Tune in to
NBC TV CHANNEL 4

NAMCOL provides educational video lessons aired on NBC channel 4. These lessons can be viewed in all areas inside Namibia where the NBC Digital Decoders are operating.

The series of programmes were produced by NAMCOL with financial support from the Ministry of Education, Arts and Culture.

Visit the NAMCOL’s website at www.namcol.edu.na for a broadcast schedule.
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Namibian College of Open Learning

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Information in this Prospectus is valid for the 2018 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 pages 7 - 9)

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

The Director
NAMCOL
Private Bag 15008
Plot: 2031
Independence Avenue
Katutura, Windhoek
Namibia

Telephone:
+264 61 320 5111

Fax:
+264 61 216 987

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

ISSN:
2026-7908
Abbreviations

<table>
<thead>
<tr>
<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>CBLT</td>
<td>Computer-Based Learning Centre</td>
</tr>
<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>DYD</td>
<td>Diploma in Youth Development Work</td>
</tr>
<tr>
<td>CWY</td>
<td>Certificate in Community-Based Work with Children and Youth</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>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>
</tbody>
</table>
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

ACCESSIBILITY: To provide opportunities for adults and out-of-school youth to further their education or develop new skills
ACCOUNTABILITY: To provide our stakeholders with convincing evidence of the value of what we do
CONTINUITY: To contribute to lifelong learning experiences of learners
EFFICIENCY: To make the best use of available resources
EXCELLENCE: To pursue the goal of continuous improvement in everything we do.
QUALITY: To strive for the highest standards of service delivery
RELIABILITY: To provide accurate and trustworthy information on our activities
RESPONSIVENESS: To address emerging challenges and training needs in a timely fashion
SUSTAINABILITY: To ensure the College has sufficient resources to continue developing and offering programmes in future
TRANSPARENCY: To be open and fair in all our business operations
NAMCOL Management

Dr H V Murangi
Director

Mrs FN Keendjele
Deputy Director: Learner Support

Mr J Nitschke
Deputy Director: Programmes & Materials Development

Mrs P Kamati
Deputy Director: Finance & Administration

Mr A Kulobone
Deputy Director: Support Services

Mr P A Pea
Regional Manager: Northern Region

VACANT
Staff Representative

Ms D Haufiku
Regional Manager: Central Region

Mr C Hinanifa
Regional Manager: Southern Region

Mr M Hifitikeko
Strategic Planning and Implementation Manager
Contact Details

HEAD OFFICE

2031 Independence Avenue, Katutura, Windhoek, Namibia
Private Bag 15008, Katutura, Windhoek, Namibia
Tel.: +264-61-320 5111 Fax: +264-61-216 987
Website: www.namcol.edu.na Email: bok@namcol.edu.na

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Office of the Director (OD)
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Email: murangi@namcol.edu.na

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Email: keendjele@namcol.edu.na

Support Services (SS)
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Email: alberts@namcol.edu.na

Finance and Administration (F & A)
Telephone: 061 320 5254
Email: kamati@namcol.edu.na
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Southern Region (SR)
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Private Bag 15008, Katutura, Windhoek
Telephone: 061 320 5330, Fax: [061] 216 987
Email: hinanifa@namcol.edu.na

Central Region (CR)
P. O. Box 2006, Erf 280, Corner of Prosit and Waterberg Street, Otjiwarongo
Telephone: 067 304 379, Fax: [067] 303 170
Email: haufiku@namcol.edu.na

North-Eastern Region (NER)
Sam Nujoma Drive, P/Bag 2123, Rundu
Telephone: 066 255 545, Fax: [066] 255 386

Northern Region (NR)
Marula Street, P.O.Box 80002, Ongwediva
Telephone: 065 233 780/81, Fax: [065] 233 793
Email: pea@namcol.edu.na

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
Tel: (061) 320 5279
Fax: (061) 216 987
Fax2mail: 0886 207 23
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Area Coordinator
EENHANA
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Fax: 264 65 233 793
Director’s Foreword

This publication aims to update and inform the College’s stakeholders on all operations, programmes and services available. The NAMCOL founding Act mandates the College to design, develop, and offer programmes to enhance the educational levels of youth and adults. Since its inception in 1997, the College has served thousands of learners through its various programmes. The secondary education programme (Grades 10 & 12) remains the largest with a learner intake of more than 30 000.

The NAMCOL Act directs the College to diversify its programme offerings to address the diverse training needs of the Namibian people. Therefore, tertiary level programmes at certificate and diploma levels in the following disciplines are on offer: Community Development; Business Management, Local Government Administration; Psychosocial Support; Early Childhood Development and Youth Development. In addition, Technical, Vocational Education and Training Courses comprising Automotive Mechanics, Plumbing and Pipefitting, Welding and Metal Fabrication and Office Administration are offered since 2013.

"Quality and effective service delivery is our priority."

For the first time, the College will now offer as from 2018 the first degree programme, namely the Bachelor of Arts in Youth Development Work. This programme aims to provide pathways for students who successfully obtained the Diploma in Youth Development Work, and also to offer an opportunity to Grade 12 graduates who want to pursue a career in this discipline.
In 2017, the latest technological innovation on student support was introduced. The new student portal enables ease of access to personal details, assignments and examination results, proof of registration and lecture notes. This new innovation enables the College to communicate effectively with students on important developments.

Quality and effective service delivery is our priority. We value all our learners and customers as important, and will make sure that the experience they get while studying with us is a memorable one. Thank you for choosing NAMCOL as your institution of choice.

We remain committed to your personal and professional development, and reassure you of our best support. We wish you the best of luck with your studies for 2018.

.................

Heroldt V. Murangi (PhD)
Director
NAMCOL has introduced the following exciting new programmes for 2018

**CBE**

CERTIFICATE IN BUSINESS AND ENTREPRENEURSHIP
- 18 MONTHS

**BA:YD**

BACHELOR OF ARTS IN YOUTH DEVELOPMENT WORK
- 3 YEARS

---

**Office Bearers & Contact Details**

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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 20 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.

The tertiary and technical, vocational programmes are accredited by the Namibia Qualifications Authority (NQA) and the National 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 Centre. 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.

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

NAMCOL is one of the well-established open and distance learning institutions in Namibia. NAMCOL has over the past twenty 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 at selected centres.
## Choice of subjects

### Grade 10

(Junior Secondary Certificate)

### Choice of subjects

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>
</tr>
<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>
# Grade 12
(Namibia Senior Secondary Certificate)

## Ordinary Level/Higher Level

<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>
</tr>
<tr>
<td>4115</td>
<td>Afrikaans 2nd Language</td>
<td>8321</td>
<td>Biology</td>
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<tr>
<td>4321</td>
<td>Agriculture</td>
<td>8336</td>
<td>Business Studies</td>
</tr>
<tr>
<td>4322</td>
<td>Biology</td>
<td>8337</td>
<td>Economics</td>
</tr>
<tr>
<td>4331</td>
<td>Development Studies</td>
<td>8330</td>
<td>Geography</td>
</tr>
<tr>
<td>4347</td>
<td>Economics</td>
<td>8331</td>
<td>History</td>
</tr>
<tr>
<td>4116</td>
<td>English 2nd Language</td>
<td>8323</td>
<td>Mathematics</td>
</tr>
<tr>
<td>4332</td>
<td>Geography</td>
<td>8304</td>
<td>Oshikwanyama 1st Language</td>
</tr>
<tr>
<td>4333</td>
<td>History</td>
<td>8305</td>
<td>Oshindonga 1st Language</td>
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<td>4324</td>
<td>Mathematics</td>
<td>8322</td>
<td>Physical Science</td>
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<td>4105</td>
<td>Oshikwanyama 1st Language</td>
<td>8306</td>
<td>Rukwangali 1st Language</td>
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<td>4106</td>
<td>Oshindonga 1st Language</td>
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<td>4107</td>
<td>Otjiherero 1st Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4323</td>
<td>Physical Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4108</td>
<td>Rukwangali 1st Language</td>
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<td></td>
</tr>
<tr>
<td>4111</td>
<td>Silozi 1st Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4104</td>
<td>Khoekhoegowab 1st Language</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Higher Level Subjects (NSSCH)

