prior knowledge of information communication technology or computer skills is required. Enrolment takes place at any time of the year. Upon registration learners will receive a Skills Logbook which records progress through the certification process.

NAMCOL offers the ICDL Certification program which covers the key concepts of computing and its practical applications. It is the world’s leading end-user computer certification program and modules are now organised into three profile groups: ICDL Base Profile, ICDL Standard Profile and ICDL Advanced Profile as outlined below:
International COMPUTER DRIVING LICENCE (ICDL)

**ADVANCED**

- Advanced Word Processing
- Advanced Spreadsheets
- Advanced Databases
- Advanced Presentation

The following information briefly summarises each module and its contents:

**COMPUTER ESSENTIALS** covers everything from hardware and software to malware. It teaches essential concepts and skills about the use of devices, file creation and management, networks and data security.

**ONLINE ESSENTIALS** covers security and safety on the web, the concepts of online communities, communications and email. It covers the essentials you need for going online, including web browsing, effective search engine use, online communication and email.

**WORD PROCESSING** requires the candidate to demonstrate the ability to use a word processing application for everyday tasks associated with creating, formatting and finishing small-sized word processing documents that are ready for distribution. The candidate will demonstrate competence in duplicating and moving text within and between documents and in using the features associated with word processing applications such as creating standard tables, using pictures and images within a document and using mail merge tools.

**SPREADSHEETS** require the candidate to understand the concept of spreadsheets and to demonstrate the use of a spreadsheet application. The candidate will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet of limited scope that is ready for distribution. They will be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The candidate will demonstrate competence in creating and formatting graphs/charts.
ICDL STANDARD PROFILE MODULES

ONLINE COLLABORATION
is a new Standard Module that is essential for our world of cloud storage, shared online documents and social networking. It covers the tools, theories, technologies and risks behind online collaboration.

USING DATABASES
requires the candidate to understand some of the main concepts of databases and demonstrate the ability to use a database to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution. The candidate will be able to relate tables and to retrieve and manipulate information from a database by using query and sort tools available in the package and sort tools available in the database. The candidate will also be able to create and modify reports.

PRESENTATION
requires the candidate to demonstrate competence in using presentation tools to accomplish tasks such as creating, formatting, modifying and preparing presentations, using different slide layouts for display and printed distribution. It also requires the candidate to be able to duplicate and move text, pictures, images and charts within and between presentations. The candidate will demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

WEB EDITING
enables the candidate to understand key web publishing concepts and to create, upload and maintain a website.

IMAGE EDITING
enables the candidate to understand the main concepts underlying digital images and to use an image editing application to enhance images, apply effects and prepare an image for printing and publishing.

PROJECT PLANNING
enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks and resources.

IT SECURITY
allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the internet safely and securely, and manage data and information appropriately.
ADVANCED WORD PROCESSING
is a high-level certification program through which candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. Completion of this module will enable candidates to demonstrate professionalism and save time in the creation, production, review and distribution of documents.

ADVANCED DATABASES
is a high-level certification program that enables candidates to use the many advanced tools available in database applications to better manage and organise structured information. Successful completion of this module will enable candidates to maximise database functions in order to manage and analyse high volumes of data. This enables the production of the quantity and quality of information that business demands today.

ADVANCED SPREADSHEETS
is a high-level certification program which presents candidates with the opportunity to bring their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports and perform complex mathematical and statistical calculations. This will save time and improve productivity in the completion of tasks.

ADVANCED PRESENTATION
is a high-level certification program for candidates who wish to create effective, high-impact presentations using advanced features and prove their skills in this area. The program covers advanced presentation features that will allow candidates to use the presentation application to its full potential. It will allow them to plan and design more effective presentations that will have greater impact to better engage and involve an audience.

ICDL TRAINING AND TESTING AT NAMCOL
Training and testing take place at any of the ten accredited centres countrywide. The new ICDL Profile replaces the former ICDL Start and Core. The new ICDL Profile can be built using many more options from the modules available.