The College offers the following subjects on higher level at the following centres:

**NORTHERN REGION**
- Eenhana (Oshikwanyama)
- Ongha (Oshikwanyama)
- Ponhofi (Oshikwanyama)
- Eengedjo (Oshikwanyama)
- Gabriel Taapopi (English, Oshindonga & Oshikwanyama)
- Iipumbu (English, Oshindonga & Oshikwanyama)
- Haudano (English & Oshikwanyama)
- David Sheehama (English & Oshindonga)
- Shaanika Nashilongo (Oshindonga)
- Andima TyT (Oshindonga)
- Hans Daniel Namuhuja (Oshindonga)
- Eenhana (English)
- Nuuyoma (English)

**CENTRAL REGION**
- Duinesig (English & Mathematics for Grade 12)

**NORTH-EASTERN REGION**
- Rundu Regional Office (Rukwangali, Physical Science and English)

**SOUTHERN REGION**
- Jetu Jama, Katutura (Accounting, Business Studies, Economics, Physical Science, Biology, English and Mathematics)

**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)

PETE PROGRAMME
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. A non-refundable application fee of N$ 50-00 per learner is payable.

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 in January for three weeks. The dates will be announced in the media.

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)

OTJIWARONGO:
Science Field
- English 2nd Language
- Mathematics
- Biology
- Physical Science.

Commercial Field
- English 2nd Language
- Economics
- Accounting
- Business Studies

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

JETU JAMA/ WINDHOEK:
Science Field:
- English 2nd Language
- Biology
- Physical Science (HL)
- Mathematics

Commercial Field:
- English 2nd Language (HL)
- Economics (HL)
- Accounting (HL)
- Business Studies (HL)

ONGWEDIVA:
Science Field:
- English 2nd Language
- Mathematics
- Biology
- Physical Science

Commercial Field:
- English 2nd Language
- Economics
- Accounting
- Business Studies

RUNDU:
Science Field:
- English 2nd Language
- Mathematics
- Biology
- Physical Science

Commercial Field:
- Accounting
### Important Dates

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAMCOL enrolment period</td>
<td>15 Jan - 7 Feb</td>
</tr>
<tr>
<td>JSC &amp; NSSC Exam registration start</td>
<td>Feb - April</td>
</tr>
<tr>
<td>Beginning of contact sessions (FIRST TERM)</td>
<td>12 Feb</td>
</tr>
<tr>
<td><strong>Last date of receiving study materials</strong>&lt;br&gt;• Assignment 1 due&lt;br&gt;• Assignment 2 due&lt;br&gt;• Assignment 3 due (Entrepreneurship Grade 10 only)</td>
<td>28 March 30 May 27 June</td>
</tr>
<tr>
<td><strong>Deadline for submission of assignment in 2018 for ECC</strong>&lt;br&gt;• Assignment 1&lt;br&gt;• Assignment 2&lt;br&gt;• Assignment 3</td>
<td>28 March 30 May 11 July</td>
</tr>
<tr>
<td>Last date for transfers from one exam centre to another</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-Entrepreneurship</strong>&lt;br&gt;• Generate Business Ideas&lt;br&gt;• Conduct Market Research&lt;br&gt;• Draw up a business plan&lt;br&gt;• Entrepreneurship day&lt;br&gt;• Entrepreneurship day (Oral)&lt;br&gt;• Oral report in classroom</td>
<td>19 - 26 April 27 April - 31 May 11 - 14 June by 15 June 21 June 3 July</td>
</tr>
<tr>
<td>Mid-term break (ALL LEARNERS)</td>
<td>19 - 23 March</td>
</tr>
<tr>
<td>Block Tuition Term 1</td>
<td>19 - 23 March</td>
</tr>
<tr>
<td>Mid-term break (NAMCOL STAFF)</td>
<td>30 April - 4 May</td>
</tr>
<tr>
<td>Block Tuition Term 2</td>
<td>30 April -18 May</td>
</tr>
<tr>
<td>Contact centres close (FIRST TERM)</td>
<td>25 April</td>
</tr>
<tr>
<td>Checking for preliminary entries for Oct/Nov exams</td>
<td>June</td>
</tr>
<tr>
<td>First Vacation Workshop</td>
<td>30 April - 4 May</td>
</tr>
<tr>
<td>Contact centres commence (SECOND TERM)</td>
<td>29 May</td>
</tr>
</tbody>
</table>

### ACTIVITY | DATE
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Mock exams (ALL REGIONS)</td>
<td>July - August</td>
</tr>
<tr>
<td><strong>Contact Centres close (SECOND TERM)</strong></td>
<td>22 August</td>
</tr>
<tr>
<td><strong>Mid-term break (NAMCOL STAFF)</strong></td>
<td>27 - 31 August</td>
</tr>
<tr>
<td>Second Vacation workshop</td>
<td>27 - 31 August</td>
</tr>
<tr>
<td>Third Term commences</td>
<td>4 September</td>
</tr>
<tr>
<td>Collecting of admission permits for Oct/Nov exams as from</td>
<td>September</td>
</tr>
<tr>
<td>Oral assessment for October/November exams</td>
<td>September</td>
</tr>
<tr>
<td><strong>Agriculture Practical</strong>&lt;br&gt;Prac 1 &amp; 2&lt;br&gt;Prac 3 &amp; 4&lt;br&gt;Prac 5</td>
<td>Week&lt;br&gt;4 - 8 June 2018&lt;br&gt;11 - 15 Jun 2018&lt;br&gt;18 - 22 Jun 2018</td>
</tr>
<tr>
<td>Third Block Tuition</td>
<td>27 Aug - 1 Sept</td>
</tr>
</tbody>
</table>
Admission requirements

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.

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),
- 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 44-47. 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.

NOTE:

ENROLMENT PERIOD
15 JANUARY - 7 FEBRUARY
NO LATE ENROLMENTS WILL BE CONSIDERED.
and procedures

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.

**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).

**FEE FOR LOST DOCUMENTS:**

A N$20.00 fee is payable for lost enrolment receipts.

**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:**

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

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.

NOTE:

Wednesday, 7 February 2018 is the final cut-off date for any cancellation and change of subjects.
FEES 2018

The following fees must be paid in FULL at enrolment:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-refundable registration fee per learner</td>
<td>N$90.00</td>
</tr>
<tr>
<td>Each Grade 10 (JSC) subject</td>
<td>N$170.00</td>
</tr>
<tr>
<td>Each Grade 12 (NSSCO) subject</td>
<td>N$290.00</td>
</tr>
</tbody>
</table>

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 7 February 2018.

NOTE:

ENROLMENT PERIOD

15 JANUARY - 7 FEBRUARY 2018
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 vacation workshops every year (for learners who cannot attend the weekly tutorial sessions), only in towns where there are no block tuition centres
- Two assignments with the exception of ECC 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 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.

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 over 24 weeks of the academic year.

**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 47.

**VACATION WORKSHOPS**

Vacation workshops are organised for non-contact learners. These are offered at a limited number of centres throughout the country and organised twice a year during school holidays. It is important to notice that these workshops will not be offered in towns where block tuition is offered.

At these workshops, learners have the opportunity to meet tutors and fellow learners, clarify their queries, ask tutors questions about the subjects they are studying and receive advice from NAMCOL staff.

All vacation workshops are organised by NAMCOL’s regional officials and are conducted in the different regions.

The workshops are held at no extra cost for non-contact learners. However, learners must make their own arrangements for travel and accommodation. Refer to page 48 for Vacation Workshop Venues.

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**First workshop:**
30 April - 4 May 2018

**Second workshop:**
27 - 31 August 2018
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.

The language weeks are offered during the first week of every month for six months, commencing in March and ending in August every year. This initiative is complemented by the essay-writing competition for NAMCOL learners in Grades 10 and 12.

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. NAMCOL learners can make use of any of these resource centres.
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 101.

The abovementioned suppliers can be approached for additional reading material, examination booklets and modules. The NAMCOL bookshops exclusively sell video and radio lessons.

**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.
Step 1. Pre-Application
What do you need before applying Online?
- a. Certified scanned copies of Academic certificates
- b. Certified scanned copies of ID card or Passport
- c. Employer certificate (testimonial)

Step 2.
To apply for a programme 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 the save button, after which you will be issued with a reference/student number.

Step 5. Creation of PIN
1. Please take note of your reference number. This number will be your student number.
2. 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.
Applications Guidelines

Step 11. Payment of Application Fee

a. Please make the application payment of N$100.00 to the NAMCOL account. Indicate the student number as a reference number. Fax the bank receipt to 061 298 2 attention Mr Elton Tjuma at NAMCOL and log in again after 2 weeks to continue with the application.
b. Click on submit application to continue with the application after the payment.
c. Click OK to continue with the application.
d. Click on “Accept application” to continue with application.
e. Your application have been successfully submitted.
f. Click on “view completed application” to confirm your completed application.
g. Click on process status to view the process status.
h. You have successfully completed the application process. Log in after 10 weeks to view your application status.
i. Log on again using your PIN and click on “Student Enquiry” then “Academic Admission status” to view the status 10 weeks after the closing of the application period.

Step 4. 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 to select the subjects done (maximum 6) and enter the grades as they appear on your certificates.

Step 9.

Click on “Load/view documents” to upload your scanned certificates, ID, and work experience certificates. Click on save button and click next to continue.

Step 10. Choice of Programme

a. Select academic year, enter the qualification name and click on “search button” to select your programme of study.
b. Fill in the required information and click on “save and continue” once done
c. Click on “Accept application” and click next to continue.
d. Click on “Notify institution and view errors” to view the error.
Assessment

ASSIGNMENTS
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.

NSSCO
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.

AGRICULTURE PRACTICALS
All practicals will take place during the following weeks:
Practicals 1 & 2: 4-8 June 2018
Practicals 3 & 4: 11-15 June 2018
Practicals 5: 18-22 June 2018
**ASSIGNMENT DATES:**

<table>
<thead>
<tr>
<th>DEADLINES FOR SUBMISSION OF ASSIGNMENTS IN 2018 FOR SECONDARY EDUCATION:</th>
<th>DEADLINES FOR SUBMISSION OF ASSIGNMENTS IN 2018 FOR ENGLISH COMMUNICATION COURSE:</th>
</tr>
</thead>
</table>
| Assignment 1:  
28 March 2018 | Assignment 1:  
28 March 2018 |
| Assignment 2:  
30 May 2018 | Assignment 2:  
30 May 2018 |
| Assignment 3:  
Enterpreneurship (Grade 10 only)  
27 June 2018 | Assignment 3:  
11 July 2018 |

**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.
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 ECC 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.

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 (2017). However learners must notify NAMCOL and DNEA of the intention prior to the 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:

- 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.
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.
Enrolment Points

NORTHERN REGION

OSHIKOTO REGION
• Elambo CS
• Epembe CS
• Hans Daniel Namuhuja JS
• Mateus Nashandi CS
• Nehale CS
• Nyambali SP
• Omukwiugwemany JS
• Omuthiya lipundi CS
• Onguti SS
• Onankali South CS
• Amen CS
• Uukule SSS
• Uukumwe CS

OSHANA REGION
• Andimba Toivo ya Toivo SSS
• Evululuko SS
• Gabriel Taapopi SSS
• lipumbo SSS
• Oikango CS
• Okatana CS
• Onamutai SS
• Ongwediva Control
• Ondjora CS
• Oshakati SSS
• Nangolo SS
• Kapembe JSS
• Nengushe CS
• lindangungu CS

OMUSATI REGION
• Ashipala SS
• David Sheehama SS
• Dr Kleopas Dumeni CS
• Ombuumbu CS
• Otamanzi CS
• Shaanika Nashilongo SS
• St Charles Lwanga CS
• Putuavanga SS
• I K Tjimuhiva CS
• Pendukeni livula Itana

OHANGWENA REGION
• Eenhana SS
• Eembaxu CS
• Eengedjo SS
• Edundja CS
• Ekangolinene CS
• Okatope CS
• Onanghulo CS
• Ongenga SP
• Ondobe CS
• Ongha SS
• Oshela SSS
• Oshikunde SS
• Ponhofi SSS
• Shituwa CS
• Uukelo CS

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

NORTH-EASTERN REGION

ZAMBEZI REGION

• Ngweze PS
• Caprivi SS
• Ngweze SS
• Sangwali SS
• Greenwell Matongo PS
• Brendan Simbwaye PS
• Sanjo SS
• Mafwila SS

KAVANGO EAST REGION

• Divundu CS
• Dr Romanus Kampungu SS
• Noordgrens SS
• Kehemu PS
• Sauyemwa CS
• Shambyu CS
• Romanus Kamunoko SS
• Rundu SS
• Elia Neromba SS
• Rucara CS
• PETE

KAVANGO WEST REGION

• Katji-na-katji SS
• Nkure-nkuru CS
• Kandjimi MurangiSS
• Mpini CS
• Bunya SS
• Himarwa Ithete SS
Enrolment Points

SOUTHERN REGION

KHOMAS REGION

CENTRE 1
Jetu Jama
New Hall
- St Barnabas Primary School
- Jan Jonker Afrikaner SS
- A Shipena Secondary School
- Hage Geingob Secondary School
- C J Brandt
- Highline
- Olof Palme

CENTRE 2
Jetu Jama
SR Classrooms:
- Augustineum Secondary School
- Acacia High School
- Khomas High School
- Concordia College
- Ella du Plessis High School

///KARAS REGION

- Lüderitz HS
- Namdeb Adult Education Centre
- Karasburg CS
- Hoeksteen PS
- Krönlein PS
- Noordoewer JSS
- Aussenkehr PS

OMAHEKE REGION

- Epukiro Post 3 JSS
- C Heuva JSS
- #Khoadawes
- Tsjaka Ben Hur
- Rietquelle JSS
- Gustav Kandji JSS
- Witvei PS