The ICDL Profile grows with you and never expires. All NAMCOL centres are fully accredited with the ICDL Foundation in South Africa and provide a congenial study environment with the latest technology and professional trainers. Training takes place in accordance with timetables at all CBLC centres during weekdays.
Course OPTIONS AND FEES

The following course options are available:

### BASE MODULES (Compulsory for beginners)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Computer Essentials</td>
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<tr>
<td>Online Essentials</td>
<td>N$550</td>
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<tr>
<td>Word Processing</td>
<td>N$550</td>
</tr>
<tr>
<td>Spreadsheets</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

This package includes a skills logbook, training manual, face-to-face training and testing on all four modules.

### ICDL BASE SELF STUDY OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICDL Logbook (Compulsory)</td>
<td>N$350.00</td>
</tr>
<tr>
<td>ICDL Base Manuals</td>
<td>N$300.00</td>
</tr>
<tr>
<td>ICDL Base Modules Exam per Module = N$190 x 4 Modules</td>
<td>N$760.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N$1410.00</strong></td>
</tr>
</tbody>
</table>

**ICDL BASE SELF STUDY OPTION**

- ICDL Logbook (Compulsory)
- ICDL Base Manuals
- ICDL Base Modules Exam per Module = N$190 x 4 Modules
- **Total**: N$1410.00

On completion of the Base Modules, any of the following options are recommended: Duration for ICDL standard is 1 - 2 months per module

<table>
<thead>
<tr>
<th>OPTION 1</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>N$700.00</td>
</tr>
<tr>
<td>Presentation</td>
<td>N$600.00</td>
</tr>
<tr>
<td>IT Security</td>
<td>N$700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N$2000.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION 2</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>N$700.00</td>
</tr>
<tr>
<td>Database</td>
<td>N$600.00</td>
</tr>
<tr>
<td>Project Planning</td>
<td>N$700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N$2000.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION 3</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>N$700.00</td>
</tr>
<tr>
<td>Presentation</td>
<td>N$600.00</td>
</tr>
<tr>
<td>Project Planning</td>
<td>N$700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N$2000.00</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION 4</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>N$700.00</td>
</tr>
<tr>
<td>Image Editing</td>
<td>N$700.00</td>
</tr>
<tr>
<td>Web Editing</td>
<td>N$700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N$2100.00</strong></td>
</tr>
</tbody>
</table>
### Course OPTIONS AND FEES

#### OPTION 5

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image Editing</td>
<td>N$700.00</td>
</tr>
<tr>
<td>Presentation</td>
<td>N$600.00</td>
</tr>
<tr>
<td>Project Planning</td>
<td>N$700.00</td>
</tr>
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</table>

**TOTAL**  
N$2000.00

#### ICDL ADVANCED

<table>
<thead>
<tr>
<th>Module</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced MS Word</td>
<td>N$820.00</td>
</tr>
<tr>
<td>Advanced MS Excel</td>
<td>N$820.00</td>
</tr>
<tr>
<td>Advanced MS Access</td>
<td>N$820.00</td>
</tr>
<tr>
<td>Advanced MS PowerPoint</td>
<td>N$820.00</td>
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</table>

**TOTAL**  
N$3280.00

#### ICDL ADVANCED SELF STUDY OPTION

<table>
<thead>
<tr>
<th>Component</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Book per Module</td>
<td>N$300.00</td>
</tr>
<tr>
<td>Testing/Exam fee per Module</td>
<td>N$380.00</td>
</tr>
<tr>
<td>Total Cost</td>
<td>N$680.00</td>
</tr>
<tr>
<td>Plus Logbook (optional)</td>
<td>N$350.00</td>
</tr>
</tbody>
</table>

**TOTAL**  
N$1030.00

**EXAMINATION FEES:** ICDL BASE IS N$190.00 PER MODULE AND ICDL ADVANCED MODULE IS N$380.00 PER MODULE.

Options 1 to 5 modules must be paid in full on a module-by-module basis prior to training. The Self-study guide is available for all course options. For more information, contact your CBLC facilitator to discuss this option.