OTJOZONDJUPA

- Okahandja SS
- Okondjatu SS

HARDAP REGION

- Danie Joubert CS
- Gibeon (C//Oaseb S.S )
- Aranos (Rooiduin SS)
- Rehoboth HS

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

ERONGO REGION
• Anistemi College & Training Centre (Usakos)
• S I Gobs SS
• U B Dax PS
• Coastal High SS
• Kamwandi JSS
• Kuisebmund SS
• Duinesig PS
• Tutaleni PS
• De Duine SS

OTJOZONDJUPA REGION
• Khorab SS
• Okamatapati JSS
• Okakarara SS
• Paresis SS
• Fridrich Awaseb SS
• Tsumkwe JSS
• Karundu SS
• Otjiwarongo Regional Office (PETE)

OSHIKOTO REGION
• Otjikoto SS
• Tsintsabis CS

OTJOZONDJUPA REGION
• Khorab SS
• Okamatapati JSS
• Okakarara SS
• Paresis SS
• Fridrich Awaseb SS
• Tsumkwe JSS
• Karundu SS
• Otjiwarongo Regional Office (PETE)

KUNENE REGION
• Etoshapoort JSS
• Elias Amxab CS
• Cornelius Goreseb SS
• Kamanjab 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
These workshops are meant for learners who are unable to attend weekly contact sessions.

THESE WORKSHOPS WILL ENABLE YOU TO:

meet your NAMCOL Tutors who will assist you with problems you might be experiencing in your subjects; meet your fellow NAMCOL learners and exchange ideas.

VACATION WORKSHOPS TAKE PLACE TWICE A YEAR:
30 APRIL - 4 MAY 2018
27 - 31 AUGUST 2018

PLEASE NOTE
All Grade 10 learners who have enrolled for English are also invited to attend English literature sessions during the vacation workshops.
NAMCOL piloted Block Tuition from 2017 for Grade 12 learners. Block Tuition is a method of replacing daily face-to-face tuition with tuition sessions scheduled three times per year.

CENTRES WHERE THE BLOCK TUITION WILL TAKE PLACE:

**NORTH-EASTERN REGION**

- Zambezi
  - Ngweze SS
  - Brandon Simbwaye PS
- Kavango East
  - Noordgrens (Grade 10 Literature)
  - Romanus Kamuhoko SS

**SOUTHERN REGION**

- Krönlein PS
- AShipena SS
- St Barnabas PS
- Highline HS
- Khamas High
- \//Khaodawes PS (Gobabis)
- Concordia SS

**CENTRAL REGION**

- De Duine SS
- Paresis SS
- Coastal High (Gr 12)
- Fridrich Awaseb (Gr 12)

**NORTHERN REGION**

- Andimba Toivo Ya Toivo SSS
- Gabriel Taapopi SSS
- Iimpumbu SSS
- Shaanika Nashilongo SS
- David Sheehama SS
- Eangedjo SS
- Eenhana SS
- Hans Daniel Namukuya SS
# Secondary Education and English Communication: Academic Calendar

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATE</th>
<th>WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment Period</strong></td>
<td>Monday, 15 January – Wednesday, 7 February</td>
<td></td>
</tr>
<tr>
<td><strong>Orientation Workshop</strong></td>
<td>Monday, 12 February</td>
<td>4</td>
</tr>
<tr>
<td><strong>FIRST TERM</strong></td>
<td><strong>First Day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday, 12 February</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Learners Mid-term break</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday, 19 March – 02 April</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Independence</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday, 21 March</td>
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<tr>
<td></td>
<td><strong>Good Friday</strong></td>
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<tr>
<td></td>
<td>Friday, 30 March</td>
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</tr>
<tr>
<td></td>
<td><strong>Easter Monday</strong></td>
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</tr>
<tr>
<td></td>
<td>Monday, 02 April</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Last Day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday, 27 April</td>
<td>11</td>
</tr>
<tr>
<td><strong>SECOND TERM</strong></td>
<td><strong>First Day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday, 21 May</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Africa Day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday, 25 May</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Last school day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday, 17 August</td>
<td>14</td>
</tr>
<tr>
<td><strong>THIRD TERM</strong></td>
<td><strong>First school day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday, 3 September</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Last school day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday, 21 September</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total school days for 2017</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>203</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VACATION WORKSHOPS</th>
<th>STAFF MID-TERM BREAKS</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 April - 04 May</td>
<td>30 April - 4 May</td>
<td>1st Assignment:</td>
</tr>
<tr>
<td>27 - 31 August</td>
<td>27 - 31 August</td>
<td>28 March</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Assignment:</td>
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<tr>
<td></td>
<td></td>
<td>30 May</td>
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<tr>
<td></td>
<td></td>
<td>3rd Assignment:</td>
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<tr>
<td></td>
<td></td>
<td>27 June Entrepreneurship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 July ECC</td>
</tr>
</tbody>
</table>
### EXAMINATIONS (DNEA)

<table>
<thead>
<tr>
<th>Block Tuition Sessions 2018</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td><strong>February - April</strong></td>
</tr>
<tr>
<td><strong>Verification of details</strong></td>
<td><strong>May – June</strong></td>
</tr>
<tr>
<td><strong>Collecting permits</strong></td>
<td><strong>September</strong></td>
</tr>
<tr>
<td><strong>Oral assessment</strong></td>
<td><strong>September</strong></td>
</tr>
<tr>
<td><strong>National examinations</strong></td>
<td><strong>September – November</strong></td>
</tr>
</tbody>
</table>

### NOTE:

Failure to register for examinations will result in no examination opportunity for the 2018 academic year.
TERTIARY Level Programmes
Tertiary Level Programmes

- Diploma in Youth Development Work
- Diploma in Education for Development
- Diploma in Early Childhood & Pre-Primary Education
- Certificate in Education for Development
- Certificate in Local Government Studies
- Certificate in Community-Based Work with Children and Youth
- Certificate in Business Management and Entrepreneurship
- Degree: Bachelor of Arts in Youth Development Work
Level Programmes

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, CECD, CLGS and CW CY might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL’s RPL policy. Registration fees are non-refundable for the programmes.

**NOTE:**

**WHEN CAN YOU APPLY?**
Prospective students can apply from 1 June 2018.

**CLOSING DATE FOR APPLICATIONS:**
31 July 2018.

**METHOD OF PAYMENT**

**Sponsored Students**
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.
English Communication

The English Communication Course (ECC) 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.

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.
Course (ECC)

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

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

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. Learners will be required to keep a file of their written work.

In order to pass this course, a learner 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 learner 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).

LEARNER SUPPORT
Learners will receive the following basic package of services:

• One-day (5 hours) 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.
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 two-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.
  • 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).
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>• Core course: English Communication for General Purposes</td>
<td></td>
</tr>
<tr>
<td>• Core course: Basic Computer literacy</td>
<td></td>
</tr>
</tbody>
</table>

Year 1
1. Development Studies 1702
2. Theory and Practice of Adult Education 1703
3. Applied Basic Mathematics 1 1707

Year 2
4. Applied Basic Mathematics 2 1708
5. Theory and Practice of Community Development 1704
6. Project Development and Management 1705

FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>1 810.00</td>
</tr>
<tr>
<td>Sub Total :</td>
<td>5 430.00</td>
</tr>
<tr>
<td>Core courses x 2 (N$450 per course)</td>
<td>900.00</td>
</tr>
<tr>
<td>Total Tuition Fee:</td>
<td>N$ 6 330.00</td>
</tr>
</tbody>
</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

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.
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 (NALAQO) once obtaining this qualification.

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:
• One 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).

DURATION
This is a one-year programme and students are supported through contact sessions.
Local Government Studies (CLGS)

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 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>910.00</td>
</tr>
<tr>
<td>Sub Total :</td>
<td>5 460.00</td>
</tr>
<tr>
<td>Core courses x 2 (N$450 per course)</td>
<td>900.00</td>
</tr>
<tr>
<td>Total Tuition Fee:</td>
<td>N$ 6 360.00</td>
</tr>
</tbody>
</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

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.
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?
Educars 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.

DURATION
This is an eighteen month distance education study programme and students are supported through contact sessions.
Early Childhood Development (CECD)

PROGRAMME CONTENT
The programme consists of 12 subjects

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Core course: English for General Communication</td>
<td></td>
</tr>
<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>
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FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
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</tr>
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<tbody>
<tr>
<td>Tuition Fee per Subject</td>
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<tr>
<td>Core courses x 2 (N$450 per course)</td>
<td>900.00</td>
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<tr>
<td>Total Tuition Fee:</td>
<td>N$ 6 400.00</td>
</tr>
</tbody>
</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

NOTE:

Propective 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.

WHAT IS REPPSI?
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.

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.
Community- Based Work with Children and Youth (CWCY)

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.

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

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODES</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core course: English for General Communication</td>
<td>2401</td>
<td>2402</td>
</tr>
<tr>
<td>Personal and Professional Development</td>
<td>2401</td>
<td>2402</td>
</tr>
<tr>
<td>Human Rights and Child Protection</td>
<td>2403</td>
<td>2403</td>
</tr>
<tr>
<td>Child and Youth Development</td>
<td>2404</td>
<td>2405</td>
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<tr>
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<td>2406</td>
<td>2406</td>
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</table>

FEE STRUCTURE FOR 2018

<table>
<thead>
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</tr>
<tr>
<td>Total Tuition Fee:</td>
<td>N$ 6 360.00</td>
</tr>
</tbody>
</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

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.
AIM
This programme aims to provide entrepreneurial skills to school-leavers who are seeking academic qualifications for employment and to 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.

• The basic entry requirement to this qualification is a Grade 12 Certificate or equivalent with a minimum of 22 points on the Ministry of Education’s point scale plus
• E symbol in English

OR
• Grade 10 Certificate or equivalent with a minimum of 25 points on the Ministry of Education’s point scale with
• E symbol in English and
• 3 years relevant 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).
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><strong>Year 1</strong></td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>1. Introduction to Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>2. Introduction to Computers</td>
<td></td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
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<tr>
<td>Semester 2</td>
<td></td>
</tr>
<tr>
<td>3. Introduction to Accounting</td>
<td></td>
</tr>
<tr>
<td>4. The Business Environment</td>
<td></td>
</tr>
<tr>
<td>5. Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td></td>
</tr>
<tr>
<td>Semester 3</td>
<td></td>
</tr>
<tr>
<td>6. Business Plan Development</td>
<td></td>
</tr>
<tr>
<td>7. Final Project for Certificate</td>
<td></td>
</tr>
<tr>
<td>Core course: English for General Communication</td>
<td></td>
</tr>
</tbody>
</table>

FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>1 360.00</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
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</tr>
<tr>
<td>Core courses x 2 (N$450 per course)</td>
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</tr>
<tr>
<td><strong>Total Tuition Fee:</strong></td>
<td><strong>N$ 6 340.00</strong></td>
</tr>
</tbody>
</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

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.
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:
- 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/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.
Early Childhood & Pre-Primary Education (DECPPE)

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 (double module)</td>
<td>2501</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>
<tr>
<td>Microsoft Computer Essential</td>
<td>2008/2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1 – Semester 2</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English for General Communication</td>
<td>2501</td>
</tr>
<tr>
<td>Child Development and Learning A</td>
<td>2507</td>
</tr>
<tr>
<td>Life Orientation B</td>
<td>2508</td>
</tr>
<tr>
<td>Microsoft Word/Microsoft Excel</td>
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<tr>
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</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>
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</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>
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<tr>
<td>Environmental Learning B</td>
<td>2517</td>
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<tr>
<td>Mother Tongue Literacy and Development B</td>
<td>2518</td>
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<tr>
<td>Workplace Learning Phase 2</td>
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</table>

<table>
<thead>
<tr>
<th>Year 3 – Semester 1</th>
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</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>
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<tr>
<td>Workplace Learning Phase 3</td>
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FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
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</tr>
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<tbody>
<tr>
<td>Tuition Fee per Subject</td>
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<tr>
<td>Sub Total :</td>
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<tr>
<td>Core courses x 2 (N$450 per course)</td>
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<td>Total Tuition Fee:</td>
<td>N$ 6 480.00</td>
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</tbody>
</table>

NB: For year two (2) and subsequent years’ fees will be determined based on the number of subjects taken.

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.
Diploma in Youth Development

Duration: 2 years
NQF Level: 6

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?
DYD is particularly useful for 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.
# Youth Development Work (DYD)

## PROGRAMME CONTENT

The programme consists of 15 modules

| MODULES | 
|-------------------------------|--------------------------|
| Core course: English for General Communication | 
| **Term 1:** | 
| 1. Commonwealth Values in Youth Development Work (Module 1); | 1801 |
| 2. Young People and Society (Module 2); | 1802 |
| 3. Working with People and their Communities (Module 4); | 1804 |
| 4. Learning Processes (Module 6). | 1806 |
| **Term 2:** | 
| 5. Youth and Health (Module 12); | 1812 |
| 6. Gender and Development (Module 5); | 1805 |
| 7. Principles and Practice of Youth in Development Work (Module 3); | 1803 |
| 8. Project Planning, Monitoring and Evaluation (Module 8). | 1808 |
| **Term 3:** | 
| 9. Management Skills (Module 7); | 1807 |
| 10. Policy Planning and Implementation (Module 9); | 1809 |
| 11. Conflict Resolution Strategies and Skills (Module 10); | 1810 |
| 12. Promoting Enterprise and Economic Development (Module 11). | 1811 |
| **Term 4:** | 
| 13. Sustainable Development (Module 13); | 1803 |
| 14. Orphans & Vulnerable Children Programme Management and Policy Development (Module 14); | 1814 |
| 15. Psychosocial Support of Orphans & Vulnerable Children (Module 15). | 1815 |

### FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>900.00</td>
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<td>Total Tuition Fee:</td>
<td>N$8 100.00</td>
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</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

## 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.
Diploma in Education for Development

Duration: 1 year
NQF Level: 6

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 one-year programme and students are supported through contact sessions.
Education for Development (DED)

PROGRAMME CONTENT
The programme consists of 5 modules.