### NOTE:

- **A Once-off Administration fee of N$50 is payable as required.**

### DURATION:

ICDL Base 4-8 months ICDL Standard and Advanced 1-2 months per module.

### CERTIFICATION

Certificates are issued by the ICDL Foundation in South Africa upon completion of the various options. A waiting period is required before certificates are issued. Certificates are issued when the following options have been completed:

- **ICDL Base:** On completion of all ICDL Base Modules
- **ICDL Base + any other 3 Standard Modules:** Eligible for ICDL Standard Certificate
- **ICDL Advanced:** Any one Advanced Module passed
- Certificates will only be printed on request (upon completion of modules in the given options)
- **ICDL Profile Certificate:** Candidate will be able to receive the ICDL Profile Certificate for any combination of modules from the first module passed. The certificate will list all the modules that the candidate has completed successfully to date.

**Fees are currently being revised and is subject to change in 2019**
INTRODUCTION TO THE COURSE

This is a short, easy-to-master course on basic computer skills. Our goal is to give you a solid foundation. Once you have understood these basics, you will have a clear understanding on which to build your future knowledge of and skill with computers and the Internet. This course is divided into four separate modules: Introduction to Computers; Email Skills; Word Processing and Excel Skills.

ADVANTAGES

Why is it so important to be computer literate? It will help you get a job and it will help you advance in your career. Knowing the basics will assist you in

• How to work with files and folders,
• How to use a word processing program,
• How to work with spreadsheets and accounting programmes,
• How to send and receive email.

It means having some sort of level of comfort around computers rather than a look of fear and a feeling of foreboding. It will give you a good kick-start into entering any job, since computer skills are a basic demand in the workplace.

THE FOLLOWING COURSE/MODULES ARE OFFERED:

INTRODUCTION TO COMPUTERS

• Identify computer components; i.e. Systems Unit, Monitor, Keyboard, etc.
• Successfully log on to, log off, shut down and restart a computer
• Effectively use a mouse, click, double click, scrolling and highlighting
• Understand keyboard operations, when to use shift, caps lock, num pad, etc.
• Understand when to create, modify, delete and use folders
• Understand desktop icons and the control panel
• Understand how to use anti-virus software and the updating of it.
• Be able to use basic text editing software such as WordPad and notepad.

MICROSOFT WORD

• Open, close and save word documents as well as have the ability to change the location of an existing file.
• Understand the use of the ribbon.
• Know when to use cut, copy, paste and paste special functions.
• Choose built-in functions to enhance productivity.
• Create and edit word documents that can be distributed and processed
• Apply formatting to documents and know when to use different formatting options.
Basic Computer Literacy Course

MICROSOFT WORD (Continued)

• Insert graphical objects.
• Generate, format, and edit tables.
• Prepare documents for printing, using print preview and print options.

MICROSOFT EXCEL

• Open, close and save Excel documents as well as have the ability to change the location of existing files.
• Understand the use of the ribbon.
• Choose built-in functions to enhance productivity.
• Work and understand cells, highlight, cut, copy paste and move cells, columns and rows.
• Edit rows and columns in a worksheet.
• Format numbers and text in a worksheet.
• Create and format charts.
• Prepare documents for printing, using print preview and page-break preview options.

INTERNET

• Know and understand what the internet is.
• Know the dangers of the internet regarding viruses, copyright and inappropriate content.
• Use various search engines, like Aardvark, Bing and Google to research and find specific information.
• Complete and submit Web-based forms.
• Save Web pages and download freeware.
• Copy information from the internet and paste it in documents.
• Prepare items from the Web for printing.