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
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<tbody>
<tr>
<td>1. Adult Teaching and Learning</td>
<td>2201</td>
</tr>
<tr>
<td>• Teaching Literacy/Numeracy and Health to Adults</td>
<td></td>
</tr>
<tr>
<td>2. Development Studies:</td>
<td>2202</td>
</tr>
<tr>
<td>• Teaching Adults about Small Business Development</td>
<td></td>
</tr>
<tr>
<td>• Teaching Adults about the Environment.</td>
<td></td>
</tr>
<tr>
<td>3. Research Methods</td>
<td>2203</td>
</tr>
<tr>
<td>4. Research Project</td>
<td>2204</td>
</tr>
<tr>
<td>5. Teaching Practice</td>
<td>2205</td>
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</tbody>
</table>

Core Course: English for General Communication

FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per Subject</td>
<td>1 440.00</td>
</tr>
<tr>
<td>Sub Total :</td>
<td>7 200.00</td>
</tr>
<tr>
<td>Core courses x 2 (N$450 per course)</td>
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<td>Total Tuition Fee:</td>
<td>N$ 8 100.00</td>
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</table>

NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

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.
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)
• D-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 OF THE PROGRAMME:
Three-year programme supported by face-to-face sessions
Of Arts in Youth Development  
(BA:YD)

PROGRAMME CONTENT
The programme consist of 19 modules, which include 2 Core course modules + 1 Research Project as listed below:

<table>
<thead>
<tr>
<th>MODULES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Core course 1: English for General Communication</td>
<td></td>
</tr>
<tr>
<td>• Core Course 2: Introduction to Computers</td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>1. Learning Processes</td>
<td>YDEW</td>
</tr>
<tr>
<td>2. Introduction to Theory and Practice: Youth Development Work</td>
<td>YDEW</td>
</tr>
<tr>
<td>3. Introduction to Sociology</td>
<td>YDEW</td>
</tr>
<tr>
<td>4. Youth Health, Safety and Well-Being</td>
<td>YDEW</td>
</tr>
<tr>
<td>5. Youth Entrepreneurship and Sustainable Development</td>
<td>YDEW</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>6. Management and Leadership Skills for Youth Work</td>
<td>YDEW</td>
</tr>
<tr>
<td>7. Youth Governance and Participation</td>
<td>YDEW</td>
</tr>
<tr>
<td>8. Youth Development Work: Networks, Partnerships and Resources</td>
<td>YDEW</td>
</tr>
<tr>
<td>9. Working with Youth in Community and Organisational Settings</td>
<td>YDEW</td>
</tr>
<tr>
<td>10. Youth Advocacy: ICTs in Youth Work</td>
<td>YDEW</td>
</tr>
<tr>
<td>11. Supporting Youth in Grief and Trauma</td>
<td>YDEW</td>
</tr>
<tr>
<td>12. Applied Social Research</td>
<td>YDEW</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>13. Research Project</td>
<td>YDEW</td>
</tr>
<tr>
<td>14. Peace, Conflict Resolution and Mediation</td>
<td>YDEW</td>
</tr>
<tr>
<td>15. Strategic Youth Planning and Programme Management</td>
<td>YDEW</td>
</tr>
<tr>
<td>16. Developmental Psychology</td>
<td>YDEW</td>
</tr>
<tr>
<td>17. Youth Advocacy: Principles and Tools</td>
<td>YDEW</td>
</tr>
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</table>

FEE STRUCTURE FOR 2018

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT N$</th>
</tr>
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<tbody>
<tr>
<td>Tuition Fee per Subject</td>
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NB: For year two (2) and subsequent years fees will be determined based on the number of subjects taken.

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.
## Tertiary Level Programmes:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Orientation Workshop</th>
<th>Vacation Workshop</th>
<th>Examination Preparation Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Education for Development (CED)</td>
<td>Sem 1 &amp; Year 2: Whk &amp; Ongwediva 5th – 9th February 2018</td>
<td>Year 2: 28th – 31st May 2018</td>
<td>Year 1, Sem 1: 8th – 11th May 2018</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Year 1, Sem 2: 1st – 5th October 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Year: 15th – 17th August 2018</td>
</tr>
<tr>
<td>Diploma in Youth Development Work (DYD)</td>
<td>Semesters 1&amp;3: 5th – 8th Feb 2018</td>
<td></td>
<td>Semesters 1&amp;3: 8th – 11th May 2018</td>
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<tr>
<td></td>
<td>Semesters 2&amp;4: 9th – 13th July 2018</td>
<td></td>
<td>Semesters 2&amp;4: 2nd – 5th October 2018</td>
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<tr>
<td></td>
<td>Katima Mullo &amp; Rundu 19th – 23rd February</td>
<td></td>
<td>Semester 2: 9th – 12th October 2018</td>
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<tr>
<td></td>
<td>Semester 2: Whk &amp; Ongwediva 9th – 13th July 2018</td>
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<tr>
<td></td>
<td>Year 1 – 3, Sem 2: Whk &amp; Ongwediva 9th – 13th July 2018</td>
<td></td>
<td>Year 1 – 3, Sem 2: Whk &amp; Ongwediva 1st – 5th October 2018</td>
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<tr>
<td>Diploma in Early Childhood and Pre-Primary Education (DECPPE)</td>
<td>Semester 1 Whk 12th – 16th February 2018</td>
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<td>Semester 1 Whk: 9th – 10th May 2018</td>
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<tr>
<td></td>
<td>Semester 2 Whk 9th – 13th July 2018</td>
<td></td>
<td>Semester 2: 9th – 12th October 2018</td>
</tr>
<tr>
<td>Certificate in Business Entrepreneurship (CBE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts in Youth Development (BA: YD)</td>
<td>Semester 1 Whk 12th – 16th February 2018</td>
<td></td>
<td>Semester 1 Whk: 9th – 11th May 2018</td>
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<tr>
<td></td>
<td>Semester 2 Whk 9th – 13th July 2018</td>
<td></td>
<td>Semester 2: 9th – 12th October 2018</td>
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### Academic Calendar

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SUPPLEMENTARY EXAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 Sem 1: 1st – 18th June 2018</td>
<td>5th – 13th July 2018</td>
</tr>
<tr>
<td>Year 1 Sem 2: 1st – 16th November 2018</td>
<td>17th – 31st January 2019</td>
</tr>
<tr>
<td>Year 2: 17th – 31st October 2018</td>
<td></td>
</tr>
<tr>
<td>17th – 31st October 2018</td>
<td>17th – 31st January 2019</td>
</tr>
<tr>
<td>Semesters 1 &amp; 3: 1st – 18th June 2018</td>
<td>Semesters 1 &amp; 3: 5th – 13th July 2018</td>
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<tr>
<td>Semesters 1 &amp; 3: 1st – 18th June 2018</td>
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<tr>
<td>Semester 2: 1st – 16th November 2018</td>
<td>Semesters 1 &amp; 3: 5th – 13th July 2018</td>
</tr>
<tr>
<td></td>
<td>Semester 2: 17th – 31st January 2019</td>
</tr>
<tr>
<td>17th – 31st October 2018</td>
<td>17th – 31st January 2019</td>
</tr>
<tr>
<td>Year 1 – 3, Sem 1: 1st – 18th June 2018</td>
<td>Year 1 – 3, Sem 1: 5th – 13th July 2018</td>
</tr>
<tr>
<td>Year 1 – 3, Sem 2: 1st – 16th November 2018</td>
<td>Year 1 – 3, Sem 2: 17th – 31st January 2019</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 1: 1st – 18th September 2018</td>
<td>Semester 1: 5th – 13th July 2018</td>
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<tr>
<td>Semester 2: 1st – 16th November 2018</td>
<td>Semester 2: 17th – 31st January 2019</td>
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<td></td>
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<tr>
<td>Semester 1: 1st – 18th June 2018</td>
<td>Semester 1: 5th – 13th July 2018</td>
</tr>
<tr>
<td>Semester 2: 1st – 16th November 2018</td>
<td>Semester 2: 17th – 31st January 2019</td>
</tr>
</tbody>
</table>
TECHNICAL, VOCATIONAL EDUCATION AND TRAINING

Programmes (TVET)
Technical, Vocational Education

As part of its strategy to address training needs in the market, NAMCOL has developed and introduced a number of Technical Vocational Education and Training Programmes which are as follows:

The ultimate aim of these programmes is to alleviate the high unemployment rate in the country. As employment opportunities in the formal sector shrink, the acquisition of business management and entrepreneurial skills for self-employment becomes crucial. The development of entrepreneurial skills for self-employment will be part 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.
ADMISSION REQUIREMENTS
To be admitted to this programme, a candidate must have -

- at least a Grade 10 certificate with 23 points and an E in English, Mathematics and Science, apart from Office Administration, which does not require Science
- Background/experience in a field to enrol or a technical subject (e.g. Design and Technology).