E-MAIL

• Know what Email is and understand other communication options.
• Create Web based email accounts specifically Webmail. (www.webmail.co.za)*
• Be aware of etiquette and security considerations when using email.
• Know how to create, spell-check, reply, reply to all and send email.
• Understand how attachments work and how to handle them safely and correctly.
• Know how to prepare and setup e-mail for printing.
Basic Computer Literacy Course

E-mail

- Know what Email is and understand other communication options.
- Create Web based email accounts specifically Webmail. (www.webmail.co.za)*
- Be aware of etiquette and security considerations when using email.
- Know how to create, spell-check, reply, reply to all and send email.
- Understand how attachments work and how to handle them safely and correctly.
- Know how to prepare and setup e-mail for printing.

FEE STRUCTURE FOR 2019

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computers</td>
<td>N$ 300.00 (Registration)</td>
</tr>
<tr>
<td>Microsoft Word 2010</td>
<td>N$ 250.00</td>
</tr>
<tr>
<td>Microsoft Excel 2010</td>
<td>N$ 250.00</td>
</tr>
<tr>
<td>Internet &amp; Email</td>
<td>N$ 250.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>N$ 1050.00</td>
</tr>
</tbody>
</table>

Fees are currently being revised and is subject to change in 2019
Windhoek
Tel: 061 320 5279
j.izaks@namcol.edu.na

Eenhana
Cel: 081 371 3312
CbIcEenhana@namcol.edu.na

Ondangwa
Cel: 081 419 8880
CbIcOndangwa@namcol.edu.na

Ongwediva
Tel: 065 233 794
CbIcOngwediva@namcol.edu.na

Otjiwarongo
Tel: 067 304 379
CbIcOtjiwarongo@namcol.edu.na

Katima Mulilo
Tel: 066 253 065
CbIcKatima@namcol.edu.na

Outapi
Tel: 065 251 070
CbIcOutapi@namcol.edu.na

Opuwo
Tel: 065 277 012
CbIcOpuwo@namcol.edu.na

Rundu
Tel: 066 255 545
CbIcRundu1@namcol.edu.na
CbIcRundu2@namcol.edu.na

Walvisbay
Tel: 064 205 990
CbIcOWalvisbay@namcol.edu.na
Graduation Ceremony and Director’s Award
The Institution’s Graduation Ceremony takes place in August annually. Every year a best performance based award is announced from the Director’s Office. The aggregate mark of 75% is the guide to determine the best performers in the tertiary level programmes.
Map of Regional and Sub-Regional offices
Public Holidays for 2019

New Year’s Day: Tuesday, 1 January 2019
Independence Day: Thursday, 21 March 2019
Good Friday: Friday, 19 April 2019
Easter Monday: Monday, 22 April 2019
Worker’s Day: Wednesday, 1 May 2019
Cassinga Day: Saturday, 4 May 2019
Africa Day: Saturday, 25 May 2019
Heroes’ Day: Monday, 26 August 2019
Namibian Women’s Day/Human Rights Day: Tuesday 10 December 2019
Christmas Day: Wednesday, 25 December 2019
Family Day: Thursday, 26 December 2019

NOTE: Observance Days 2019, but not Public Holidays

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>09 February</td>
</tr>
<tr>
<td>Saturday</td>
<td>16 June</td>
</tr>
<tr>
<td>Friday</td>
<td>28 September</td>
</tr>
<tr>
<td>Thursday</td>
<td>04 October</td>
</tr>
</tbody>
</table>

Constitution Day
African Child’s Day
Day of the Namibian Child
United Nation’s Day

According to the Public Holidays Act, 1990 (Act 26 of 1990) the Monday, following a Sunday which is a public holiday, shall also be a public holiday, unless the Monday is already a public holiday.
EMPOWER YOUR TOMORROW WITH CORE COMPETENCIES

* Office Administration
* Welding and Metal Fabrication
* Plumbing and Pipefitting
* Automotive Mechanics