Prospective trainees can apply by completing the prescribed application form at points as advertised in local newspapers. Applicants will be informed about the outcome of the applications. Prospective candidates will be subject to an objective and transparent selection process, with all those who qualify having an equal chance to receive scholarship support. This will include an aptitude test through the Ministry of Labour.

FEE STRUCTURE

- Tuition and registration will be N$6 550.00.
- Successful applicants will apply for loans through the Namibia Students Financial Assistance Fund (NSFAF).

The following documents will be required for admission:

- Identity document (Namibian ID card, birth certificate or passport)
- Certificate or statement of results of highest qualification (only certified copies are accepted)
- Proof of experience in industry, e.g. letter from employer
- Proof of income of parents/guardians for grant consideration

Programme structure and content:

- Each programme consists of the following Unit Standard Titles and modules, which are recognised by NTA.
Automotive Mechanics

This qualification aims to enable people 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 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

GENERIC UNIT STANDARDS

HIV AND AIDS AWARENESS
- Demonstrate knowledge of HIV and Aids

FOUNDATION IN NUMERACY SKILLS
- Apply basic numeracy skills in different contexts

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

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
- 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
GENERIC UNIT STANDARD
HIV AND AIDS AWARENESS
• Demonstrate knowledge of HIV and AIDS

ENTREPRENEURSHIP
• Non-examinable Unit Standard: Demonstrate knowledge of the requirements of entrepreneurs

LEVEL 3: UNIT STANDARD TITLES
• Following Level 2, candidates will be attached to the industry for job attachment.
• 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

ENTREPRENEURSHIP
• Identify, create and select business opportunities
Welding and Metal

This qualification aims to enable people 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, etc.

Programme structure and content:
Each programme consists of Unit Standard Titles and modules, recognised by NTA.

LEVEL 1
- 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

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, reading and writing skills in English in different contexts

LEVEL 2
- 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

GENERIC UNIT STANDARD
HIV AND AIDS AWARENESS
- Demonstrate knowledge of HIV and AIDS

ENTREPRENEURSHIP
- Non-examinable Unit Standard: Demonstrate knowledge of the requirements of entrepreneurs.
Fabrication

LEVEL 3

- Following Level 2, candidates will be attached to the industry for job attachment.
- 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.

ENTREPRENEURSHIP

- Identify, create and select business opportunities.
Plumbing and Pipefitting

This qualification aims to enable people 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
- 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

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
- 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
Pipefitting

GENERIC UNIT STANDARD

HIV AND AIDS AWARENESS
• Demonstrate knowledge of HIV and AIDS

LEVEL 3
• 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

ENTREPRENEURSHIP
• Identify, create and select business opportunities
Office Administration

This qualification aims to enable people 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
• 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

COMPUTING FUNDAMENTALS
• Identify basic computer equipment and accessories
• Use navigational systems in a computer application
• Produce basic spreadsheets
• Use basic internet and email applications

LEVEL 2
• 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

FOUNDATION NUMERACY SKILLS
Apply basic numeracy skills in different contexts

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

HIV AND AIDS AWARENESS
Demonstrate knowledge of HIV and AIDS.

ENTREPRENEURSHIP
Demonstrate knowledge of the requirements of entrepreneurs
HIV AND AIDS AWARENESS
Demonstrate knowledge of HIV and AIDS

Following Level 2, after assessment candidates will be attached to the industry for job attachment.

LEVEL 3

• 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 as part of office procedures
• Plan and write office documents as part of office procedures

ENTREPRENEURSHIP
Non-examinable Unit Standard: Identify, create and select business opportunities
Graduation Ceremony and Director’s Award

The Institution’s Graduation Ceremony takes place in August annually or bi-annually, depending on the number of graduands. 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.
International Computer

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:

<table>
<thead>
<tr>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Essentials</td>
</tr>
<tr>
<td>Online Essentials</td>
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<tr>
<td>Word Processing</td>
</tr>
<tr>
<td>Spreadsheets</td>
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<table>
<thead>
<tr>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
</tr>
<tr>
<td>Using Database</td>
</tr>
<tr>
<td>Web Editing</td>
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<tr>
<td>Image Editing</td>
</tr>
<tr>
<td>Online Collaboration</td>
</tr>
<tr>
<td>IT Security</td>
</tr>
<tr>
<td>Project Planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Word Processing</td>
</tr>
<tr>
<td>Advanced Spreadsheets</td>
</tr>
<tr>
<td>Advanced Databases</td>
</tr>
<tr>
<td>Advanced Presentation</td>
</tr>
</tbody>
</table>
Driving Licence (ICDL)

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.

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CblcRundu2@namcol.edu.na
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.
Driving Licence

ICDL ADVANCED PROFILE MODULES

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.
### International Computer Course options and fees

The following course options are available:

<table>
<thead>
<tr>
<th>BASE MODULES (Compulsory for beginners)</th>
<th>N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Essentials</td>
<td>Deposit: 800.00</td>
</tr>
<tr>
<td>Online Essentials</td>
<td>550.00</td>
</tr>
<tr>
<td>Word Processing</td>
<td>550.00</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td>550.00</td>
</tr>
<tr>
<td><strong>This package includes a skills logbook, training manual, face-to-face training and testing on all four modules.</strong></td>
<td><strong>Total: 2 450.00</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>ICDL BASE SELF STUDY OPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICDL Logbook (Compulsory)</td>
<td>350.00</td>
</tr>
<tr>
<td>ICDL Base Manuals</td>
<td>300.00</td>
</tr>
<tr>
<td>ICDL Base Modules Exam per Module = N$190 x 4 Modules</td>
<td>760.00</td>
</tr>
<tr>
<td><strong>Total: 1 410.00</strong></td>
<td></td>
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</tbody>
</table>

On completion of the Base Modules, any of the following options are recommended:

<table>
<thead>
<tr>
<th>OPTION 1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>700.00</td>
</tr>
<tr>
<td>Image Editing</td>
<td>700.00</td>
</tr>
<tr>
<td>Web Editing</td>
<td>700.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2100.00</strong></td>
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</tbody>
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<tr>
<th>OPTION 2</th>
<th></th>
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<tbody>
<tr>
<td>Online Collaboration</td>
<td>700.00</td>
</tr>
<tr>
<td>Database</td>
<td>600.00</td>
</tr>
<tr>
<td>Project Planning</td>
<td>700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2000.00</strong></td>
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</tbody>
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<table>
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<tr>
<th>OPTION 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>700.00</td>
</tr>
<tr>
<td>Presentation</td>
<td>600.00</td>
</tr>
<tr>
<td>IT Security</td>
<td>700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2000.00</strong></td>
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<table>
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<tr>
<th>OPTION 4</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Online Collaboration</td>
<td>700.00</td>
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<tr>
<td>Presentation</td>
<td>600.00</td>
</tr>
<tr>
<td>Project Planning</td>
<td>700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2000.00</strong></td>
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</tbody>
</table>

Fees are currently being revised and is subject to change in 2018.
Driving Licence (ICDL)

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.

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.

Please note that these fees are currently being revised and are subject to change for 2018

Fees are currently being revised and is subject to change in 2018

<table>
<thead>
<tr>
<th>OPTION 5</th>
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<tbody>
<tr>
<td>Image Editing</td>
<td>700.00</td>
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<tr>
<td>Presentation</td>
<td>600.00</td>
</tr>
<tr>
<td>Project Planning</td>
<td>700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2000.00</strong></td>
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<table>
<thead>
<tr>
<th>ICDL ADVANCED</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Advanced MS Word</td>
<td>820.00</td>
</tr>
<tr>
<td>Advanced MS Excel</td>
<td>820.00</td>
</tr>
<tr>
<td>Advanced MS Access</td>
<td>820.00</td>
</tr>
<tr>
<td>Advanced MS PowerPoint</td>
<td>820.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3 280.00</strong></td>
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</table>

<table>
<thead>
<tr>
<th>ICDL ADVANCED SELF STUDY OPTION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Book per Module</td>
<td>300.00</td>
</tr>
<tr>
<td>Testing/Exam fee per Module</td>
<td>380.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>680.00</strong></td>
</tr>
<tr>
<td>Plus Logbook (optional)</td>
<td>350.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1 030.00</strong></td>
</tr>
</tbody>
</table>

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.

Please note that these fees are currently being revised and are subject to change for 2018

Fees are currently being revised and is subject to change in 2018
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 of, 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.
Literacy Course

Microsoft Word 2010

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

Microsoft Excel 2010

- 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](http://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 2018

<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><strong>TOTAL</strong></td>
<td><strong>N$ 1050.00</strong></td>
</tr>
</tbody>
</table>

Fees are currently being revised and is subject to change in 2018.
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Map of Nolnet Affiliated Centres
HIV/AIDS remains one of the world’s most significant public health challenges, particularly in low- and middle-income countries. Due to recent advances in access to antiretroviral therapy (ART), HIV-positive people now live longer and healthier lives. At the end of 2010, 6.65 million people in low- and middle-income countries received ART. However, over 7 million people in need of ART still have no access to treatment. The facts below provide current data on the disease and ways to prevent and treat it.

HIV (human immunodeficiency virus) infects cells of the immune system.

Infection results in the progressive deterioration of the immune system, breaking down the body’s ability to fend off infections and diseases. AIDS (Acquired immune deficiency syndrome) refers to the most advanced stages of HIV infection, defined by the occurrence of any of more than 20 opportunistic infections or related cancers.

HIV can be transmitted in several ways
- Unprotected sexual intercourse (vaginal or anal) or oral sex with an infected person
- Transfusions of contaminated blood
- The sharing of contaminated needles, syringes or other sharp instruments
- The transmission between a mother and her baby during pregnancy, childbirth and breastfeeding.

34 million people live with HIV/AIDS worldwide
The vast majority are in low- and middle-income countries. An estimated 2.7 million people were newly infected with the virus in 2010. HIV/AIDS is the world’s leading infectious killer. About 30 million people have died to date. An estimated 1.8 million people die every year from HIV/AIDS. Combination antiretroviral therapy (ART) prevents the HI virus from multiplying in the body. If the reproduction of the HI virus stops, the body’s immune cells are able to live longer and provide the body with protection from infections.

Facts about HIV and AIDS

About 6.65 million HIV-positive people had access to ART in low- and middle-income countries at the end of 2010. This represents a 16-fold increase since 2003. Overall, the coverage of ART in low- and middle-income countries continued to increase and was 47% of the 14.2 million people eligible for treatment at the end of 2010.

An estimated 3.4 million children live with HIV/AIDS
According to 2010 figures most of the children live in sub-Saharan Africa and were infected by their HIV-positive mothers during pregnancy, childbirth or breastfeeding. Almost 1 100 children become newly infected with HIV each day. The number of children receiving ART increased from about 75 000 in 2005 to 456 000 in 2010.

Mother-to-child-transmission is almost entirely avoidable
However, access to preventive interventions remains low in most low- and middle-income countries. But progress has been made. In 2010, 48% of pregnant women living with HIV received the most effective regimens (as recommended by WHO) to prevent mother-to-child transmission of the virus.
HIV and Aids

HIV is the strongest risk factor for developing active TB:

In 2010, more than 350 000 deaths from tuberculosis occurred among people living with HIV. That is one fifth of the estimated 1.8 million deaths from HIV in that year. The majority of people living with both HIV and TB reside in sub-Saharan Africa (about 82% of cases worldwide).

There are several ways to prevent HIV transmission

**Key ways to prevent HIV transmission**
- Practise safe sexual behaviours such as using condoms.
- Get tested and treated for sexually transmitted infections, including HIV.
- Avoid injecting drugs, or if you do, always use new and disposable needles and syringes.
- Ensure that any blood or blood products that you might need are tested for HIV.

*Facts taken from the World Health Organisation website*
- September 2012

**HIV and AIDS estimates (2015) in Namibia**

1. Number of people living with HIV 210 000 [200 000 - 230 000]
2. Percentage of prevalence Adults aged 15 to 49 rate 13,3% [12,2% - 14,5%]
3. Adults aged 15 and over living with HIV 200 000 [190 000 - 220 00]
4. Women aged 15 and over living with HIV 120 000 [110 000 - 130 000]
5. Children aged 0 to 14 living with HIV 10 000 [9 400 - 11 000]
6. Deaths due to AIDS 3 100
7. Orphans due to AIDS aged 0 to 17 45 000

*Source:

**USAID>ORG country report 2015**
Public Holidays for 2018

New Year's Day: Monday, 1 January 2018
Independence Day: Wednesday, 21 March 2018
Good Friday: Friday, 30 March 2018
Easter Day: Sunday, 1 April 2018
Easter Monday: Monday, 2 April 2018
Worker's Day: Tuesday, 1 May 2018
Cassinga Day: Friday, 4 May 2018
Ascension Day: Thursday, 10 May 2018
Africa Day: Friday, 25 May 2018
Heroes' Day: Sunday, 26 August 2018
Public Holiday: Monday, 27 August 2018
Namibian Women's Day/Human Rights Day: Monday, 10 December 2018
Christmas Day: Tuesday, 25 December 2018
Family Day: Wednesday, 26 December 2018

NOTE:
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.

Observance Days 2018, but not Public Holidays:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>9 February</td>
<td>Constitution Day</td>
</tr>
<tr>
<td>Saturday</td>
<td>16 June</td>
<td>African Child's Day</td>
</tr>
<tr>
<td>Friday</td>
<td>28 September</td>
<td>Day of the Namibian Child</td>
</tr>
<tr>
<td>Thursday</td>
<td>4 October</td>
<td>United Nation's Day</td>
</tr>
</tbody>
</table>
We offer the following for JSC (Gr.10) & NSSCO/H (Gr.12):

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- **Examination booklets** (contains past national examination papers and answers)
- **Video Lessons & Radio Programmes** (short storylines that add value to studies)

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